

# BRUNSWICK HIGH SCHOOL



## Home of the Dragons 2019 - 2020

BRUNSWICK HIGH SCHOOL  
116 Maquoit Road  
Brunswick, ME 04011  
(207) 319-1910  
(207) 798-5515 (fax)

Main Office / Administration  
Counseling Office  
Athletic Department  
Resource Officer  
Nurse  
Superintendent's Office



319-1910  
319-1912  
319-1920  
319-1923  
319-1917  
319-1900

[www.brunswick.k12.me.us/bhs](http://www.brunswick.k12.me.us/bhs)

Troy Henninger  
Principal

Tim Gagnon  
Assistant Principal

Jeff Ramich  
Athletic Director

### *This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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# WELCOME TO BRUNSWICK HIGH SCHOOL

Accredited through the State of Maine and the New England Association of Schools and Colleges

This handbook is provided to help students and families become better acquainted with the High School. All students should read through the information here and share it with family members. Please show respect for students, staff, school property and personal property. Working together, Brunswick High School can be a place where everyone feels comfortable and accepted. Policies referenced in the handbook contain more detailed information. They can be located on the Brunswick School Department website.

**Students must sign the last page of this section and return it to the Main Office for filing.**

## BELL SCHEDULE

MONDAY/THURSDAY	TUESDAY/WEDNESDAY/FRIDAY
7:40            Warning Bell	7:40            Warning Bell
7:45 – 9:05    Period 1 / 2	7:45 – 9:10    Period 1 / 2
9:05 - 9:15    Break	9:10 - 9:20    Break
9:15 – 9:40    FLEX PERIOD	
9:45 – 11:01   Period 3 / 4	9:20 – 10:45   Period 3 / 4
11:06 – 12:49 Period 5 / 6	10:50 – 12:40 Period 5 / 6
<p><b>A Lunch</b> – 11:06 – 11:26 P.M. Region 10 students and 2<sup>nd</sup> floor classes <b>EXCEPT</b> Lab classes, World Language classes and Study Halls</p>	<p><b>A Lunch</b> – 10:50 – 11:10 P.M. Region 10 students, and 2<sup>nd</sup> floor classes <b>EXCEPT</b> Lab Classes, World Language classes and Study Halls</p>
<p><b>B Lunch</b> – 11:40 – 12:00 All Labs, including Computer Labs, Study Halls, Tech Ed classes, College Planning, Computer Apps, Curriculum Support, and rooms 110, 112, 118, 120, 121, 251, 253, Alumni room</p>	<p><b>B Lunch</b> - 11:35 – 11:55 All Labs, including Computer Labs, Study Halls, Tech Ed classes, College Planning, Computer Apps, Curriculum Support, and rooms 110,112,118, 120, 121, 251, 253, Alumni room</p>
<p><b>C Lunch</b> – 12:29 – 12:49 9<sup>th</sup> grade Academy classes, World Language classes and the remainder of 1<sup>st</sup> floor</p>	<p><b>C Lunch</b> – 12:20 – 12:40 9<sup>th</sup> grade Academy classes, World Language classes and the remainder of 1<sup>st</sup> floor</p>
12:54 – 2:10    Period 7 / 8	12:45 – 2:10    Period 7 / 8

## SCHOOL CALENDAR FOR 2019-2020

Labor Day (no school)	September 2, 2019
First Day of School (Freshmen Orientation)	September 3, 2019
First Day of Classes for ALL Students (orange day)	September 4, 2019
Picture Days	September 5 & 6, 2019
Music Parent Meeting	September 11, 2019
ACT Testing	September 14, 2019
Grade 9 Parent Meeting	September 19, 2019
Mid Coast College Fair	September 26, 2019
Homecoming Week	September 16 – September 21, 2019
Homecoming Dance	September 21, 2019
SAT Testing	October 5, 2019
Open House	October 10, 2019
Professional Development Day (No Classes)	October 11, 2019
Columbus Day (No school)	October 14, 2019
PSAT Testing	October 16, 2019
Financial Aid Night	October 22, 2019
SAT Testing	November 2, 2019
Fall Athletic Banquet	November 4, 2019
Election Day – No School	November 5, 2019
First Quarter Ends	November 8, 2019
Hockey Boosters Holiday Craft Fair	November 8-10, 2019
Veterans' Day (no school)	November 11, 2019
Fall Play Production	November 21-23, 2019
Early Release Day	November 26, 2019
Professional Development Day (No Classes)	November 27, 2019
Thanksgiving Break	November 28-29, 2019
Early Release Day	December 4, 2019
SAT Testing	December 7, 2019
Winter Jazz Night	December 7, 2019
Winter Band Concert	December 12, 2019
Winter Choral Concert	December 18, 2019
Holiday Vacation	December 23, 2019-January 1, 2020
Martin Luther King Jr. Day (no school)	January 20, 2020
Mid-Year Exams	January 21-24, 2020
Second Quarter Ends	January 24, 2020
President's Day/Winter Vacation (no school)	February 17-21, 2020
Winter Athletic Banquet	March 2, 2020

College Information Night for Families .....	March 3, 2020
Professional Development Day (No Classes) .....	March 13, 2020
Early Release Day .....	March 18, 2020
Spring Musical Production .....	March 19-21, 2020
MBDA Concert Band Festival .....	March 25, 2020
Third Quarter Ends.....	April 3, 2020
Brunswick City Limits .....	April 3-4, 2020
Spring Fling Night .....	April 8, 2020
Early Release Day .....	April 16, 2020
Professional Development Day (No Classes) .....	April 17, 2020
Patriot's Day/Spring Vacation (no school) .....	April 20-24, 2020
All Town Chorus Concert.....	April 30, 2020
SAT Testing .....	May 2, 2020
Senior Prom.....	May 2, 2020
AP Exams.....	May 4-15, 2020
All Town Band Concert .....	May 5, 2020
Early Release Day .....	May 6, 2020
Underclass Awards Night .....	May 19, 2020
Memorial Day (no school) .....	May 25, 2020
Senior Night.....	May 26, 2020
Spring Band Concert .....	June 3, 2020
Spring Choral Concert .....	June 5, 2020
SAT Testing .....	June 6, 2020
Senior Final Exams .....	June 8-9, 2020
Spring Athletic Banquet .....	June 8, 2020
Jazz Night .....	June 9, 2020
Music Awards Night .....	June 10, 2020
Graduation.....	June 12, 2020
Final Exams, grades 9-11.....	June 10-15, 2020
.....add 1 day for each snow day used (June 16-22, 2020)	
Fourth Quarter Ends.....	June 15, 2020
.....add 1 day for each snow day used (June 16-22, 2020)	

**PLEASE PLAN VACATIONS ONLY DURING PERIODS OF SCHOOL VACATION**

# Statement of Beliefs and Supporting Values

1. We believe that engaging students in a culture of achievement represents the most reliable pathway to post-graduate success for our students; therefore, we value:
  - Recognizing the diversity of ability amongst our students and the creation of multiple pathways to success.
  - Creating an atmosphere of high expectations for our students and concrete recognition when they exceed these expectations.
  - Building systems that allow students to create short and long-term goals and that measure a student's progress towards these goals.
2. We believe that academic excellence is the primary, foundational mission of Brunswick High School. The artistic, extra-curricular, co-curricular and social opportunities that exist at Brunswick High School are there to support this core academic mission; therefore, we value:
  - A core academic program that is challenging, rigorous and which emphasizes both breadth of understanding as well as depth of content.
  - Class sizes that are appropriate to this mission.
  - Providing opportunities for students to be engaged in learning activities outside the classroom.
  - Encouraging students to engage in a process of continuous improvement.
3. We believe that our school, town, state, national and international communities cannot flourish without citizens of strong character; therefore, we value:
  - A school culture that emphasizes honesty, integrity and compassion and holds students accountable for their ethical behavior as well as their academic performance.
  - An academic environment that makes students aware of the global context in which they make their decisions.
  - A professional environment in which all staff members understand their importance as ethical role models for all the students at Brunswick High School.
4. We believe that Brunswick High School as an institution and students as individuals benefit from significant partnerships with the community; therefore, we value:
  - Fostering good relationships with the citizens and institutions that constitute the Brunswick community.
  - Programs that offer students opportunities for off-campus learning experiences that enhance their academic studies at Brunswick High School.
  - Partnerships with institutions who offer students the opportunity to realize the applicability and purpose of their studies at Brunswick High School.
5. We believe that a professional, collegial atmosphere is essential to our success as educators and is an essential element of the core academic mission of Brunswick High School; therefore, we value:
  - A manageable academic workload that accommodates collegiality among faculty members.
  - Clear and effective leadership from the administration.
  - An administration that supports the professional growth of faculty members both as individuals and as members of a department.
  - An atmosphere in which all staff members respect each other's efforts in our common mission of educating all of our students.
  - Professional time set aside for collaboration as members of a department and for collaboration between departments.

