

**Cony High School  
Grades 7-12  
60 Pierce Drive  
Augusta, ME 04330  
(207) 626-2460**

**Administrator's Message**

The handbook is designed to provide students, parents, and community members with a clear understanding of the expectations for all students at Cony High School. Carefully reading the information that follows will enable the reader to take advantage of the many opportunities available and greatly reduce the number of potential issues based on lack of knowledge or information. The staff works to provide a supportive, educationally sound atmosphere that is conducive to students graduating ready for college, career and citizenship. Your support in this most important endeavor is deeply appreciated. For additional information, please refer to our website at [www.augustaschools.org](http://www.augustaschools.org) and follow the link to Cony High School and/or locate our Facebook page: Cony Middle and High School. We wish everyone an enjoyable and successful year.

**Mission Statement**

The mission of the Cony High School community is to create and maintain a safe, respectful, and positive learning environment that fosters academic, career, civic, and personal growth. In collaboration with parents and the greater community, Cony High School will provide encouragement, accountability, and diverse opportunities that support success for all students.

**Students are expected to meet the Guiding Principles of Maine's Learning Results and Cony's Habits of Work. The Habits of Work and Guiding Principles are defined below.**

**Prepares for Class**

*Guiding Principle: Self Directed and Life Long Learner*

- Arrives to class on time with necessary materials and locates them quickly
- Completes outside work necessary of class
- Uses effective organization system
- Seeks extra help when needed and advocates for self
- Demonstrates initiative and develops independence

**Engages in Class**

*Guiding Principles: Clear and Effective Communicator and Responsible and Involved Citizen*

- Attends class (Absence Verified exempt; Absence Unexcused zero)
- Participates positively and constructively in class
- Focuses on learning during class activities and participates in discussions and collaborative tasks without disrupting others or off-task behaviors
- Recognizes and adjust communication based on intended audiences
- Communicates actively and listens with peers and teacher
- Behaves ethically and treats others with respect
- Uses all materials with care and returns them
- Works effectively in collaborative or independent situations to solve a problem or complete a task
- Accepts responsibility for personal decisions and action

**Demonstrates Effort and Perseverance**

*Guiding Principles: Creative and Practical Problem Solver, Self Directed and Lifelong learner, and Integrative and Informed Thinker*

- Uses instructional time to improve learning
- Perseveres when things are hard or challenging
- Uses feedback effectively to revise work
- Demonstrates flexibility in thinking
- Makes up work in a timely manner
- Completes all of day's assigned material to the best of ability
- Evaluates and synthesizes information from multiple sources

### **School Song-Spirit of Cony**

We built our school upon a hill  
 And Cony is its name,  
 We will fight, fight, fight  
 With all our might  
 We're out to win the game  
 We'll stand behind our Cony team  
 And laud it to the sky;  
 We'll shout and sing until the din  
 Will make the Kennebec rise.  
 Spirit of Cony  
 Live for us today,  
 Come to our colors,  
 Proudly they sway.  
 Red for her courage,  
 White for her worth,  
 Fighting for Cony  
 The best on earth.

Words by C.P. Quimby, former Cony Principal  
 Music by H.C. Lyseth, former Cony Assistant Principal

### **School Colors, Seal and Mascot**

#### **School Colors**

The colors of Cony High School are red and white.

#### **School Seal**

The Cony seal is a combination of designs by Madeline Turner, 1924, and Manson Gordon, 1925.

The motto on the seal is Cultura-Honestum-Salubritas. These Latin words mean Knowledge-Integrity-Healthfulness. Notice that the initial letters of the motto are C.H.S.

The emblems on the seal stand for the words of the motto - the open book of knowledge, the star (a guiding light) for integrity, and the wreath (of athletic victory) for healthfulness.

The seal is on the school banner. It is used on dance programs, athletic schedules, the cover of the Coniad, etc. It is also used on official papers going out from the school.

#### **School Mascot**

The Cony mascot is a Dorset Ram named "Rameses". This mascot explains why our teams are called the "Rams" and how the word "Rameses" came to be used for the name of our school newspaper.

## After School Activities

Cony High School offers a wide range of clubs, sports and other after-school activities. Students should be under the supervision of a teacher, coach or advisor after 1:45 p.m. Beginning in September and ending in June, students may stay after school if they are participating in a co-curricular activity. Students may not participate in any after school activities on a day that they are absent from school.

### After-School Procedure

Students staying after school for any reason, other than participation on a co-curricular, extracurricular or athletic team, must follow these guidelines:

1. Students **MUST HAVE** a staff member sponsor who must remain at school until the student is picked up by a parent. The sponsor is agreeing to be responsible for that student. There is no implied supervision for students not participating in a teacher or coach led activity.
2. Students who are walkers **MUST LEAVE** school grounds immediately after being dismissed.
3. Students **MUST STAY** after school for legitimate reasons (such as getting help on homework) and **MUST EXHIBIT** appropriate behavior at all times.
4. If these guidelines are not followed, the student will lose the privilege of staying after school until further notice.

### High School

Art Club	Madrigals
Bowling Club	Math Team
Chizzle Wizzle	National Honor Society
Civil Rights Team	Outing Club
Coniad	Peer Helpers
Drama	GSTA
French Club	Rameses
GAPP	Rifle Team
German Club	Spanish Club
Green Team	Speech
Junior Classical League	Stage Band
Key Club	Student Council

### Middle School

French Club  
Math Team  
Newspaper  
Student Council  
Yearbook  
Builder's Club (sponsored by  
Kiwanis Club)  
Civil Rights Team  
Bowling Club  
Band, Chorus, and Drama

Activities and clubs may be suspended or added depending on enrollment and advisor commitment.

### **High School Sponsored Sports**

Baseball (Spring) - Varsity, Junior Varsity  
Basketball (Winter) - Girls/Boys, Varsity, Junior Varsity, Freshman  
Cheerleading (Fall) - Varsity Junior Varsity  
Cheerleading (Winter) - Varsity, Junior Varsity  
Cross Country (Fall) - Girls/Boys  
Field Hockey (Fall) - Varsity, Junior Varsity, Freshman  
Football (Fall) – Varsity, Junior Varsity, Freshman  
Golf (Fall) - Boys/Girls, Varsity, Junior Varsity  
Hockey (Winter) - Varsity, Junior Varsity  
Lacrosse (Spring) – Girls/Boys, Varsity, Junior Varsity  
Soccer (Fall) - Girls/Boys, Varsity, Junior Varsity  
Softball (Spring) - Varsity, Junior Varsity  
Swim (Winter) – Girls/Boys, Varsity  
Tennis (Spring) – Girls/Boys, Varsity, Junior Varsity  
Track (Spring) - Girls/Boys, Varsity, Junior Varsity  
Volleyball (Fall) – Girls, Varsity, Junior Varsity  
Wrestling (Winter) – Girls/Boys, Varsity, Junior Varsity

### **High School Club Sports**

Dance Club (Winter) – Boys/Girls  
Winter Track – Boys/Girls

### **Middle School Sports**

Baseball, Basketball, Cheerleading, Cross Country, Field Hockey, Soccer, Softball, Track, Wrestling

**Refer to the Cony Athletic Philosophy which is included on page 28 of this handbook.**

## **PUBLIC CONCERNS AND COMPLAINTS**

Parents, students or other citizens with complaints or concerns regarding any aspect of the Augusta School Department or an employee thereof shall be encouraged to seek a resolution at the lowest possible level. The only exceptions are complaints that concern Board actions or operations. Such complaints should be addressed to the Board Chair. Those submitting complaints or concerns will receive acknowledgements and/or responses in a timely manner.

If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level (e.g., Teacher, Principal, Directors, or Assistant Superintendent).

If the complaint cannot be resolved at any lower level, it may be appealed to the Superintendent. If the complaint remains unresolved at the Superintendent's level, the person making the complaint may request that the matter be placed on the agenda of the next regular Board meeting. The Superintendent/Board Chair shall determine whether the complaint should be placed on the agenda. The public has the right to present information regarding the complaint at the board meeting under the agenda item Audience Recognition for Non-agenda items.

At all levels of the complaint process, school employees are required to inform the person making the complaint of his/her right to appeal the decision to the next level.

This policy shall not be utilized by employees for matters or grievances relating to any term or condition of their employment. Such matters shall be addressed through established channels for grievances.

Cross Reference: BEDB – Agenda Preparation and Dissemination

BEDH – Public Participation at Board Meetings

## Responsible Internet Use

The use of the Internet and telecommunications is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Be polite and use appropriate language. Vandalism will result in cancellation of privileges and the pursuit of appropriate disciplinary or legal action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other telecommunications systems. This includes, but is not limited to, the uploading or creation of computer viruses. (File IJNDB)

## Crisis Team

The Augusta School Department has a crisis team to provide direction, support, coordination of resources and effective communication to students, staff and community in the event of an incident that might impact the learning environment.