# **Brunswick High School Guiding Principles and 21<sup>st</sup> Century Learning Expectations**

## **(Based on Maine Learning Results and NEASC documentation)**

Standard 1. Communicate clearly and effectively

- a. Listen, comprehend and adjust communication based on the audience, task, purpose and discipline.
- b. Use a variety of modes of expression, such as spoken, written, visual and performing arts including the use of technology and digital media.

Standard 2. Demonstrate the habits of being a self-directed life-long learner

- a. Demonstrate initiative, and persistence.
- b. Demonstrate flexibility and independence.
- c. Demonstrate reliability and concern for quality and precision.

Standard 3. Apply creative and practical approaches to solving problems

- a. Identify patterns, trends, and relationships, and use models, structures, creativity, and/or mathematical reasoning.
- b. To solve problems.
- c. Effectively engage and demonstrate critical thinking skills and problem solving abilities.
- d. Approach academic challenges with creativity and innovation.

Standard 4. Engage in responsible and involved citizenship

- a. Make positive contributions to the community through individual and collaborative work.
- b. Demonstrates global awareness and economic and civic literacy.
- c. Demonstrate awareness of personal and community health and wellness.

Standard 5. Demonstrate integrative and informed thinking

- a. Gain and apply knowledge across disciplines and learning contexts.
- b. Synthesize information from multiple sources.

## **Parental Notice Regarding Physical Restraint and Seclusion**

The Brunswick School Committee has adopted Policy JKAA: Use of Physical Restraint and Seclusion and Procedure JKAA-R: Procedures on Physical Restraint and Seclusion which address the use of Restraint and Seclusion of students in the school setting. The policy and regulation can be accessed on Brunswick School Department's website at [www.brunswick.k12.me.us](http://www.brunswick.k12.me.us) or you may obtain a copy of the policy from the principal's office. Any parent with questions about the policy or regulation should contact the building principal or the Director of Student Services at 207-319-1900.

## **Parental Notice Regarding Notification of Parents Rights**

The Brunswick School Committee has adopted Policy JRA Student Education Records and Information Act (FERPA) which addresses regulations concerning sharing student information, transfer of student records, military recruiters' access to information and other issues regarding student information. The policy and regulation can be accessed on Brunswick School Department's website at [www.brunswick.k12.me.us](http://www.brunswick.k12.me.us) or you may obtain a copy of the policy from the principal's office. Any parent with questions about the policy or regulation should contact the building principal or the Director of Student Services at 207-319-1900.

# Parental Notice Regarding Protection of Pupil Rights Amendment

The Brunswick School committee in accordance with The Protection of Pupil Rights Amendment (PPRA) has adopted Policy ILD, which states that no student shall be required as part of a program funded by the U. S. Department of Education, to submit to any survey or evaluation that would reveal information that might invade students' privacy. Protected information could include political affiliations, religious practices, psychological problems, and income. Consult the actual policy for more examples.

In so far as practical, the high school will directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation.

## Parental Notice Regarding Special Education

The Brunswick School Department recognizes its responsibility through Child Find (Policy IHBAC) to identify children between the ages of three and twenty within its jurisdiction who may have a disability which requires special education. Screening and identification are at no expense to the parent/guardian and are available to students who attend any of the Brunswick schools, are home schooled or attend private schools. Information concerning these services may be obtained from the Director of Special Education for the Brunswick School Department.

## Family and Student Communication Opportunities

- Teacher Conference

Brunswick High School does not have regularly scheduled teacher conferences; however, staff is always willing to meet with parents to discuss concerns. Forms are available in the office and on the web to schedule conferences with individual teachers, at mutually agreed upon times, anytime during the school year. Teachers also have school email addresses which are published on the website. A staffing may be requested with all the student's teachers by calling the Counseling Office at 207-319-1912.

- Brunswick Mentoring Program

Brunswick High School works closely with Bowdoin College student volunteers to serve as mentors to students. Mentors meet with their students during their study hall typically once a week and are supervised by a staff case manager at the school as well as the mentoring program supervisor at Bowdoin College. All information is kept in confidence within the program. Bowdoin College students may also be available for tutoring. Contact the Counseling Office for more information.

- Brunswick High School Web Presence

The high school website ([www.brunswick.k12.me.us/bhs](http://www.brunswick.k12.me.us/bhs)) as well as a Twitter feed (@BHS\_Dragons) and Facebook page contain daily announcements, articles from school sponsored clubs, information about upcoming activities, special student and staff accomplishments, and classroom initiatives.

- Morning Notices

Morning Notices are published each day and televised into students' classes during Period 1. All daily announcements will be signed by a teacher/coach/advisor and submitted to the library on the approved form no later than 7:15 a.m. Parents may access these from the website.

- Mailing Lists and Directory Information

Keeping our computer records of students' addresses, email addresses and telephone numbers accurate is important in allowing us to keep open communications with parents/guardians. If you notice any errors or if your directory information should change during the year, please call and we will immediately make the necessary corrections. Brunswick High School does not publish or reveal family or student directory information. Please note, however, that when a health or safety emergency

exists, schools may share relevant information about students involved in the emergency with appropriate parties-that is, those whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. See section on media release for more information.

- PowerSchool Parent Portal

We are pleased to provide parents with access to current grades and attendance for all students via the Internet. This access is through the PowerSchool Portal. You will receive a letter with your Access ID and Password when your child registers. If you have any questions, or need another letter, please contact the school office at 207-319-1910.

- Progress Reports

Teachers will post grades on PowerSchool. Families may view progress on the PowerSchool Parent Portal.

- Appeal Procedures

Families have the right to appeal any decision made regarding their student. This may include disciplinary actions, teacher or coach conflicts and student performance. The appeal should be directed to the appropriate administrator in written form.

## **Support Services**

Brunswick High School offers a comprehensive program of academic excellence that affords students the opportunity to realize their potential and make a viable contribution to society. To help all students be successful, we offer many supports during their school careers.

- Counseling Department

The Counseling Department is available to help students in designing their course of study and course selections, graduation requirements, and preliminary discussions regarding education beyond high school, testing results and interpretation. Individual and crisis counseling is provided as needed.

- College and Career Planning Service

Brunswick High School provides college and career planning services to all its students. These services include individual college counseling, college planning classes, visitations from college admissions and military representatives as well as GAP year representatives. Counselors assist in college application preparation and financial aid assistance. College Night, Financial Aid Night and a FAFSA workshop are also provided. See the website for a full list of services.

- School Nurse

The school nurse is available to students for health consultations at all times. Should the nurse decide to dismiss a student for health reasons, she will contact the parent/guardian or whoever is listed on the school emergency procedure card. The school nurse is located next to the counseling office.

- Response to Intervention (RTI)

Brunswick High School RTI teachers help students who are experiencing difficulties in school. Through a systematic process, RTI receives referrals and assists students through assessment, action planning, coordination of services, and ongoing evaluation.

- Crisis Response Team

The Brunswick High School Crisis Response Team is a team of faculty and staff who have been trained to respond to emergencies. The goal of the team is to facilitate a smooth and caring response in the event of a crisis, while maintaining a normal school atmosphere when possible. A crisis response plan provides management guidelines and specific strategies for responding to personal, school or community emergencies that adversely impact the emotional and physical well-being of students, staff, and community.



# Academic Opportunities and Requirements

Brunswick High School offers a comprehensive program of academic excellence that affords students the opportunity to realize their potential and make a valuable contribution to society. The **Course of Study** booklet provides in depth information on graduation requirements, possible pathways to graduation, explanations of the grading system and individual course descriptions.

## Course Levels

Courses are offered at a variety of levels with instruction, activities, and assessments differentiated for student success. These are on a continuum from Preparatory to Academic to Honors and to Advanced Placement.

## Graduation Requirements

## **Informed by Policies IKF/IKF-R**

Students are required to meet standards outlined in the Maine Learning Results along with the Guiding Principles. Students must accumulate 21 ½ credits for graduation. The following minimum requirements represent a basic program through which a student may earn a diploma from Brunswick High School:

4 credits - English	1 credit – Physical Education
3 credits – Mathematics	½ credit – Health Education
3 credits – Social Studies (1 <i>World Studies II</i> ; 1 <i>US History</i> )	1 credit – Visual and Performing Arts
2 credits – Science	7 credits – Electives
	30 hours of Community Service

Students must be enrolled in a minimum of six (6) courses or their equivalent each semester. The number of independent studies will be limited to one per semester. Student Assistant option does not count as one of the 6 courses. The Principal may waive this requirement when in his/her judgment extenuating circumstances warrant such a waiver.

**Seniors must fulfill all senior obligations and graduation requirements in order to participate in graduation activities including graduation ceremonies.**

## Student Academic Honors

## **Informed by Policies IKC/IKC-R/IKF**

All students at Brunswick High School are eligible to receive special recognition for academic achievement. To be eligible for academic honors students must be enrolled in at least five (5) numerically graded courses (Class of 2020) or six (6) numerically graded courses (Class of 2021 and after) for each semester I and semester II of the current school year.

## Honor Roll

Students must be enrolled in the minimum required number of courses each semester to qualify. Students with an "incomplete" grade will be exempt from honor roll status until work has been completed and the grade has been reported. Pass/Fail and Audit courses will not be included in the calculations for Honor Roll. Honors: Students who attain no grade lower than an 80 in all courses. High Honors: Students who attain no grade lower than a 90 in all courses.

## Senior Class Rank/ Grade Point Average

Grade point average (GPA) is based on a student's cumulative academic unweighted average. Senior class rank is based on seven (7) semesters using a 100-point system and is weighted depending on the type of classes a student takes. This is to recognize the higher expectations and increased time

and commitment of students who attempt the more rigorous curriculum associated with honors and advanced placement. For class rank purposes only, these course grades will be multiplied by 1.10 for AP and 1.05 for Honors.

### Grading System

A+ 98 - 100	B 83 - 86	C- 70 - 72	F Fail 0-59
A 93 - 97	B- 80 - 82	D+ 67 - 69	P Pass
A- 90 - 92	C+ 77 - 79	D 63 - 66	AU Audit
B+ 87 - 89	C 73 - 76	D- 60 - 62	I Incomplete
			WP Withdraw Pass
			WF Withdraw Fail

Daily attendance, preparation for class, and participation may be used in the evaluation of a student's performance at Brunswick High School.

### Adding and Dropping Courses

Course schedules can be adjusted through the last week of school and by appointment during the summer. If needed, additional adjustments may be made at the beginning of each semester. If a student withdraws from a course after the fourth week of the second or fourth quarters, the student's report card will show "Withdrawn" and the grade at the time of withdrawal; the grade at the time of withdrawal will be considered the grade for the corresponding quarter and will be factored into the semester grade as well as the student's grade point average.

## **Code of Student Conduct Regulations    Informed by Policies JIC/ JICK**

The Brunswick School Department believes that the success of a community is dependent upon its ability to educate students to be ethical and responsible citizens. In order to underscore and clarify the value of these attributes, the following Brunswick School Department Code of Ethics has been adopted. The expectations of this code apply to every student and extend to all school activities including travel to and from school and any other situation in which the student's behavior directly affects school discipline or the safety and welfare of others.

### **Code of Ethics**

**An ethical person is defined by the school department as:**

- Respectful** of others and self,
- Honest** in all academic endeavors and interpersonal relationships,
- Compassionate** and tolerant in dealing with the limitations and suffering of others,
- Responsible** for personal actions as an individual and a member of the community,
- Fair** and equitable in their treatment toward others,
- Courageous** in the face of ethical challenges.

**Respectful Conduct:** People are able, valuable, and responsible and should be treated accordingly. Mutual respect among students and adults in the learning environment is the standard.

**Honest Conduct:** Seek to speak the truth, respectfully. Education should be a cooperative, collaborative activity where process is as important as product.

**Respect: I will treat myself and others with respect at all times.**

**Honesty: I will not lie, cheat or steal and will discourage others from doing so.**

**Compassion: I will treat others with kindness, understanding, and tolerance.**

**Responsibility: I will accept the responsibility for my actions.**

**Courage: I will strive for the courage to live by this code of ethics every day.**

Every student is expected to attend punctually and regularly, to observe regulations of the school, to comply with the directions of the school staff, to observe proper standards of behavior and language, to show respect for property, fellow pupils, and school staff, and to be neat and clean in person and clothing. Violation of the above standards of behavior may result in administrative counseling, suspension, or expulsion.

## **Attendance Informed by Policies JE/ JEA/ JEAA/ JHB**

### Attendance Philosophy

Family members and school staff recognize that regular school attendance is necessary for a successful education. Every student is expected to attend every class each day including study hall. Promptness is also expected for every class, study hall, and school activity. Every effort will be made by school personnel to monitor absenteeism and to work quickly with families to identify problems and solutions. Students are responsible for completing missed work and assignments for all types of absences. All schoolwork must be made up to the satisfaction of the teacher.

It is recognized that absences may be necessary under certain conditions and students may miss instruction, class discussion, and group class work. While it is difficult to fully capture these experiences in make-up assignments, teachers and students will work together to design a program that will allow the students to gain access to the instruction that has been missed. This may include extra assignments and time spent after the regular school day.

### Attendance Procedure

The warning bell rings at 7:40 A.M. Attendance will be taken daily when the 7:45 A.M. bell rings. A student will be marked absent if not in their seat at that time. Attendance is taken for each class throughout the day. The automated messenger system will notify parents/guardians of absences from school or individual classes.

**In order to participate in any school activity, you must be in attendance from 7:45-2:10 on the day of the activity or practice. If coming in late or leaving early for an appointment, you must have a doctor note in order to participate.**

Maine State Law requires student attendance to be reported every year in several categories. All faculty members will be responsible for monitoring students' attendance in their classes. Attendance will be reported daily and accurate attendance records will be maintained for his or her classes. All absences, excused, unexcused, or truant, including absences due to suspension, will be counted in the fulfillment of attendance requirements. **When absent, students will be responsible for bringing in a note from a parent or guardian explaining the reason for the absence.** This note must be brought within one week following the absence. Notes may be verified by contact with the parent or guardian.