## Attendance Policy

Cony High School maintains a closed campus for all students except those who have earned privileges, which means students are to remain in the school building during the school day.

Absence - Learning that is lost due to absences or tardiness can never be adequately replaced; therefore, students' presence in and promptness to classes and other school activities are expected on a daily basis.

### **Under Maine Law, the following absences may be excused:**

1. Personal illness
2. An appointment with a health professional that must be made during the regular school day
3. Observance of a recognized religious holiday when the observance is required during the regular school day
4. A family emergency
5. A planned absence for a personal or educational purpose that has been approved
6. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent's agreement developed in accordance with section 5205, subsection 2.

Parents (guardians) must notify the school when their child is absent. A phone call to the attendance office on the day of the absence is the preferred method. **Parents may call the Attendance Officer directly at: 620-8081.** However, parents or guardians must give their child a note stating the state approved reason on the day he/she returns to school as required by Maine Law. It is the responsibility of the student to provide the note to the Main Office. Students will be required to make up all work and tests missed. Students are allowed one make-up day for each day of excused absence. All make-up work shall be completed within five days after a student returns to school unless a specific alternate plan is developed due to extenuating circumstances.

A medical or professional excusal may become necessary if absences become excessive.

**Absences for the following reasons, among others, cannot be excused:** truancy, sleeping late, missed bus, trips not approved in advance, shopping, hunting/fishing, birthday, senior portraits, passport photos, driver education, job interviews, salon/barber appointments, and gainful employment. When a student has an unexcused absence for the day, he/she may receive a zero in all classes for that day. Students may not be allowed to make up work from their classes for an unexcused absence. Students will be provided appropriate intervention/discipline as stated in the Behavior Rubric.

**Excused Absences** – The truancy coordinator will also contact families with excessive excused absences.

**Unexcused Absences from class** - An unexcused absence from class (including advisor/advisee, homeroom, and study halls) will be considered cutting class and the behavior rubric will be followed.

**Planned Absences** - Students must pick up a planned absence authorization form from the attendance office. The parent/guardian must fill out and sign the form; the student then submits the form to each subject teacher for signature and advance class work. **At least three days in advance**, the completed form must be returned to the principal or an assistant principal for his/her approval and signature. Approvals will be based on number of absences, grades, etc. It is not the responsibility of the classroom teacher to re-teach the material covered during the students' absence. All classroom work missed during a planned absence can be fully made up.

**Dismissals** - All planned dismissals are handled through the attendance secretary. All dismissals require a parent/guardian note and should be submitted to the attendance office before the beginning of the school day. Parents may call the attendance secretary directly at 620-8081 for extenuating circumstances. A medical or professional excusal may become necessary if dismissals become excessive.

**Dismissals due to Illness**- Dismissals for illness during the school day must be approved by the school nurse. Failure to follow these procedures may result in the dismissal being unexcused and/or potential disciplinary action.

**Truancy** - Truancy is defined by the State of Maine as absence from school which is not for a State approved reason. Maine state school law defines truancy as seven (7) consecutive or ten (10) days of unexcused absences during any school year.

**Tardiness** – Students are expected to attend all classes (including homeroom, study halls and RAM time) punctually. Teachers will arrange for the first 2 interventions for excessive tardiness to class and record in RTI notes. Referrals will be made to administration when teacher intervention does not correct tardiness. Student attempts to circumvent the tardy procedure will result in administrative intervention. Tardies can only be excused by professional or medical appointments with documentation.

### **Homework Policy**

The Board recognizes that education research has shown a positive correlation between meaningful and purposeful homework and student achievement. Homework offers an opportunity to practice skills and apply knowledge and promotes critical thinking and creativity.

The Board believes that teachers will assign homework, in accordance with the following principles:

- A. Homework extends learning opportunities beyond the school day
- B. Purposeful, relevant homework, when completed, produces the strongest achievement gains.
- C. Meaningful homework helps students develop goal setting, self-discipline, time management and organizational skills.
- D. Immediate, specific feedback should be given in order for homework to be effective.
- E. Homework must be realistic in length and difficulty given the students' abilities to work independently.
- F. The amount of homework assigned should be gradually increased from grade to grade. As a child advances through school, it is reasonable to expect the amount of homework will be increased.

### **Board policy IKB**

#### **Privileges**

**Only juniors and seniors are eligible for privileges. There are no privileges during RAM time or homeroom.** Students may be in the food court or sign out of school during their privilege time. For safety reasons, the wooded areas and athletic fields of campus are off limits. Students found to be in the woods may lose privileges and face additional disciplinary action. Students who are suspended or have significant rule violations may lose privileges for an undetermined amount of time. Privileges will be based on academic achievement and positive behavior as outlined in the procedures provided. Administration will determine this allowance based on previous student behavior and the

previous quarter grades. Information and applications for privileges are available in the main office.

### CATC Lunch Release

Students who attend CATC may leave school grounds during their lunch time if they meet the guidelines/expectations outlined in the permission slip that must be signed by a parent/guardian. **Lunch release is not considered Junior/Senior Privilege.** Students may not leave school grounds during other periods of time. Lunch release can be suspended by administration for rule violations and failing grades. Administration will determine this allowance based on previous student behavior and the previous quarter grades.

### General School Policies

**Americans With Disabilities Act, Title II** – The Augusta School Department does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The Augusta School Department does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

**Title 1A Services** - Title I is known as Compensatory Education since it offers supplemental services designed to help students meet grade level standards. The program is completely funded by federal grants.

#### A. Title I

The Title I Program at Farrington and Hussey Schools provide early intervention to *identified* students to accelerate their progress in literacy and math. Title I Literacy Specialists as well as Educational Technicians work closely with classroom teachers to provide a double dose of instruction with personalized interventions in 1-1 or small group sessions. Families will be informed if their child is recommended for Title I services.

At Gilbert and Lincoln Schools a school wide Title I model is used. *All* students are considered Title I students and can move in and out of these services freely as targeted student interventions are successfully met. Families are not required to be informed of this educational support since it's built into the fabric of the school community. The Literacy Specialists and Educational Technicians work closely with classroom teachers to provide a double dose of instruction, meeting students at their point of need.

Survey input from parents of Title I students and staff will be considered when planning, designing and implementing Title I services. Parents are always welcome to join the ASD parent advisory group by contacting the Title I Director.

- B. It's a parents right to request the qualifications of their teacher. Whether the student's teacher:
- I. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - II. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - III. is teaching in the field of discipline of the certification of the teacher.

In addition, parents will be informed if their child is being taught 4 or more weeks by a teacher who does not meet full certification of the teaching position they are in. If at any time there is a question about a teacher's certification, please contact the Director of Title I or Assistant Superintendent in the Superintendent's office @ 626-2468.

- C. Parents have a right to request information regarding any State or school department policy regarding student participation in State and Local assessments. Please contact the Director of Title I or Assistant Superintendent at the Superintendent's office, by calling 626-2468.
- D. The ESEA Dashboard is available under each school on the Augusta School Department website:

<http://www.augustaschools.org/>, The ESEA Data Dashboard includes all data elements required under ESSA (student behavior, finance, staff, academics - disaggregated by student group where applicable) and information related to a schools eligibility of support within Maine’s Model of School Support. Tutorials on how to use and navigate the dashboard are at the following link: <http://www.maine.gov/doe/learning/esea/guidance>

Susan Walters	Special Education Director
Shelby Thibodeau	Assistant Special Education Director
James Anastasio	Superintendent of Schools
Kathy Casparius	Business Manager & Information Technology
Cindy-Lu Henderson	School Nutrition Secretary
Katherine Grondin	Assistant Superintendent of Schools
Mindy Jorgensen	Special Education Administrative Assistant
Lauryl Bridges	HR Administrative Assistant
Vikki Sergent	Receptionist
Sharon Philbrook	Administrative Assistant to the Superintendent
Maureen Thompson	Director of School Nutrition
Jon Stonier	Director of Buildings & Grounds
Jackie Willard	Payroll/Benefits
Theresa Violette	Director of Title I
Kimberly Willard	Accounts Payable

**After school hours-** Students are welcome to remain in the school building after school hours if they have an athletic or academic purpose due to the implied supervision. There is no implied supervision for students after school unless they are directly involved in a current teacher or coach-led activity. Students may wait for rides home in the entrance area or food court of the building. Students who are loitering, misbehaving, or walking about the school after school hours without any purpose will be expected to leave and potentially lose the ability to remain after school hours.

Middle School students must be directly supervised by a teacher or coach in order to remain after school hours.

### **Assemblies**

**Student attendance at assemblies** is a privilege. Anyone not acting in an appropriate manner will be dismissed immediately and may be excluded from future assemblies.