### Types of Absences

The State of Maine Laws Relating to Public Schools and Brunswick High School stipulate the following categories for absences:

- Excused Absence

1. Illness, confirmed in writing by a physician if continuous or chronic.
2. School-related activities, subject to approval by administration.
3. Bereavement, with circumstances and number of days approved by the administration.
4. Recognized religious holidays.
5. Medical, dental, or legal appointments that cannot be scheduled at non-school times. These appointments must be verified in writing by the medical or legal professional.

6. A planned absence for a personal or educational purpose. These need to be approved by an administrator. The Planned Absence form can be picked up in the Main Office *or found on the school website*.
7. Other exceptional situations may be considered excused if they are approved two weeks in advance by the administration by completing a Planned Absence Form.
8. In the case of an exceptional student, an absence for a reason which the student's IEP determines is disability related.
9. A school-imposed disciplinary suspension will be considered excused.

- Unexcused Absences

When a student is absent from school with family knowledge and approval, but the absence is not covered by the above situations, it is considered to be an unexcused absence. These may include (but are not limited to) travel time before and after holidays, trips and family vacations, hunting trips, and non-school activities during school time.

- Truancy

When a student is absent without approval by the family or the school, he/she is considered truant.

- Tardy

It is important to be on time for each class and activity. Any student who reports to first period after the attendance has been sent to the office will report to the main office for a tardy slip. On the fourth unexcused tardy to school in a month, families will be contacted by phone or by letter and an office detention will be issued. Tardiness to classes during the day will be dealt with by the classroom teacher in accordance with the teacher's rules and regulations. Tardiness to class and dismissal from class beyond thirty (30) minutes will count as an absence for that class. Excessive tardiness may be considered on the basis of accumulated minutes and may be translated into absences. Missing the morning school bus is considered an unexcused absence or tardy.

**Students are responsible for completing missed work and assignments for all types of absences. All schoolwork must be made up to the satisfaction of the teacher.**

### Consequence of Repeated Absences

Whenever a student misses five days of school in a quarter, or any one class three times in one quarter, the student and family will be notified by the administration that attendance may be unsatisfactory and that the attendance record is being carefully monitored. Possible consequences of multiple absences may include loss of school privileges such as but not limited to; extracurricular activities, athletics, field trips, early dismissal and/or revocation of on-school parking privileges. A student's previous year's attendance record will be considered when determining a student's qualification for early dismissal and parking on school grounds.

If there are further attendance problems, the student and family may meet with an administrator with a possible referral to the superintendent of schools. A counselor, administrator, case manager and/or the Student Resource Officer may visit the student's home. Each additional absence beyond ten in a year- long course or five in a semester course may necessitate making up the time missed on a 1:1 basis. All make-up time and make-up work must be completed by the last day of the semester for underclassmen. For seniors, all make-up time and make-up work must be completed by 3:00 p.m. the day before the first marching practice. If student fails to make-up the time missed over ten days in a year- long course or five days in a semester course or submits an inadequately completed supplemental assignment, the student might not receive credit in that course. Excessive absences can also result in loss of credit.

## Attendance Waiver Procedure

The administration understands that there may be times when attendance issues are the result of extreme medical conditions/diagnoses. A student's absences may be waived for four (4) or more consecutive days or chronic illnesses if verification is received from the student's doctor. Therefore, parents/guardians may call the school nurse to set up a meeting for a possible waiver for medical related absences. The meeting will be held with the student, family, administrator, guidance counselor, and school nurse. The parent/guardian needs to bring documentation from the treating physician including the diagnosis and dates which the condition prevented the student from attending school.

## **Safety Concerns and Regulations**

Brunswick High School is not an open campus. Students are not allowed to leave the school grounds during the day, which includes the morning break and lunch break. All dismissals, including any illness, must be approved by the school nurse or the main office prior to leaving school.

Lunch may be eaten in the cafeteria or the hallway immediately outside the cafeteria. Lunch is not allowed in classrooms. Consequences for leaving campus may result in disciplinary action by a school administrator.

In special situations, with parental and administrative approval, seniors scheduled for 6 classes and carrying course grades of 80 or above may arrive late and/or leave early when they have study periods at the beginning or end of their school day. This is a privilege and may be revoked, for justified reasons, at any time at the discretion of the school administration.

## **Tobacco Use and Possession**

## **Informed by Policies ADC /ADC-R/JK**

The use, possession, sale, dispensing or distribution of tobacco products, including electronic cigarettes and vapes, by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times. Those students who choose to smoke at Brunswick High School will be subject to the following consequences:

### A. First Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation.
2. Up to five (5) days suspension may be issued /in school suspension may be assigned.
3. The student will be referred to the school resource officer.
4. If the student agrees to attend a smoking cessation program, the suspension is reduced to one day.
5. The student will not be allowed to participate in any extracurricular activities.
6. The student will be referred to the substance abuse counselor.

### B. Second Violation and Beyond

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation. Parents/legal guardians shall also be required to meet with the principal within five days of the violation.
2. Up to ten (10) days suspension may be issued/in school suspension may be assigned.
3. The student will be referred to the school resource officer.
4. The student will not be allowed to participate in any extracurricular activities.
5. The student will be referred to the substance abuse counselor.

Maine law requires that **all** students under the age of eighteen (18) in possession of tobacco products must be referred to the police department.

## Drugs and Alcohol Possession

## **Informed by Policies JICH/ JLCD**

The chemical use and abuse procedures established by the school board will be implemented. Involvement with and/or in the presence of drugs or alcohol in school or at any school sponsored activity including field trips, will not be tolerated. Violators will be suspended from school for up to ten (10) days with a minimum of five (5) days served and possible referral to the Superintendent of Schools for long-term suspension or expulsion. The student will be referred to the Substance Abuse Team for appropriate intervention.

## Chemical Abuse Procedures

Participation in athletic and non-athletic extracurricular activities is a privilege, not a right. Agreeing to these rules and procedures is a precondition to participation in these activities. Students are also required to adhere to the BHS Code of Ethics. Coaches and activity sponsors shall foster a process for the acceptance of these agreements that reinforces the values of the program and the concept that one's word of honor in a pledge is inviolable.

Any student who is a participant in an athletic or non-athletic extracurricular activity shall not:

- a. Use tobacco products (including smokeless and/or E-Cigarettes or anything resembling).
- b. Use or be in the presence of the use or storage of alcohol and /or drugs.
- c. Possess, buy, sell or give away marijuana or any other substance defined by law as a "drug" (Title 17-A, Maine Revised Statutes Annotated, Chapter 25).
- d. Use, possess, buy, or sell or give away any substance which can affect or change a student's mental state, physical condition, or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation); over the counter medications (such as pseudoephedrine or dextromethorphan) that when used alone in larger quantity or in combination with other drugs may pose serious health risks (including death); or other plants and herbs smoked or ingested with the intent to produce drug-like effects.
- e. Use control substances as defined in the Federal Controlled Substance Act, 21 USC 812 (examples include but are not limited to: narcotics, hallucinogens, amphetamines, barbiturates, marijuana, and anabolic steroids).
- f. Use any performance enhancing substance list in the Maine Department of Health and Human Services Banned Substances list and any other substance which is illegal in Maine or the use of which is illegal for minors.
- g. Use prescription drugs not prescribed for the student and/or not in compliance with the Board's policy: Adminstrating Medicines to Students (FILE: JLCD)
- h. Possess drug paraphernalia (defined as any implement used to distribute, deliver or consume a prohibited substance) or any counterfeit drug or substance that is described as or is purported to be a prohibited substance as defined above.

Students may not be in the possession of medication specifically prescribed for the student's own use by her/his physician. **Any prescribed medication should be left with the school nurse to be administered as needed.**

Students and parents/guardians need to understand that violation of the Chemical Abuse Procedures is cumulative to a maximum of three (3) offenses in a school year. Violations of the procedures will be on an annual basis. These procedures apply to all students in athletic and non-athletic activities.

Each violation will be reviewed by the Principal or her/his designee and referred to the Substance Abuse Team. Substance Abuse Team members may include the school nurse, the student's guidance counselor, the school Substance Abuse Counselor and administrators. The Substance Abuse Team may make additional recommendations for treatment. The parents/guardians may be requested to meet with the Substance Abuse Team. The recommendation(s) of the Substance Abuse Team must be

followed before the participant will be allowed to return to full participation in an extracurricular activity.

I. Type I Offenses - Disciplinary Action for Possession of, Use of, and/or in the presence of Prohibited Substance(s) while a participant in any athletic and /or non-athletic extracurricular activity.

#### A. First Offense

1. The coach, advisor and/or administrator (or designee) will discuss and verify the violation with the student participant involved who is suspected of the violation.
2. If not already accomplished by I.A.1. Athletic Coaches will notify the Athletic Administrator, who will notify the Principal. Advisors or coaches of non-athletic extracurricular activities will notify the Assistant Principal. Once the violation is verified the Principal or Principal's designee will make the offense known to the Substance Abuse Team.
3. The following disciplinary procedure will be implemented:
  - a. The student participant will be suspended from all athletic and/or extracurricular activities for the minimum of ten (10) athletic and/or extracurricular participation days.
  - b. The student upon returning to the activity may not participate in any contest or competition until a minimum of five (5) days of athletic or extracurricular participation has been completed.
  - c. Upon completing an approved education program, ten (10) days is reduced to five (5).
  - d. If the involved student has originally disclosed the offense her/himself, the suspension will be considered to have begun on the date of that disclosure. In all other circumstances of disclosure the disciplinary suspension will begin on the date the offense is verified.
  - e. The student will be required to follow the recommendation(s) made by the Substance Abuse Team prior to resuming participation in any extracurricular activities.
  - f. The student will meet with a licensed school Substance Abuse Counselor for a minimum of three times for evaluation prior to returning to participation. If the parents/guardians chooses to meet with another licensed Substance Abuse Counselor it shall be at the expense of the parents/guardians. In the event that an appointment cannot be attended in a reasonable time frame the student will provide and Administrator with the date of his/her appointment. Based on the evidence of a scheduled appointment the Administrator will allow the student to return to participation in an activity no more than three (3) days before the date of his/her appointment.

#### B. Second Offense

1. Procedures I.A.1., I.A.2. 1.A.3.f and I.A.3.g will be followed.
2. The following disciplinary procedure will be implemented:
  - a. The participant will be suspended from all athletic and/or non-athletic extracurricular activities for ninety (90)days OR required to complete 30 hours of community service within 45 days. If completed the suspension will be reduced to 45 days. Service must be approved by an Administrator and will not count towards the student's BHS service requirement.
  - 18 b. The beginning date of the suspension will be determined as in I.A.3.c.
  - c. The student will be required to follow the recommendation(s) of the Substance Abuse Team prior to resuming participation in any athletic or non-athletic extracurricular activity.

#### C. Third Offense

1. Procedures I.A.1., I.A.2., 1.A.3.f and I.A.3.g will be followed.
2. The following disciplinary procedure will be implemented.
  - a. The student will be suspended from all athletic and/ or extracurricular activities for the remainder of the school year.
  - b. Future involvement in athletics and extracurricular activities will be contingent on completion of recommended treatment program.

## II. Type II Offenses - Disciplinary Procedures Subsequent to Selling or Furnishing any Prohibited Substance while a participant in an extracurricular activity.

### A. First Offense

1. Procedures I.A.1, I.A.2, I.A.3.f. and I.A.3.g will be followed.

2. The student will be suspended from participation in athletic and/or extracurricular activities for one (1) calendar year or the recommendation of SAT, whichever is greater.

### B. Second Offense

1. The student will be suspended from all athletic and extra-curricular activities for the remainder of his/her period (s) of enrollment in Brunswick High School.

## **Weapons In School**

## **Informed by Policy JICIA**

Possession or use of a weapon on school property is prohibited. If any person uses or is found to be in possession of a weapon on school premises at any time or at any school-sponsored activity, he/she is subject to administrative action which may include suspension, expulsion or legal action.

A weapon is defined as:

- Any object or substance used or designed to inflict bodily harm or to threaten other persons. Examples include, but are not limited to, firearms, artificial knuckles, knives, chains, clubs, throwing stars, and air guns, or
- Any object or substance designed for other purposes which are used in a manner to inflict bodily harm or threaten other persons. Examples include, but are not limited to, belts, combs, pencils, files, compasses, scissors, chemicals, and sprays.

Students who are found to have brought a firearm to school shall be expelled by the school board for a period of not less than one year and referred to the appropriate local law enforcement agency. As further authorized by those statutes, the superintendent may exercise his or her discretion to modify this expulsion requirement on a case-by-case basis. The school department will report any firearm violation to the criminal justice or juvenile delinquency system and provide annual documentation of such incidents as required by the federal Gun-Free Schools Act.

## **Fighting**

## **Informed by Policy JICIA**

Students who are involved in a fight will be suspended from school for up to ten (10) days and may be summonsed by the School Resource Officer. Students will be re-admitted only after a parent/guardian contact with the principal. A student who is having a problem with another student or a group of students, is encouraged to see a counselor, teacher or an administrator before the problem develops into a fight. All fights will be reported immediately to the main office.

## **Bomb Threats**

## **Informed by Policy EBCC**

The Board recognizes that bomb threats are a significant concern to the school department. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety issues. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. A "bomb threat" is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.



The Board directs the Superintendent/principals to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action. Action may include suspension, and report to local police authorities. Failing to report a bomb threat or aiding other students in making bomb threats is also taken very seriously and can result in suspension or expulsion. Instruction, school or staff time lost as a result of a bomb threat may be rescheduled as determined by the Superintendent in a consultation with the Board and the staff.

### **Theft and Damage**

### **Informed by Policy JICIA**

Any vandalism and theft will be taken as very serious offenses and may result in suspensions for a minimum of three days, not to exceed ten school days. Before readmission to school, a parent/guardian conference may be held. The majority of thefts occur when student lockers are not kept locked. It is important to use the locker combination that was assigned. Lockers are school property and are subject to search by officials. All incidents of theft and damage will be reported to the Brunswick Police as a matter of procedure.

### **Automobiles and Parking**

Students should realize that parking at BHS is a privilege and should be treated as such. Inappropriate driving as deemed by administration may result in the removal of driving privileges. The front parking lot is reserved for visitors and for staff members with parking permits. Students may not park in the front parking lot. All vehicles must display a Brunswick High School parking permit and must also be parked in designated parking spaces. Parking permits are available at the front office. Violators of this privilege may be ticketed and/or towed after fair warning.

Remember: Any vehicle parked on school grounds may be subject to search.

### **Brunswick School Department Bus Department**

### **Informed by Policies EE/EEACE/JIC**

Driving a fully loaded bus demands the individual attention of the driver. Improper behavior can distract the driver and is a safety issue for everyone. Bus privileges may be revoked and parents/guardians contacted if there are problems. A school disciplinary consequence will also be assigned. In order to maintain and improve student discipline and the safety of students and staff, the Brunswick School Department has installed video cameras to record the behavior of our students on buses. The bus may be equipped with an audio/video monitoring system. If you have any questions concerning this program, please contact the Director of Transportation at 319-1904.

Region Ten Technical /Union School students who miss their morning or afternoon bus must report to the Guidance office. A study hall will be assigned.

All students transported to extracurricular events on school-provided transportation are under school jurisdiction. The Brunswick School Board expects that students will use the transportation provided by the Brunswick School Department when traveling to and from school-sponsored events. The School Board recognizes, however, that employees or parents/guardians may occasionally use their private vehicles to transport students. To safeguard the School Department in matters of liability, particularly regarding the transportation of students, all employees shall strictly adhere to administrative procedures concerning the use of private vehicles. All necessary forms with administrative approval are required prior to any student transportation in private vehicles. Forms can be found at the front office or with the coach or advisor of the event.