### **A few simple rules to follow are:**

1. Students are to stay with their class and walk quietly to the auditorium.
2. Stay in assigned seats. Do not leave to go to the bathroom or to get a drink without permission.
3. Show audience appreciation by:
  - a. Listening without disturbing others.
  - b. Reacting appropriately (applause, no whistling or “booning”) at appropriate times.
4. Wait to be dismissed at the conclusion of the assembly.

**Bathroom Privileges** - Restroom passes from classes should be at the teacher’s discretion or for emergency cases only!

**Before School** – The front door is unlocked and students can begin arriving at 6:30am.

**Calculation of Grade Point Average** – The final average of every course issuing a numeric grade shall be used in calculating a student’s Grade Point Average (GPA). Grades received in each course are multiplied by the credit for each course. The sum of the products is divided by the sum of the credits.

**Food Court/Hallways** - Inappropriate behavior in the food court (throwing objects, not taking care of one’s leftovers) will result in disciplinary actions and possible loss of food court privileges.

Students are expected to listen to electronic devices through the use of earbuds or headphones. Speakers may not be used in these areas.

**Cell Phones/Texting** – Students are not permitted to use cell phones or personal electronic devices (other than the school issued laptop) in the building during school hours except in the cell phone zone (food court). All emergency communications must be made through the main office. A courtesy telephone will be made available to any student who needs to call home. All cell phones visible or used by students outside the cell phone zone during school hours will be confiscated and brought to the appropriate administrator. Pictures or videos of students or staff will not be taken or posted on any media site while in school. The taking or distribution of inappropriate pictures and videos may result in disciplinary action and/or police involvement.

The first time a phone is confiscated, it will be returned to the student at the end of the school day. The second time the phone is confiscated, the phone can only be returned to a parent or guardian. The third time a cell phone is confiscated, it will be returned to a parent or guardian, and the student will be subject to discipline. Administrators may search cell phones if there is suspicion of violation of school policy. Any refusal or inappropriate responses exhibited by students who resist turning over their cell phone when requested by a staff member may result in further disciplinary action.

**Corridor/Hallway Courtesy** - Keep corridors open to traffic by walking to the right. Pass through the corridors quietly. Be considerate of others in the halls and classrooms. Pushing and shoving will only lead to injury of a fellow student. Please discard trash in the containers provided. Leave the school building at the close of school unless under the supervision of a teacher for make-up or a student activity. Students may use the food court or library for study areas after the school day. Since all teachers schedule make-up sessions throughout the school week, it is critical that the hallways are kept quiet after school hours as well as during the school day. No one should be in the halls during lunch times without a pass.

**(Middle School)** - Students are expected to conduct themselves in a responsible and respectful manner. Loud, boisterous behavior, running, pushing, or other unsafe behavior will not be tolerated. Always keep to the right while passing in the hallways. There should be no more than two students walking side by side, which will allow students to pass in a safe manner. Grades 7 & 8 students should only be in hallways that are designated for middle school.

**Grade 9-12 students are not permitted to be in the academic areas designated for 7<sup>th</sup> and 8<sup>th</sup> grade students. Additionally, stairwell S4 (across from the school elevator) is also off-limits to grade 9-12 students.**

**High School students will not intermingle with Middle School students while on school grounds.**

**Credits-** Full-time students must be enrolled in a minimum number of credits per year. Sophomores, Juniors, and Seniors must take a minimum of six credit hours. Freshmen must take a minimum of seven credit hours. Refer to the Program of Studies for more detail. Any modified schedules must be approved by both the guidance department and administration.

**Detention** - Detention is given to students by individual teachers and the administration when students fail to meet their school obligations. Detention given to a student by a teacher must be served with that teacher in his/her room. Failure to serve a teacher detention will result in office detention being assigned. The library is used for office detention which is 50 minutes in length. Students will receive a 24-hour notice for both teacher and office detentions. Students will be expected to serve the entire detention on the day it is assigned.

**Detentions take precedence over all school activities. Failure to serve an assigned office detention will result in further disciplinary action, which may include a meeting with the principal and possible suspension.**

## **DANCES**

-Unless otherwise announced, high school dances are for high school students only. Middle school dances are for grades 7 and 8 grade students only.

-Students must be in school on the day of the dance to be eligible to attend the dance.

- Students will sign a dance contract related to behavior before being admitted to a school dance.

(High School only)

- Students must follow school procedures to invite a guest to the dance. Guests must be pre-approved by administration. (High School only)
- Grinding, and dancing deemed inappropriate by administration, is not allowed. Students who violate this rule will be asked to leave and may face disciplinary action.
- Students are expected to leave the school grounds promptly at the end of this event.
- Students will not be allowed to enter the dance if they are 30 or more minutes late without prior administrative approval.
- Once students arrive at the dance, they must stay inside until the dance ends or until a parent/guardian comes to pick them up.
- If a student is asked to leave the dance, he/ she will not be able to attend at least the next dance and possibly other dances.
- If a student skips detention on the day of the dance, he/she will not be allowed to attend the dance.
- Students must behave in a courteous and safe manner at all times. Failure to do so will result in appropriate disciplinary action. Parents will be notified. Dances are a privilege for students and participation will be determined by administration as necessary.

**Elevator use**-Student use of the elevator should only be for those with medical reasons that prevent them from using the stairs. Students’ misuse of the elevator may result in disciplinary action.

**Emergency cards**-These cards are on file for each child in the school office. It is very important that:

- Parents contact the office if there are changes in addresses or phone numbers.
- Parents have an emergency contact person with a phone number.
- Students may face disciplinary action for not submitting an emergency card by the given due date.

**Guidance Career Center** – Students may visit the career center for career/college research during any study hall. The guidance office must write a pass that should be shown to the student’s study hall teacher prior to reporting to the guidance library. Students must also sign in at the guidance office.

**Grading Scales –**

<b>A</b>	<b>100 – 93</b>
<b>B</b>	<b>92 – 85</b>
<b>C</b>	<b>84 – 76</b>
<b>D</b>	<b>75 – 70</b>
<b>F</b>	<b>69 – 0</b>

For full credit semester and year-long classes, final exam grades will not be used to determine quarter grades. Final exam grades may be used to determine the final course grade.

**Honors and Awards at High School Graduation -**

In order to be eligible for honors or awards based wholly or in part on academic achievement (e.g., valedictorian, salutatorian, class speaker, “Top 10”), a student must have been enrolled full time at Cony High School during the year of graduation. Students who do not meet this enrollment requirement will not be “ranked” for the purpose of determining eligibility for graduation honors, awards, or scholarships.

- High Honors ..... All A's (no incompletes)
- Honors .....All A’s and B’s (no incompletes)

All core subjects (math, language arts, science and social studies), all Unified Arts classes, band/chorus and any and all high school classes taken by a middle school student will be included in the ranking system.

**Field Trips and Special Events** - The Board of Education recognizes that the first-hand learning experiences provided by field trips and other special events (other educational experiences requiring absence from or cancellation of regular classes) are a most effective and worthwhile means of learning. It is the desire of the Board to encourage field trips and special events as an integral part of the school program. This policy applies to trips, which have been approved by the school principal.

Safety is a primary concern for us on all field trips. If there are concerns about student behavior on a field trip, parents will be contacted to develop an appropriate plan. This may include the requirement of parental supervision of the student on the field trip or exclusion of the student from the field trip.

Students may have the opportunity to participate in school related field that occur out of the state of Maine. We participate in such events for educational, cultural and community building opportunities. Students must abide by the following guidelines/ criteria in order to participate:

- Academic Expectations – students must be passing all classes to be eligible to participate.
- Behavioral Expectations – students must exhibit appropriate and safe behavior throughout the school year.
- Signed Permission Slips are required for each individual trip.

Students who do not meet these standards will jeopardize their opportunity to attend any trip. Administration and teachers, as to eligibility, will make the final decision. There may be a financial cost to the parent for their son/ daughter to participate on a field trip; these funds are used to secure their spot. Money may or may not be refunded depending on the given situation.

While attending field trips, students are reminded that they are representing their school and community. Please demonstrate the “Guiding Principles”.

**Fire Drill/Lock Down Drill** - Each room has instructions for drill procedures. The students should be familiar with the procedure. During the year, practice drills will occur.

#### **Food Court Expectations-**

Students may eat a cafeteria breakfast and/or lunch, buy items in the A La Carte line, or bring a lunch from home. Families may apply for free or reduced rate lunches at any time during the year. Our school utilizes a computerized debit system where students deposit money into a personal account. This account is accessed at lunch each day by the student through an assigned personal keypad number. The computer knows who the student is, how much money is on account and how much to charge for meals. Parents can, at any time, ask for a detailed report on available meal money and meal transactions in a child's account. This information may be accessed online, as well.