## **Student Harassment**

## **Informed by Policies GBBA/ ACAA**

The Brunswick School Department recognizes the right of each student to learn in an atmosphere that is free from all forms of improper discrimination, including sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, or other physical or verbal conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational benefits
- Submission to or rejection of such conduct by an individual is used as the basis for decisions on educational benefits
- Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or an intimidating, hostile, or offensive educational environment.

Acts of this nature are not only a violation of this policy but also may constitute illegal discrimination under state and federal law.

Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the building administrator. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the building administrator. These may include, but are not limited to: review by the Affirmative Action Review Board, the Superintendent of Schools and the Brunswick School Board, the Maine Human Rights Commission and/or the United States Office of Civil Rights. No student shall be subjected to any discipline or adverse treatment because the student made a complaint of sexual harassment and all appropriate confidences shall be maintained.

## **Hazing**

## **Informed by Policy ACAD**

Maine statute defines injurious hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student or group of students enrolled in a public school.” It is the policy of the Brunswick School Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group, or organization affiliated with the schools, are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school department shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organization, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with the Brunswick School Department who fail to abide by this policy may be subject to ejection from school property. Students, administrators, or staff violators of this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Civil and criminal penalties may also apply.

## **Bullying**

## **Informed by Policy JICK**

Bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. Bullying is disruptive to the operations of our school, negatively affects school climate, and interferes with the school's mission to educate its students. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

- **Prohibited Behavior**

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in Board Policy ACAA);
4. Retaliation against those reporting such defined behaviors
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions. These behaviors and disciplinary actions are more fully defined in School Board Policies JICK and JICK-R.

### **Student Visitors**

All visitors must report immediately to the main office to sign the visitor's register and to receive an approved pass which must be worn at all times. Permission to visit classes with a Brunswick High School student will not normally be granted to students from neighboring schools. If a student feels he/she has a legitimate request, e.g., possible transfer to BHS, the following procedure must be followed:

1. Permission from each teacher must be obtained in twenty-four (24) hours prior to visit.
3. The Brunswick student will report to the main office with his/her guest to introduce the visiting student to an administrator and to obtain a visitor's pass.
4. Guests will be introduced to classroom teachers prior to the beginning of the class period.
5. Visitors should park in the visitor's parking slots in the first parking lot

### **Crisis Response Policy**

### **Informed by Policy EBCA-E**

The Brunswick School Board requires that each individual school shall, in accordance with administrative guidelines developed by the superintendent of schools and building principals, prepare and have in place a Crisis Response Plan.

The Crisis Response Plan will be in writing and available at all times in the principal's office of each school. Crisis Response training/drills will be conducted twice per year in each school.

### **Annual Pest Management Notification**

### **Informed by Policy ECB**

The Brunswick School Department uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal, biological control, and pesticides. Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide possible. In an effort to keep parents/guardians and staff better informed about unusual pest management situations, the Brunswick School Department has created a Notification Registry. In order to receive notification, you must request to be placed on the school's notification registry. Notification will be given at least five days before the planned pesticide application. Please contact Brunswick's IPM Coordinator, Scott Smith, at 319-1904 or by logging onto the school department's website ([www.brunswick.k12.me.us](http://www.brunswick.k12.me.us)).

### **Personal Electronic Devices**

### **Informed by Policy JFCE**

Such as but not limited to: cell phones, media players, radios, laptops, tablets

Secondary school students may be permitted to be in possession of electronic devices under the following conditions:

- Personal Electronic Devices will be turned off during classes, in the library, study halls, in the hallways, and in detention or tutoring. Cell phones will be out of sight unless permitted by the teacher.
- Personal Electronic Devices may be used in the cafeteria, in the hallways during any passing time, the ten minute break in the morning, during lunch periods in designated areas, and after school activities.
- Personal Electronic Devices may be used for instructional purposes under the direction and

supervision of teachers and staff.

- The school is not responsible for lost, stolen, or damaged Personal Electronic Devices.
- If a device is used to video record inappropriate behavior, including a physical altercation between students while at school, it will be confiscated. The recorded video may be used as evidence to resolve the issue. Loss of student privileges and further consequences may be imposed.

Any use in violation of the rules will result in confiscation of the device. The Personal Electronic Device may be retrieved after school. Continuation of violations will result in retrieval by parents/guardians. Violations may also result in the immediate loss of the privilege to carry the device(s) and possible suspension from school.

## **Student Dress**

## **Informed by Policies JICA/JICA/R**

The Brunswick School Department believes that appropriate grooming and dress contributes to the quality of the educational environment. To this end, students are required to wear to school or to school functions, clean and appropriate clothing that does not distract or interfere with the educational opportunity of the other students. Clothing, hair, cosmetics, scented products, jewelry or appearance that may disrupt the normal operations of the school are not acceptable. School staff will work with families to explain guidelines if there are questions or concerns. These regulations may be waived at the discretion of the building administrator for special school occasions or events.

The following guidelines shall be deemed to be the minimum necessary for compliance with the student dress and grooming policy:

- Clothing that depicts or in any way refers to, advertises, or promotes profanity, illegal drugs, alcohol or tobacco products, that has sexual implications, that promotes violence or illegal acts, or that is derogatory toward any group or individual is not allowed.
- Shoes, sneakers, or sandals will be worn by all students while on school grounds.
- Garments, chains, some chain-like necklaces and/or accessories that may be used as a weapon or perceived as gang member symbols will not be allowed.
- Some courses such as, but not limited to, technology education, consumer and life studies, physical education, and laboratory classes, will have further dress regulations as they relate to the health and safety standards of the specific area of study or work. Teachers will notify students of these rules.
- It is important to be able to quickly identify students in some situations; therefore, students may be required to remove hats or hooded sweatshirts.

## **Disciplinary Action**

## **Informed by Policy JK**

Disciplinary action will be fair and consistent with the misconduct involved. Teachers and administrators will attempt to contact parents/guardians whenever possible. These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Discipline at Brunswick High School may be progressive in nature for repeats offenses.

- Detention

Teachers or administrators may require a student to spend sixty (60) minutes after school for minor problems. A twenty-four hour notice may be granted if requested by the student to make arrangements for transportation. Failure to make up detention after parents/guardians have been notified may result in in-school suspension.

- In school suspension

Students spend their school day with one teacher and do not attend classes. School work is provided and work is expected.

- Suspension

A student will not be allowed in school for up to ten days for more serious or repeated offenses. Some first offenses, such as fighting, weapons violations, involvement with drugs or alcohol, extreme defiance, and theft will result in suspension. While students are suspended, they are not allowed on school property, day or evening. If the suspension spans a weekend, students are not allowed to attend any weekend events. Suspended students will have work provided from classes to be picked up by a parent or guardian. Students shall be responsible for any schoolwork missed. After readmittance to school they shall be permitted to take tests, quizzes or any other form of evaluation affecting their grade.

- Expulsion

When all other methods have not been successful or in the case of offenses that are extreme in nature, students may be expelled and may not return to Brunswick High School. Repeated suspensions may lead to expulsion.

### **Media Release Practices**

### **Informed by Policies IJND/JRA**

Brunswick High School values student and parent privacy. Directory information is protected by several policies and procedures. We do not share student information with business or fundraisers.

There are two situations where information may be released.

- Military Recruiters and Colleges. Federal law requires secondary schools to provide student names, addresses, and telephone numbers to both military recruiters and institutions of higher education, upon request.
- From time to time, Brunswick School department publishes student information, photographs or work on its web presence or in newspapers and/or on television.

Parents may opt out of both of these situations. Release forms will be sent home the beginning of every school year. They are also located on the high school website.

It is important to remember that, if the forms are not returned signed, any media request to use a student's name or picture WILL be granted and information WILL be given to the military recruiters and institutions of higher education. Please call the main office with any questions.

### **Technology Policies and Procedures**

### **Informed by Policies IJND/JFCE**

Brunswick High School has one general purpose computer lab, twenty-four computers in the library, five specialized computer labs as well as twelve mobile labs, with Macbooks, Chromebooks, and PC laptops. The Technology Department currently supports Windows, ChromeOS, and Apple OS X computers running general applications such as Google Docs and Microsoft Office. Other supported applications are specific to the curriculum taught in specialized lab environments. The Internet browsers are Internet Explorer, Chrome, Firefox, and Safari. There are over 350 laptop computers, both PC and Mac, on mobile carts for classroom use. In addition, many of the English classrooms and all of the Academy classrooms have class sets of Chromebook laptops.

To facilitate students accessing their work from home, Brunswick High School uses Google Docs. Google Docs is accessible from the Brunswick High School web page. This is the recommended format for saving or transferring files between school and home. Emailing documents is not supported or recommended. BHS students have a unique username and password provided to them allowing access

to the network for saving and retrieving files. Sharing their username and password or using another person's username and password may lead to suspension of computer use.

Personal computers are allowed in school but cannot connect to our network servers and printers. They are also not supported by our instructors. Use of any personal computer must be approved by the building administrators and registered with the technology department prior to use and is subject to the same restrictions as are school owned computers. Computer name, Mac address and make and model are collected when you register your computer. Internet access may be restricted on personal devices.

All school computers are connected to the Brunswick School Department fiber optic backbone for communication to the servers for file storage, access to programs and for Internet access. All students wishing to have an account and computer access must fill out and sign the **Acceptable Use Policy** each year and must abide by the rules governing school computer use as laid out in the Policy. An electronic copy of this document is available on the school department website at <http://www.brunswick.k12.me.us/wp-content/uploads/2011/07/IJNDB-R-regs-for-student-computer-use-4.12.001.pdf>. Please read and understand the Policy before signing. Any infringement of the Policy will result in loss of computer privileges. The technology department continually monitors the network for violations. Parents/guardians whose student(s) violate the Acceptable Use Policy will be notified of the violation and the suspension of use period.

All communications across our network, from any device, including internet sites visited, email, instant messaging, and uploads of any kind, are tracked and archived for a period of time. Any communication therefore can be seen and or monitored by the technology department. This is not limited to our computers, as any device that receives an IP address from our DHCP servers can be tracked. We ask that you use common sense when using any electronic devices in school.

## **Extracurricular Activities**

BHS offers a variety of athletics and activities. Most of these take place after classes end for the day. Teachers are available after school for extra help and makeup work. Responsible behavior after school is expected. Students are not to be in the building after 2:45 p.m. unless under the supervision of a teacher or coach. A listing of athletic and non-athletic activities appears at the end of this section.

### High School Yearbook

*Dragon Spirit Yearbook* is a student created publication that expresses editorial decisions of the yearbook staff regarding content, students' points of view and opinions in keeping with the school rules, attitudes, and policies that reflect Brunswick High School in an appropriate manner. The yearbook is not responsible for editorial errors, missing items, or other issues. This book is the property of Brunswick High School, Brunswick Maine, 04011.

### School Dances/After School Activities

Attending school dances is a privilege extended to Brunswick High School students. Elementary, junior high or guests over twenty years of age are not permitted at BHS dances. The exception is the Senior Prom. Guests over the age of twenty-one must have administrative approval. Any guest attending a dance must fill out the Dance Guest Pass within seventy-two hours of the dance and turn it in to the main office.

Clubs and activity groups at BHS must complete the necessary form(s) and receive approval in order to use school facilities. Custodians, a minimum of two police officers, and fourteen (14) faculty chaperones will be needed for dances. The cost is the responsibility of the sponsoring organization. Forms are available in the main office and must be approved one month in advance.

### Brunswick High School Dance Code

All school rules apply at dances. In addition, the following procedure will be followed:

1. Brunswick High students must present their student identification cards at the door. Once inside, students may not leave the school building. If they do, they will not be allowed to return.
2. Although certain types of dancing may be popular, they are not necessarily appropriate for the high school environment. Inappropriate dancing will not be allowed at BHS dances. These types of dances, whether done in pairs or by individuals, will not be tolerated. Dancing which might be seen as obscene by adult supervisors is not allowed at BHS functions. Moshing, slam dancing, and other dangerous dancing are also prohibited. The adults who are chaperoning the dance will be the judges of what might be considered risqué or dangerous and will ask the individuals to stop. Should such dancing continue after a warning to the individual(s), the person(s) will be asked to leave the dance.
3. Students are not allowed to be under the influence or in the possession of any drug, alcohol, tobacco product or other illegal substances. If students appear to be under the influence of illegal substances, their parents/guardians and the police will be notified. Their parents/guardians or the police will transport the student home. Disciplinary action will be taken which may include suspension or expulsion and the student will be excluded from school dances for the remainder of the school year.

### Fund Raising

### **Informed by Policies EFE/JJE/JJF**

All fund raising by any group must have prior approval from an administrator. Student activity fund raising forms are available in the main office. Athletic fund raising forms are available in the athletic administrator's office. Funds will be disbursed from the Student Activities/Athletic office and administrative approval is required in all cases.

### Athletic Department

- Philosophy

The Brunswick High School Athletic Department believes in promoting the physical, social and emotional development of all student athletes. We believe valuable lessons are learned through participation in athletics. Teamwork, sportsmanship, integrity, loyalty, pride and commitment are all important qualities that are enhanced through these experiences.

The Brunswick School department offers a wide variety of varsity and junior varsity sports. A complete list of these appears at the end of this section. Contact the Athletic Director's office for information and season start dates: 207-319-1910 ext.2300

- Brunswick High School Athletic Guidelines

All athletes should realize that athletic participation is a privilege. Team members are afforded the privilege of representing themselves and their school and must be willing to accept the responsibility and adhere to conduct and training rules. High school athletes must always keep in mind that athletic contests are games designed and conducted to promote the-physical, moral, social, and emotional well-being of the individual players.

Members of a team must recognize that they have the following responsibilities:

1. They are the official representatives of Brunswick High School.
2. They represent their families, friends, and community.
3. They are expected to be leaders in promoting good citizenship and sportsmanship.
4. Their actions, in and out of school, build student respect and contribute to improve school spirit. This responsibility implies that proper respect be given to the administration, teachers, coaches, officials, fellow athletes, and the student body.

- Student Eligibility

Students must be enrolled in at least six (6) courses in each semester for the school year 2019-2020 to be eligible to participate in athletics or any other co-curricular or extra-curricular activity. Students must earn passing grades and receive credit in five (5) courses in each quarter. They must meet the rules and guidelines set forth by the Maine Principals' Association. Students must certify he/she is physically able to participate in a sport which must be signed by a physician. Students must also provide evidence of medical insurance or chose to purchase school insurance. Further guidance on eligibility and ineligibility will be explained by team coaches.

- Student Conduct and Training Rules

1. No smoking (tobacco or electric/vapor), chewing of tobacco, drinking of alcoholic beverages or unauthorized use of drugs, on or off school grounds, is allowed. **Possession or in the presence of any of the previously mentioned substances will warrant the same penalty as outlined in the BHS Student/Parent/Guardian Handbook and Extracurricular/Non-athletic Activities Chemical Use and Abuse Procedures.**

2. All team members will abide by additional training regulations as set forth by the coach and approved by the athletic director. Regulations also include details regarding attendance, and excused and unexcused absences. The Athletic Permission form and other related paperwork is the responsibility of the student. **Each athlete will be given a written copy of these rules and procedures to be signed by both the athlete and parent/guardian.** All paperwork must be completed before the student can participate. Please contact the Brunswick Athletic Director at 207-319-1910 ext.2300 for more information.