#### **Following are some general rules to follow in the cafeteria:**

1. Students are expected to pass in the hallways and enter the Food Court in a quiet and orderly manner.
2. When in line, wait patiently and act appropriately.
3. Students may take a seat of their choice unless asked to sit in a specific seat by a teacher on duty.
4. Visit quietly with those around you.
5. Food or drinks are not to be purchased five minutes or less before dismissal.(Middle School)
6. Prior to dismissal, tabletops and immediate surrounding areas are to be cleared of debris.
7. No food or drinks are to be taken from the Food Court.
8. Students are expected to exhibit proper manners at all times.
9. Use of cell phones is permitted.
10. Use of laptops is not permitted (Middle School)
11. Seek permission of adult supervisors to move about the area for reasons other than the use of trash and recycle containers. (Middle School)
12. Students are expected to listen to electronic devices through the use of earbuds or headphones. Speakers may not be used in these areas.

**Laptop Use** - The laptop, charger and carrying case issued to each student are the property of the Augusta School District. The laptops are assigned to the student and his/her family. Teachers will have control to oversee student computer use. At any time a teacher may monitor a student's computer activity,

assist a student, or take appropriate disciplinary action for misuse of the computers. Participating in the laptop program is a privilege, not a right. This privilege can be revoked, resulting in the loss of the laptop. This project is about teaching and learning, not about the computer. The laptop is an educational tool that will allow access to valuable resources and learning experiences. The laptops should be in a student's possession or locked in a secure location at all times.

Once the laptop is issued to the student and his/her family, they are responsible for it at all times. The laptop should only be used within a classroom setting or at home, if allowed. NEVER use the laptop on the bus, while in transit, or before/during/after practices, games, and other extracurricular activities. Do not put the laptop in a backpack. It is more likely to get damaged there. DO NOT physically mark up the laptop or its storage case. The computer should remain clean at all times and appear to be brand new. (No writing, stickers, etc.) Keep all food and drinks away from the computer. To keep the screen clean, do not touch it with your fingers. Protect the computer from the weather – heat or cold. When using the laptop, remove any wrist jewelry that may scratch it.

Any inappropriate use of computers, as outlined in the Augusta School Department's Appropriate Use Policy, will result in the loss of laptop privileges and the loss of access to all computer resources in Augusta schools. The period of time a student's privileges are suspended will be determined by the laptop Tech Team. Severe incidents of misuse will result in the immediate loss of all computer privileges and use of the laptop. Any student engaged in reckless behavior must be reported immediately. Reckless behavior may place a student at risk of injury or potentially result in damage to school property. The student is the only designated user of his/her laptop. Never share or swap the laptop with others. Keep passwords confidential. Any inappropriate use or damage of laptops by any student should be reported immediately to a teacher, teacher leader, or administrator.

NO downloading of anything without teacher permission. All downloads must be documented by the student and the teacher of the class for which the download was intended. The laptops should never be left unattended (during lunch, in the locker room, after school - before, during, or after extracurricular activities, etc.).

The Augusta School Department's Acceptable Use Policy should be followed at all times. Computer use, network access and Internet privileges will only be granted after a student and his/her parent/guardian have signed the form to acknowledge that they have read it. If a student is "accidentally" linked to an inappropriate web site, the student should report it immediately. Please close the site but note the date and time of this accident. Any pattern of misuse with regard to visiting inappropriate Internet sites will result in the student's Internet privileges being revoked and will be subject to further discipline.

Offenses such as misusing and/or damaging the laptops, creating inappropriate documents, accessing inappropriate web sites, downloading non-educational programs, games, or pictures without permission, misusing e-mail, or accessing chat rooms may result in consequences. The consequences may range from loss of the laptop or Internet use for one week to indefinitely and will be determined by the Tech Team.

**Library Privileges-** Students with privileges do not require passes for the library during privilege periods. Library privileges will be removed if a student fails to follow procedures.

**Lockers** - Each student will be assigned a locker for the deposit of books, projects, coats, etc. However, it is strongly recommended that students do not leave money, pocketbooks, or other items of value in them. Each student is responsible for keeping his/her locker clean and in good mechanical condition. The lockers are school property, and the school reserves the right to inspect lockers at any time.

**Lost and Found** - Any article found should be returned to the owner or, if owner is unknown, turned in at the office. Articles found will be kept only 60 days.

**Lost Books** - It is the students' responsibility to see that textbooks and other materials issued to them are returned in a condition consistent with the way they were received. Students are expected to pay for lost and damaged materials, before a diploma is awarded.

#### **Medical Marijuana in Schools (Policy Code: JLCDA)**

The Board recognizes that there may be some students in the Augusta School Department schools who rely on the use of medical marijuana to manage a medical condition and who may be unable to effectively function at school without it. See policy JLCDA for additional information.

**Parent Conferences-** Parent conferences are held in October and March. Parents will receive information regarding conferences. Appointments may be made with teachers if parents wish to discuss their child's work at other times as well.

**Parent Internet Viewer-** Parents have direct access to grades and attendance on the school parent internet viewer (PIV). Passcode information will be provided to students at the beginning of the school year. Students are expected to provide this information to their parents/guardians. Parents/guardians who have not received this information can contact their child's homeroom teacher to obtain the necessary access codes. The PIV can be accessed through the District website ([augustaschools.org](http://augustaschools.org)). Progress reports are issued halfway through each quarter and are an important means of letting students and their parents know how students are doing.

**Passes -** Students are expected to take books, notebooks, pens, and pencils to class. Students are not allowed to leave class unless they have a pass from the teacher of the class they are attending. Students planning on going to guidance or another teacher during a study hall must present a pass to the study hall teacher.

**Personal Hygiene -** For the health and well-being of all, every student is expected to practice personal hygiene. Perfumes, lotions and cosmetics shall not be used in the classrooms or hallways due to allergy concerns among the students and staff.

**Poster Policy -** All posters or announcements to be displayed anywhere in the building, including bulletin boards, must be approved by an administrator. Do not attach them to painted walls, varnished surfaces, or any other surfaces that will be marred by masking tape. Do not use paste, cellophane tape, or thumb tacks. The front foyer shall not be used to display any notices or posters. It is understood that all signs posted will be taken down after a reasonable length of time. Any posters from an outside agency must have prior approval from the Central District Office.

**Promotion/Retention (Middle School) -** We expect all students to put forth their best effort. A student may be retained if:

- (1) The social and emotional maturity falls before where it should be for his/her chronological age and/or
- (2) The school can demonstrate that academic deficiencies exist.

In the spring of each year, the teachers and principal shall work together to prepare recommendations regarding promotion and retention of all students in seventh and eighth grade. The recommendations may include:

- (1) Promotion to the next grade, or
- (2) Retention at the present grade.

One criterion for determining if students in grades seven and eight should be promoted would be if the child has successfully passed, at a minimum, three out of four of the major subjects (math, language arts, science and social studies) for the year. Parents may request a meeting with the principal prior to the final promotion decision. Any student retained in grade 8 cannot participate in promotional activities. (See Policy IKE on Augusta Schools' website)

**Public Displays of Affection-** Each student has the right to feel comfortable in school. Therefore, public displays of affection, which go beyond holding hands, can be offensive to both staff and students. Affection should be kept private and away from school grounds. Staff members will warn students who engage in such behavior and the issue will be reported to administration. Subsequent violations will be followed up with disciplinary consequences.

**Questioning and Searches of Students -** The Augusta School Department seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students and belongings in accordance with policy and accompanying administrative procedures. Failure to comply with a student search may result in appropriate discipline determined by administration.

**RTI/RAM Time -** Students are not excused from RAM time for anything other than pre-approved support with an available teacher or counselor.

**Rights and Privacy Act -** In accordance with the Family Educational Rights and Privacy Act of 1974, the Augusta School Department wants to inform parents and eligible students that directory information will periodically be released for publication. It may include: the student's name, date of birth, area of study, participation in sports and activities, weight and height for athletic team members,

dates of attendance, photographs, and name of school the student is attending.

It is our intention that this directory information be released only for school-related functions (i.e. athletic functions, activities, clubs, honor rolls, yearbooks, etc.). The purpose of this will be to provide our students with appropriate recognition.

**School Cancellations** – An automated system will contact the student home of record for any school cancellations. Announcements of school cancellations and delayed openings will be made over local radio stations by 6:00 a.m. Students may also check the website ([www.augustaschools.org](http://www.augustaschools.org)). Do not call the school or the radio stations.

**Special Services/ Chapter 504, K-12** - A student with a disability is a student who has a disability that adversely affects their educational performance and requires the provision of special education services in order that the student may benefit from an elementary or secondary program. Students with disabilities include students with learning disabilities, mental retardation, emotional impairments, speech and language deficits, hearing impairments, blindness or any combination of these disabilities.

The Augusta School Department offers a comprehensive program of special education services that are funded by a combination of federal, state and local funds. All students with disabilities are eligible for these services.

Any staff member, parent or student may initiate referral for special education services. Parents wishing to make referrals should contact their child's principal or the Director of Special Education at 626-2468. Parents will be contacted by telephone and in writing if a professional staff member makes a referral for their child. Parents have specific due process safeguards with regards to the identification, evaluation and placement of their child.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Augusta School Department has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices in the school system.

The Augusta School Department has the responsibility under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian the right to; (1) inspect and review his/her child's educational records; (2) make copies of these records; (3) receive a list of the individuals having access to those records; (4) ask for an explanation of any item in the records; and (6) a hearing on the issue if the school refuses to make the amendment. If there are questions, please feel free to contact the Special Education Director, Section 504 Coordinator for the Augusta School Department, at 626-2468.

**Skateboarding** - Skateboarding is not permitted on school property at any time.

**Standardized Testing** – Standardized testing, such as the SAT, PSAT, and MEA's, are beneficial to students and to the effectiveness of the school. All students are expected to participate in standardized testing unless they receive prior approval by administration. Students who fail to participate subject themselves to any stated consequences by administration.

**Student Parking** - Students are requested to use transportation provided by the City of Augusta. If students choose to use their own vehicles, the following rules will be in effect: Student parking will be restricted to the student lot ONLY. Disciplinary action will be taken when necessary to maintain an orderly operation of the campus, and student privilege to park on school grounds may be revoked. This includes careless and reckless driving. Student parking will not be allowed in the designated emergency lanes. **Vehicles may be towed at student's expense** and disciplinary action may be taken by the administration.

**Student Record Rights** - The Family Educational Rights and Privacy Act guarantees that parents and students 18 years or older may see, review, and ask any questions about their own (child's) records. Please feel free to call your school or the superintendent's office. (626-2468)

**Student Use of Telephones** - Students may use the phone provided in the main office. Calls are to be limited to no more than three (3) minutes in order to allow other students to use the phones.

**Study Halls** - All classroom/ school rules apply to study hall. Study halls should maintain an

atmosphere where students who need to study can. All students should bring some kind of work with them to the study hall, along with necessary school materials such as pens, pencils and notebooks. Laptops should be used for academic purposes only.

**Testing** - Periodically, all students will be given achievement and aptitude tests. Teachers, under the direction of the guidance counselor, will administer these exams. These tests assist the school faculty to better know each student in order to help them get the most out of their school experiences. Parents will receive notification of the results for their child.

**Theft** – All cases of theft should be reported immediately to security or administration. Students are expected to act responsibly by keeping their belongings locked in their assigned lockers when stored. Students will be supplied with a school locker and lock to be used appropriately.

**Visitations** - Students from other schools (not former Cony students) may attend classes with you only if they are not incurring an absence in their school and they are considering a transfer to Cony High School. Do not embarrass your guest by bringing someone unannounced. Such student guests may only attend if prior approval (at least 48 hours) is made through administration.

**All visitors must register at the office, state their purpose, and secure a pass from the main office.** Prior graduates may only visit the school during non-school hours.

**Volunteers** - Volunteers from our community can contribute much to the education of our children. There are many opportunities for parents to become involved in their children's education. Any parent who is interested in volunteering in the school should contact the building principal. All potential volunteers must apply and be approved by administration before participating.

**Drugs, Tobacco and Alcohol**- The use, possession, or distribution of illegal drugs, drug paraphernalia, tobacco, vaporizing devices, vaporizing material, or alcohol on school property or in conjunction with any school activity is prohibited. Violation of this provision must be reported to the proper law enforcement agency and may be cause for suspension from school.

## **DRUG, TOBACCO PRODUCTS AND ALCOHOL USE BY STUDENTS**

The Board and staff of the Augusta School Department support a safe and healthy learning environment for students that are free of the detrimental effects of drugs, tobacco products and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs, tobacco products and alcohol by school-aged youth.

In order to promote the safety, health and well-being of students, the Board endorses a three-pronged approach to address the issue of drug, tobacco products and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy, involving the diverse input and involvement of stakeholders.

**\*See policies JICH, ADC, ADC-R, and Cony behavior rubric**

Prescription and over-the-counter drugs are not to be carried in school. If they are recommended for a student's health and well being, they must be on record with the school nurse. Look-alike drugs, such as caffeine/diet pills, fake marijuana, and non-alcoholic beer, are treated as drugs and are not allowed. Consequences for use or possession will be determined by the drug policy.

## **STUDENT DRESS**

The Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). While the Board recognizes that students' mode of dress and grooming is a manifestation of personal style and individual preference, it believes that reasonable regulation of student dress and adornment is consistent with its responsibility to maintain an environment conducive to student learning. The Board will not interfere with the personal choices of students unless they create a disruptive influence on the educational program or affect the health, safety or dignity of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in choices

of dress and grooming. In keeping with the goals of the school unit to provide an effective, safe, healthy and non-discriminatory learning environment the following restrictions on dress shall be enforced:

- A. Articles of clothing that promote the use of tobacco, alcohol or other drugs may not be worn on school grounds when school is in session or when participating in or attending school-sponsored activities.
- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Clothing that is revealing or suggestive may not be worn.
- D. Wearing of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) is prohibited.
- E. Buttons, insignias, or other displays with messages, symbols, or depictions that ridicule, mock, or otherwise demean or provoke others because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited.
- F. Clothing and accessories that are destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) are not permitted.
- G. Clothing that draws undue attention to the wearer so as to detract from the educational process (e.g., hats, hoods worn over the head, or sunglasses worn indoors after arrival at school) is not permitted.

Students who are not appropriately dressed will be asked to change or modify their clothing. A student who further violates this policy will be disciplined.

#### RELIGIOUS AND HEALTH ACCOMMODATIONS

Where the religious belief or documented health need of a student conflicts with the student dress policy, reasonable accommodations will be provided on an individual basis. Any student desiring accommodation should notify the school principal. Head coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

#### OTHER EXCEPTIONS

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required.

School administrators or teachers may approve for special purposes or activities the wearing of items that would otherwise be prohibited (e.g. hats with school logo for "Spirit Days").

#### ADMINISTRATIVE PROCEDURES

The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy. The building principal/designee is responsible for enforcement of this policy.

Student handbooks may include examples of prohibited clothing, footwear, and accessories.

Adopted: September 11, 2002

Revised: July 9, 2003; October 11, 2017

### Health Center

The major focus of a registered nurse in the school setting is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures. If you have questions or concerns, please do not hesitate to call the school nurse.

Physical Exams are encouraged for all grade 9 and new students entering Cony High School. We suggest you keep a copy for your records as well. Immunizations are frequently updated at this visit. **All incoming 7<sup>th</sup> graders are required to have a Tdap (Tetanus and Pertussis Booster) and Meningococcal (meningitis vaccine) per new state recommendations. There is no grace period to attend school and if your child is not up to date, you will need to fill out a waiver which will go home on the first days of school. The waiver must be completed and sent back to the health center. If your child is not in compliance, a waiver must be signed yearly. If you have questions, you can call the Cony Health Center for further clarification. You can also contact your pediatrician to find out if your child needs boosters/vaccines to be up to date.**

**Medications: Administering Medicines to Students** - The purpose of this policy is to provide a safe procedure for the administration of medications to students in the Augusta Public Schools. The policy provides guidelines based on the limitations of the availability to health professionals within the school department.

The administration of medication in the schools should only occur when it is absolutely necessary that medication be administered while school is in session. The school nurse will have the primary responsibility for administering all medications to students. However, when the nurse is not available, trained, unlicensed personnel will administer all medications. It is the ultimate responsibility of parents to provide for administration of medication for their children.

The School Committee will provide copies of revised and updated policies to all personnel involved in the administration of medication to students. The Augusta School Department looks forward to the cooperation of health professionals in the community to assist those who will be undertaking this responsibility.

Parents/Guardians must give written permission for students to access Expanded Services, such as reproductive health services.

**Procedures for receiving and accepting requests for giving medications will be as follows:**

1. Medication should be brought to school by a responsible adult (up to a month's supply).
2. Medication will be properly packaged with original pharmacy labels, including: patient's name, ordering physician, date, name and dosage of medication, method of administration, quantity.
3. In grades 6-12, students shall be permitted to take prescription medication while at school when such medicine is given to them under the direction of the school nurse who shall act on the specific written request of the parent or guardian with the written direction of the student's personal physician. Students shall be permitted to take non-prescription medication while at school when such medicine is given to them under the direction of the school nurse who shall act on the specific written request of the parent or guardian. The school nurse will make the final decision as to what is appropriate and safe to administer within the school setting.
4. The physician's written order and the written parental request should be renewed annually.
5. The student's health status should be reviewed at frequent intervals by the school nurse.