The following is a composite list of athletic activities, non-athletic extracurricular activities, and parent /guardian groups currently offered at BHS:

Athletic Activities – Mr. Ramich, Athletic Director, [jramich@brunswick.k12.me.us](mailto:jramich@brunswick.k12.me.us)

Baseball: Varsity, JV

Coed Tennis: JV

Boys' Basketball: Var., JV, Fresh

Boys' Cross-Country Track

Girls' Basketball: Var., JV, Fresh.

Girls' Cross-Country Track

Fall Cheerleading

Coed Indoor Track

Winter Cheerleading: Varsity

Girls' Spring Track

Field Hockey: Varsity, JV

Boys' Spring Track

Football: Varsity, JV, Fresh.

Volleyball: Varsity, JV

Golf: Varsity, JV

Unified Basketball

Boys' Ice Hockey: Varsity, JV

Alpine Skiing

Girls' Ice Hockey: Varsity, JV

Nordic Skiing

Boys' Lacrosse: Varsity, JV, Fresh.

Wrestling

Girls' Lacrosse: Varsity, JV

Boys' Soccer: Varsity, JV, Fresh.

Girls' Soccer: Varsity, JV, Fresh.

Softball: Varsity, JV

Boys' Swimming & Diving

Girls' Swimming & Diving

Boys' Tennis: Varsity

Girls' Tennis: Varsity

### Non Athletic Extracurricular Activities:

Action Team	Mrs. Maines	<a href="mailto:rmaines@brunswick.k12.me.us">rmaines@brunswick.k12.me.us</a>
ARTery	Mrs. Kearney-Graffam Mr. Williams	<a href="mailto:ckearneygraffam@brunswick.k12.me.us">ckearneygraffam@brunswick.k12.me.us</a> <a href="mailto:bwilliams@brunswick.k12.me.us">bwilliams@brunswick.k12.me.us</a>
Broadcasting Club	Mrs. Jerome	<a href="mailto:djerome@brunswick.k12.me.us">djerome@brunswick.k12.me.us</a>
Chess Club	Mrs. Lienau	<a href="mailto:jlienau@brunswick.k12.me.us">jlienau@brunswick.k12.me.us</a>
Civil Rights Team		
Connecting Communities	Mr. Hart	<a href="mailto:khart@brunswick.k12.me.us">khart@brunswick.k12.me.us</a>
Environmental Club	Mrs. Maines	<a href="mailto:rmaine@brunswick.k12.me.us">rmaine@brunswick.k12.me.us</a>
Envirothon	Mr. Hutchinson	<a href="mailto:thutchinson@brunswick.k12.me.us">thutchinson@brunswick.k12.me.us</a>
Fandom Club	Mr. Hutchinson	<a href="mailto:thutchinson@brunswick.k12.me.us">thutchinson@brunswick.k12.me.us</a>
Fish and Game Club	Mrs. Jerome	<a href="mailto:djerome@brunswick.k12.me.us">djerome@brunswick.k12.me.us</a>
Garden Club	Mr. Hutchinson	<a href="mailto:thutchinson@brunswick.k12.me.us">thutchinson@brunswick.k12.me.us</a>
Girls Who Code	Mr. Riggleman	<a href="mailto:jriggleman@brunswick.k12.me.us">jriggleman@brunswick.k12.me.us</a>
GO Club	Mrs. Dolan	<a href="mailto:sdolan@brunswick.k12.me.us">sdolan@brunswick.k12.me.us</a>
Holiday Wish Fund	Mr. Goldstone	<a href="mailto:jgoldstone@brunswick.k12.me.us">jgoldstone@brunswick.k12.me.us</a>
	Ms. Kunhardt	<a href="mailto:mkunhardt@brunswick.k12.me.us">mkunhardt@brunswick.k12.me.us</a>
	Mr. Roma	<a href="mailto:mroma@brunswick.k12.me.us">mroma@brunswick.k12.me.us</a>
Interact	Mr. Wilson	<a href="mailto:rwilson@brunswick.k12.me.us">rwilson@brunswick.k12.me.us</a>
Jazz Band, Combo, Ensemble	Mr. Wilson	<a href="mailto:rwilson@brunswick.k12.me.us">rwilson@brunswick.k12.me.us</a>
Male A Capella Group "Hear"	Mr. Porter	<a href="mailto:cporter@brunswick.k12.me.us">cporter@brunswick.k12.me.us</a>
Math Team	Mr. Porter	<a href="mailto:cporter@brunswick.k12.me.us">cporter@brunswick.k12.me.us</a>
Mentoring	Mrs. Ring	<a href="mailto:cring@brunswick.k12.me.us">cring@brunswick.k12.me.us</a>
Outing Club	Mr. McCullough	<a href="mailto:amccullough@brunswick.k12.me.us">amccullough@brunswick.k12.me.us</a>
	Mr. Stocker	<a href="mailto:tstocker@brunswick.k12.me.us">tstocker@brunswick.k12.me.us</a>
Pride (Gay Straight Alliance)	Mr. Arcand	<a href="mailto:carcand@brunswick.k12.me.us">carcand@brunswick.k12.me.us</a>
Prom Committee	Mrs. Driscoll	<a href="mailto:jdriscoll@brunswick.k12.me.us">jdriscoll@brunswick.k12.me.us</a>
Robotics Club	Mr. Clarke	<a href="mailto:bchoate@brunswick.k12.me.us">bchoate@brunswick.k12.me.us</a>
Ski Club	Mr. Nadeau	<a href="mailto:gnadeau@brunswick.k12.me.us">gnadeau@brunswick.k12.me.us</a>
Squash Club	Mrs. Fortson	<a href="mailto:alufortson@hotmail.com">alufortson@hotmail.com</a>
Spanish Conversation Club		
Speech & Debate	Mr. Sheehy	<a href="mailto:tsheehy@brunswick.k12.me.us">tsheehy@brunswick.k12.me.us</a>
Student Government	Ms. Campbell	<a href="mailto:scampbell@brunswick.k12.me.us">scampbell@brunswick.k12.me.us</a>
Women A Capella Groups	Mrs. Albert	<a href="mailto:aalbert@brunswick.k12.me.us">aalbert@brunswick.k12.me.us</a>
Yearbook	Mrs. Driscoll	<a href="mailto:jdriscoll@brunswick.k12.me.us">jdriscoll@brunswick.k12.me.us</a>
Young Historian's Club	Mr. Blake	<a href="mailto:pblake@brunswick.k12.me.us">pblake@brunswick.k12.me.us</a>
Extended Learning Opportunities	Mr. Wilson	<a href="mailto:rwilson@brunswick.k12.me.us">rwilson@brunswick.k12.me.us</a>

### Honor Societies:

National Art Honor Society	Math Honor Society	Tri-M National Music Honors Society
French Honor Society	National Honor Society	
Latin Honor Society	Spanish Honor Society	

### Parent/Guardian Groups

Music Boosters	Individual Sports Booster Groups
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Every effort has been made to avoid conflicting statements between the Brunswick High School Student-Parent/Guardian Handbook and Brunswick School Department Policy. If such conflict does occur, the policy will govern. Parents, Guardians and students are encouraged to reference the entire Board Policy with any questions. They can be found on the Brunswick School Department website.

<http://www.brunswick.k12.me.us/>

## *BRUNSWICK HIGH SCHOOL*



*Home of the Dragons*  
2019 - 2020

After reading the information contained in this handbook, complete the section below. Pull out the page and return it to the Main Office.

I have read and reviewed the Brunswick High School Student Handbook. I understand the contents of this document and agree to abide by them.

Student's Name/Signature

\_\_\_\_\_ / \_\_\_\_\_

Date \_\_\_\_\_