**Self-administration of Medications:**

1. The School Committee will allow self-administration of inhalers for respiratory problems and epi-pens for allergic reactions.
2. Procedures for self-administration of medication are as follows:
  - a. Medication should be brought to school by a responsible adult.
  - b. Medication will be properly packaged with the original pharmacy labels, including: patient's name, ordering physician, date, name and dosage of medication, method of administration, quantity
  - c. Medications will be accompanied by an Authorization Form signed by the parent or guardian.
  - d. The school nurse will develop an individual plan with the student for the use of this medication, taking into consideration - age, development, understanding and reliability.

**Inhaler Usage (grades 9-12)** - Asthma inhalers will be allowed to be carried on the student's person. The school nurse will be informed in writing by the parent or guardian if a student will be carrying an inhaler, and the student will inform the school nurse when the inhaler has been used. A prescription for use of the asthma inhaler will be brought to the school nurse yearly. A prescription on the box will be acceptable.

**Hypodermic Syringes in a School Setting** - The method of administration of any medication is a necessary consideration. An oral medication usually presents no difficulties. However, some health situations require the use of hypodermic needles and syringes.

The procedure for administering medication by a hypodermic syringe is as follows:

1. A written parental request for the administration of medication.
2. A written order from the family physician giving: date, medication, dosage, observable symptoms indicating an emergency, duration of the order, patient's name.
3. Provision by the parent for the supply of medication, syringes, and needles.
4. Certain safeguards must be followed relative to storage and destruction of syringes:
  - a. Unused hypodermic syringes and needles should be kept in double locked, stationary

cabinets or rooms.

- b. Disposable hypodermic units will be disposed of in the “sharps” container located in the nurse’s office or secured area. (Augusta Public Schools: Adopted 5/14/97).

### **Student Rights and Responsibilities (Code JI)**

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- a. Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- b. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the Board; the responsibility to attend school as required by law;
- c. The right to due process with respect to suspension, expulsion, or an administrative decision which a student believes has injured his/her rights; the responsibility to observe school rules and regulations essential for permitting others to learn at school;
- d. The right to free inquiry and expression and to voice grievances; the responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school’s basic educational mission;
- e. The right to privacy regarding the content of student records- as defined by the Family Educational Rights and Privacy Act- and the right to dress as he/she pleases within reasonable guidelines related to health, safety, and the avoiding of potential disruption; and
- f. The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

It is the Board’s belief that as part of the educational process, all students should be made aware of their legal rights and also of the legal authority of the Board to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools. As such, this policy shall be included in school handbooks or otherwise communicated to students and parents at the beginning of each school year. The Board expects all staff to abide by this policy in order to most effectively achieve mutual respect of rights and the acceptance of responsibility.

This Board policy is designed for educational and informational purposes and is not intended to create, expand, or restrict any student rights or responsibilities.

Cross Reference: JIC – Student Code of Conduct

JIH – Student searches, Interrogations and Arrests

JK – Student Discipline

Pending Board Approval – August 2017

### **Student Discipline**

#### **Rules of Cony High School:**

1. WE will respect and be considerate of the rights and responsibilities of others and ourselves.
2. WE will respect and be considerate of our property and others.
3. WE will follow our class schedule and be on time.
4. WE will follow rules of specific areas.
5. STUDENTS must have a pass to be in the hall.

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.

**Middle School students are not allowed to intermingle with High School students while on school grounds.**

**Detention** - Detention is given to students by individual teachers and the administration when students

fail to meet their school obligations. Detention given to a student by a teacher must be served with that teacher in his/her room. Failure to serve a teacher detention will result in office detention being assigned. Students will receive a 24-hour notice for both teacher and office detentions. Students will be expected to serve the entire detention on the day it is assigned.

**Detentions take precedence over all school activities. Failure to serve an assigned office detention will result in further disciplinary action, which may include a meeting with the principal and possible suspension. Office detentions occur on Mondays through Thursdays from 2pm to 2:50pm in the library.**

**Guidance Career Center** – Students may visit the career center for career/college research during any study hall. The guidance office must write a pass that should be shown to the student’s study hall teacher prior to reporting to the guidance library. Students must also sign in at the guidance office.

**Student Recognition** - At the end of quarters one, two and three, students are recognized for their academic achievements (high honors and honors). Recipients receive a certificate for their accomplishments. At the end of quarters one, two and three, is a Recognition Assembly. Every teacher nominates students to receive this award for academic achievement, work ethic, positive attitude, and helpfulness in classroom as well as other positive attributes which are conducive to a positive learning environment. Certificates of Recognition are given to each student who has attained perfect attendance. Perfect attendance is defined as present every day, all day and arriving on time every morning to their homeroom. A Certificate of Recognition is awarded to each student with no detentions or suspensions.

**Suspension** - May be used as a disciplinary measure when other means of correcting misconduct have failed or in instances of misbehavior that threatens the safety of others or violates the rules of conduct set forth by the school board. Students are not allowed on school property or at school functions. All co-curricular activities, including rehearsals/practices, are off limits for the period of the suspension.

An administrator may suspend a student for up to ten (10) days for violation of school board policies and/or rules governing the operation of the school. Further suspensions may result in a referral to the Superintendent of Schools **for possible expulsion from Cony High School.**

Prior to suspending a student, the administration will:

1. Inform the student of the charge(s) and the basis thereof;
2. Provide the student with the opportunity to present his/her side of the story;
3. Contact the student’s parents or guardian informing them of the reasons for the suspension either orally or in writing;
4. Notify the Superintendent of Schools in writing. Should a special education student

be suspended in excess of ten (10) accumulated days, he or she will need a new Individual Evaluation Plan (I.E.P.), and a Pupil Evaluation Team meeting will be scheduled within one week to consider the appropriateness of the student’s I.E.P.

A suspended student may be given permission by the administration to return only once during the suspension period to get homework assignments. This must be done after 1:45 p.m. Students should take all books and materials home with them as they depart school after a suspension occurs. Students may make up all work assigned during a suspension within the time-frame allowed in the make-up policy - one day of make-up for each day suspended. It is the suspended students responsibility to pass in work by the assigned due date.

An Alternative to Suspension program at the Boys and Girls Club may be assigned as deemed necessary by administration.

**Students, who receive an out-of-school suspension, may not participate in any co-curricular activities for that day or days.**

**Bullying** – The Augusta School Committee defines bullying as “any physical act or gesture or any verbally, written, or electronically expression (cyberbullying) that:

- A. A reasonable person should expect will have the affect of;
  1. Physically harming or damaging a student’s property;
  2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
  3. Substantially disrupting the instructional program or orderly operations of the school; or

B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for a student who is bullied.

Students who feel that bullying is occurring should fill out the necessary paperwork in the main office. Students who **instigate bullying** but are not directly involved (those who spread rumors, put others up to bullying, carry information back and forth between individuals who subsequently bully) submit themselves to the same penalties as those who are directly involved in bullying.

Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement.” (policy JICK)

**Cheating** - Cheating is inexcusable. The first offense will warrant a zero on that particular quiz or test and notification to the parents, and may include loss of privileges. Cony High School expects its students to maintain a high degree of honesty and integrity in all academic and co-curricular pursuits. Plagiarism is a form of cheating.

**Plagiarism** - According to Webster’s Online Dictionary, plagiarism is defined as “stealing and passing off (the ideas or words of another) as one’s own: The use of (another’s production) without crediting the source; literary theft” (Merriam Webster Online, 5 March, 2005). Plagiarism also occurs when a student:

- fails to cite with quotation marks the written words or symbols of another author;
- fails to document the author and sources of materials (including materials obtained through electronic media) used in composition;
- fails to cite research materials in a bibliography or works cited page;
- fails to name a person quoted in an oral report;
- fails to cite an author whose works are paraphrased or summarized;
- fails to cite an author’s ideas;
- presents another person’s creative work or ideas as one’s own in essays, poems, music, art, computer programs, or other project;
- copies or paraphrases ideas from literary criticism or study aids, including Cliffs Notes or SparkNotes, without documentation;
- purchases a paper from electronic media or an individual and claims the work as one’s own;
- cuts and pastes sections of text from electronic media or online research sites.
- any other action intended to obtain credit for work which is not one’s own.

If students still have questions about plagiarism or how to correctly cite their sources, they should consult the Cony Research Guide or ask the teacher who issued the assignment.

**Students who plagiarize will have the option to re-write the written assignment, but cannot receive higher than the maximum of a 70 or a D for their grade. If students choose not to re-write the paper, they will receive a zero on the assignment. In addition, their parents or guardians will be contacted and their names given to the administration.** Further disciplinary action will be taken by school administration for repeat offenders.

**Destruction of School Property** - Any student who has abused or destroyed school property will be required to pay for the damage in addition to disciplinary action. Students cannot graduate from Cony High School without settling all material or financial obligations. Take care of your school materials by keeping your locker secured at all times.

**Fighting** - Fighting is unacceptable at any time. The 1<sup>st</sup> offense may result in a five (5) day suspension with parental contact and meeting with Administrator. The 2<sup>nd</sup> offense may result in a ten (10) day suspension with parental contact and meeting with an administrator and possible expulsion. The incident will be documented with the Augusta Police Department.

Students who **instigate fighting** but are not directly involved (those who spread rumors, put others up to fighting, carry information back and forth between individuals who subsequently fight) submit themselves to the same penalties as those who are directly involved in fighting.

**Harassment Policy** - The Augusta School Committee recognizes the right of each school community member (i.e. employees, students, volunteers) to work in an atmosphere that is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, school community members are not to engage in harassment. Acts of harassment based upon race, color, national or ethnic origin, religion, sex, sexual orientation, marital status, age, or disability are a violation of this policy and may constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment as determined by context, circumstances, and frequency:

- A. Unwelcome sexual advances, gestures, comments, or contact
- B. Threats
- C. Offensive jokes
- D. Ridicule, slurs, derogatory action or remarks
- E. Basing educational/employment decisions on practices of submission to harassment.

Sexual harassment is the attempt to control, influence, or affect the career or educational program of an individual in exchange for sexual favors. Sexual harassment can also be conduct, which creates a hostile or offensive environment or unreasonably interferes with a person's ability to perform his or her job, program of instruction, or function as a member of the school community.

Students who feel that harassment is occurring should fill out the necessary paperwork in the main office.

Students who **instigate harassment** but are not directly involved (those who spread rumors, put others up to harassment, carry information back and forth between individuals who subsequently harass) submit themselves to the same penalties as those who are directly involved in harassment.

Consequences for harassment may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement.

**Profanity** - Vulgar or profane language will not be tolerated. Students will receive consequences based on the infraction and according to the behavior rubric.

**Removal from Class/ Leaving Class Without Permission** - Any student whose actions hinder the progress of class may be removed. It is not the right of any student to detract from the cooperative progress of the group. All students have the right to learn, and no one has the right to interfere with the rights of others. If you are sent from class, you must report to the Main Office. Failure to promptly report to the Main Office will result in further discipline. Students will be assigned teacher detention for first time or low-level incidences.

**Weapons, Violence and School Safety** – The Augusta School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students to the building administrator for investigation and appropriate action.

#### **Prohibited Conduct**

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school –sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, shocking devices, chains, clubs, Kung Fu stars and num-chucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harasses others, which tend to incite violence and/or disrupt the school program.

Other disciplinary issues will be handled on a case by case basis as they arise, by an administrator using his/her own discretion.

Cony High/Middle School - Behavior Rubric – 2020-2021

Infraction	First Incident:	Second Incident:	Third Incident:	Fourth Incident:
<p>Level I- Self-Defeating Behaviors</p> <ul style="list-style-type: none"> <li>- Three accumulated tardies</li> <li>- Skipped Class, Study, Advisory/RAM time</li> <li>- Unexcused school absence</li> <li>- Sent out of class to Main Office (First incident)</li> </ul>	<p>Advisor/teacher calls home after unexcused absences or skipped classes</p> <p>Teacher-assigned makeup / detention after school (First and second incidences for tardiness)</p> <p>Behavior discussion</p>	<p>Referral to Admin</p> <p>1 hour of office detention</p> <p>Behavior discussion</p>	<p>Referral to Admin</p> <p>1-2 hours of office detention</p> <p>Behavior discussion</p> <p>Guidance Counselor referral</p>	<p>Referral to Admin</p> <p>2 hours of office detention/Alternative to suspension/Suspension</p> <p>Behavior discussion</p> <p>Behavior contract</p>
<p>Level II – Disruptive, Disrespectful or, Defiant Behavior toward Others</p> <ul style="list-style-type: none"> <li>- Sent out of class to Main Office (multiple)</li> <li>- Leaving school grounds w/o permission</li> <li>- In woods or athletic fields w/o permission</li> <li>- Skipped teacher / office detention</li> <li>- Food court disruption</li> <li>- Forged notes</li> <li>- Cheating, plagiarism</li> <li>- Swearing/ Extreme Disrespect</li> <li>- Incidents that require custodial services</li> <li>- Harassment / Bullying, Hate speech</li> <li>- Disruptive / insubordinate behavior</li> </ul>	<p>Referral to Admin</p> <p>1 hour of detention</p> <p>Behavior discussion</p>	<p>Referral to Admin</p> <p>1-2 hours of detention</p> <p>Behavior discussion</p> <p>Referral to Guidance Counselor</p>	<p>Referral to Admin</p> <p>Suspension or Alternative to Suspension program</p> <p>Behavior discussion</p> <p>Referral to Guidance Counselor</p>	<p>Referral to Admin</p> <p>Suspension</p> <p>Behavior discussion</p> <p>Reentry plan/conference</p> <p>Behavior contract</p>
<p>Level III – Behavior Dangerous to Self, Others, or School. Behavior that is significantly disrespectful</p> <ul style="list-style-type: none"> <li>- Significant disrespect to staff</li> <li>- Destruction of school property</li> <li>- Drugs/Alcohol/Tobacco</li> <li>- Stealing</li> <li>- Fighting and/or threats</li> <li>- Possession of a weapon or replica</li> <li>- Refusal to follow directives from staff members</li> <li>- Making false reports</li> <li>- Spraying</li> </ul>	<p>Referral to Administration</p> <p>Alternative to suspension or Suspension</p> <p>Behavior discussion</p> <p>Reentry Plan/Conference</p> <p>Referral to Guidance Counselor</p>	<p>Referral to Administration</p> <p>Suspension</p> <p>Behavior discussion</p> <p>Reentry Plan/Conference</p> <p>Referral to Student Intervention Counselor</p>	<p>Referral to Administration</p> <p>Suspension</p> <p>Behavior discussion</p> <p>Reentry Plan/Conference</p> <p>Behavior contract</p> <p>Referral to Principal</p>	<p>Referral to Administration</p> <p>Suspension</p> <p>Behavior discussion</p> <p>Reentry plan/conference</p> <p>Behavior contract</p> <p>Referral to Superintendent for possible expulsion</p>

perfumes/deodorants or any chemicals			
<ul style="list-style-type: none"> <li>All re-entry plans will include a conference with the student, parent or guardian, and aggrieved parties (when applicable).</li> <li>Infractions may result in loss of privileges for upperclassmen.</li> <li>Office detentions start immediately after school ends. Detention days are Monday, Tuesday, Wednesday, and Thursday. Parental phone calls will be made for repeated incidences, significant issues, and suspensions.</li> <li>When suspended, students are not allowed on school property, at school functions, or at the Capital Area Technical Center.</li> <li>All discipline is subject to administrative discretion.</li> </ul>			

**High School Behavior Rubric**

**Middle School Behavior Rubric 2020-2021**

<b>Infraction:</b>	<b>First Incident:</b>	<b>Second Incident:</b>	<b>* Third Incident: (1)</b>
<b>Level I- Self Defeating Behaviors</b> *Chronic Tardiness to class/school *Excessive talking *Rude/Disrespectful *Chronically unprepared for class *Failure to complete work assignments *Disturbing class w/ minor annoyances *unacceptable language *leaving class without permission *Non-directed swearing *Non-attendance to class/school	*Teacher contacts home *Teacher meets with student *Web2School counseling completed	* Teacher contacts home * Detention Referral completed	*Referral to Admin, * Parent contacted by teacher & admin. *Behavior Contract and/or Child Study Process started *Guidance referral *Level II referral
<b>Level II- Disruptive, Disrespectful, or Defiant Behavior Toward Others</b> *Level I referral for incident #4+ *Absence from teacher intervention *Food Court disruption *Incidents that require custodial services *Forged Notes *Bullying ----- *Significant Disrespect to staff or sub *Leaving grounds w/o permission *Searing directed at a person	*Referral to Admin (checked box on Detention Referral) * Parent contacted by teacher & admin. *Detention/suspension *Behavior contract and/or *Child Study Process and/or *Guidance Referral ----- *Send student to office	*Referral to Admin *Parent contacted *Detention/suspension *Behavior contract and/or *Child Study Process and/or *Guidance Referral ----- *Send student to office	*Referral to Admin *Parent contacted *Detention/suspension *Behavior contract and/or *Child Study Process and/or *Guidance Referral ----- *Send student to office
<b>Level III- Behavior Dangerous to Self, Others, or School</b> *Harassment, Hate speech *Intimidation/Threatening *Significant disrespect to staff *Destruction of school property *Spraying of perfumes, deodorants and other chemicals *Drugs/ Alcohol/ Tobacco *Stealing *Fighting *Possession of a weapon * Filing false reports	*Student sent to Admin. *Parent contacted *Suspension *Reentry Plan/ Conference *Behavior contract and/or *Child Study Process and/or *Guidance Referral	*Student sent to Admin. *Parent contacted *Suspension *Reentry Plan/ Conference *Behavior contract and/or *Child Study Process and/or *Guidance Referral *Referral to School Board (option)	*Student sent to Admin. *Parent contacted *Suspension *Reentry Plan/ Conference *Behavior contract and/or *Child Study Process and/or *Guidance Referral *Referral to School Board

- \*Reentry plans will include a conference with the student and parent or guardian.
- \*Office detentions will be Mondays, Tuesdays, Wednesdays and Thursdays after school.
- \*When suspended, students are not allowed on school property, at school functions, or at Capital Area Technical Center.
- \*(1)All discipline is subject to School Board Policy and administrative discretion.
- \*After 3<sup>rd</sup> incident - referral to central office and/or the School Board may occur.

## **Expectations of the Library Computer Use**

- Students who need to do research or use any library resources have unlimited access to the library.
- Students may do only school-related work on the computers - no games may be played.
- Students are required to stay for the entire period.
- Food or beverages are not permitted.
- Students are expected to be considerate of others, i.e. pick up after themselves, be quiet, three (3) students to a table. Students who disturb others and do not follow library procedures will lose library privileges.

The library staff is pleased to assist students with any questions or research needs. Before a student is allowed to use computers and internet services, the student and the student's parent/guardian must sign and return the Computer/Internet access acknowledgement. (IJNDB-E)

### **Additional Information regarding Band and Chorus (Middle School)**

#### **Course Description and Expectations**

These groups are open to any middle school student who is willing to meet the required expectations. The band and chorus will prepare various types of music from pop influenced literature to traditional concert literature.

Chorus meets Monday and Thursday from 10:40-11:20.

Band meets Wednesday and Friday from 10:40-11:20.

#### **Overall Goals**

- ♪ To develop the individual performance skills necessary for music making at the highest level possible by each individual.
- ♪ To develop the skills of discipline, team work, and self-expression necessary for group performance.
- ♪ To develop a sense of school and civic community through participation in service activities such as community concerts.

#### **Attendance Expectations**

- ♪ Students are required to attend all rehearsals. If a student requires additional help in another class, they may be given permission by their classroom teacher and music teacher to miss a rehearsal.
- ♪ A student may not drop band/chorus after the end of a semester.
- ♪ Concert attendance is mandatory.
- ♪ Concert dates will be sent home by the end of October.

#### **Concert Attire**

All students in band and chorus should wear black pants or skirts and a black shirt with sleeves. Black dresses are also appropriate if they are knee length and have sleeves. Please note that black socks/hose and black dress shoes are the standard concert attire.

#### **Band Sectionals**

Sectionals are weekly small group lessons that students in the band are required to attend. Missed sectionals may be made up by scheduling an appointment with Mr. Caverly. These sectionals are used to help enhance individual talent along with the talent of the section.

### **Grading**

Students in band and chorus will receive a grade based on their participation in rehearsals, concert attendance, written critiques, and individual or small group performance exams. Their band and chorus grade will count in honor roll calculations.

### **Early Graduation**

CHS offers an early graduation option for high school students who qualify. See your guidance counselor for more information. Students must meet with the principal by the second semester of their sophomore year or first quarter of their junior year to apply for approval.

### **Graduation and Class Day**

In order to participate in Graduation and Class Day a student must:

- successfully complete all course requirements;
- earn a total of at least 24 credits;
- take responsibility for all deficiencies;
- complete 20 hours of community service;
- follow all protocol in the graduation/marching contract.

## **Cony High School Athletic and Activities Handbook**

### **Philosophy**

The Cony High School athletics and activities programs provide diverse and well-balanced activities. Students are strongly encouraged to take advantage of the offerings. In planning and administering these programs, every effort is made to offer activities that meet the needs and interests of the students and to provide the best possible facilities, qualified coaches and advisors. The health and welfare of the participants are the primary considerations in conducting the athletic and activities program.

The athletic and activities programs are extensions of the academic curriculum and provide important benefits to students. The coaches and advisors have an opportunity to achieve many educational goals because they spend time with small groups of highly motivated students. Under these conditions, students can attain high levels of success in a variety of areas and develop positive social and emotional attitudes. Students participating in athletics and activities are expected to maintain high academic and conduct standards.

Every student interested in participating in the athletic and activities program at Cony High School is expected to know and follow the rules and obligations they are assuming before deciding to participate at any level. Parents and students should be aware that participating in athletics/activities and representing the school is a privilege afforded to students who meet the eligibility requirements and who follow all applicable policies and rules. These rules apply to all student-athletes, including players, managers, trainers, cheerleaders, "club teams", and all members of activities sponsored or endorsed by Cony High School.

### **Academic requirements for participation in athletics or activities:**

- 1.) Be regularly enrolled or home schooled in a program approved by the Superintendent.
- 2.) During the previous quarter, students must pass three full time classes or all classes in a reduced program which received prior administrative approval.

- If a student is not passing the required number of subjects when rank cards are issued, he/she will have two weeks to bring failing classes up to passing or he/she will be ineligible for participation until the next quarter grades are issued.
  - Eligibility for fall athletics and activities will be based on the previous fourth quarter grades. Failures may be made-up through an approved summer school program.
- 3.) All students MUST be at school by 10:30 am to participate in any extra or co-curricular activity or sports practice or game that day.

### **Rules for Students in Athletics and Activities**

**Student Conduct:** Students are expected to follow all Board policies, school rules, the athletic and activities handbook, and any additional rules and or rules imposed by coaches and advisors. Violations of any policies or rules may result in suspension or removal for the team or activity as well as additional disciplinary action under the applicable policies or rules. **\*See the Athletic and Activities Rubric**

Students involved in athletics and activities are further expected to conduct themselves so as not to discredit themselves, their organization, or the school. If a student commits a crime or violates policy, he or she may be suspended from participating in athletics or activities. The Principal or his/her designee will schedule a meeting with the student. When a student has been charged with a crime, but not yet convicted, the Principal may suspend the student temporarily from participation in athletics or activities if it is in the best interests of the school. A student who is convicted of a crime may be suspended from participation in athletics or activities following the conviction. The principal has the authority to modify these requirements when they would clearly constitute an injustice to the student based on the particular circumstances of the case, after providing the student with the opportunity to tell his or her side of the story. At the end of the suspension, the student may request in writing reinstatement to athletics or activities to the Principal. The Principal and Athletic and Activities Director will meet with the student and his/her parents. The Principal will then make a determination as to whether the student will be allowed to participate in athletics or activities, and under what conditions.

The Principal and the Athletic and Activities Director, in consultation with the coach or advisor, will determine the consequences for student misconduct not specifically addressed in policies and/or rules.

#### **Appeal of Suspension/Removal from Team or Activity:**

Any student who wishes to appeal a suspension or removal from a team or activity may do so in writing to the Superintendent within three school days of his/her notification of the suspension. The Superintendent, or designee, may conduct whatever further investigation she or he deems advisable and shall render his or her decision in writing to the student within ten school days of receiving the appeal. If the appeal is made at the conclusion of the school year, this period may be extended if necessary to complete an appropriate investigation. The Superintendent's decision or that of the Superintendent's designee shall be final. A student remains under suspension during the appeal process.

**Dress Code:** Students involved in athletics or activities are expected to be neatly groomed and abide by the dress code in the Cony High School Handbook.

**Hazing:** Activities by student participants, coaches or advisors that humiliate, harass, abuse, or degrade a participant as part of initiation rites or membership of a team or activity are unacceptable in Cony High School programs and will not be tolerated.

Maine law prohibits injurious hazing, which is defined as "any action or situation including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel

or a student enrolled in a public school.” Disciplinary consequences for hazing may include suspension, expulsion, or other appropriate measures, in addition to any civil or criminal penalties to which the individual or organization may be subject. Please refer to Board Policy JICFA.

**School Attendance:** Regular school attendance is required of participants in athletic and activities programs in accordance with Board policies and Cony High School rules. In addition the following rules apply to student-athletes:

- 1.) Students shall not participate unless they provide a valid excuse for non-attendance approved by the Attendance Office.
- 2.) If a student is absent the day of an activity because of personal illness, the student may not participate in the activity.
- 3.) If a student is absent for any other reason approved by the Attendance Office, the Athletic and Activities Director shall determine whether or not the student may participate in an activity that day. If an activity is scheduled for a Saturday and a student is absent on Friday for any excused reason, the coach/advisor and/or Athletic and Activities Director shall verify the reason and determine whether the student is eligible to participate.
- 4.) A student who is absent from class, study hall or school for an unexcused reason or suspended from school shall not participate in athletic or activities program that day.
- 5.) If a student has more than two unexcused absences from school of any kind during a sports season the student shall be removed from the team or activity.

**School-Issued Equipment and Clothing:** Athletes and activity participants are responsible for all equipment and/or clothing issued to him or her. Students will be required to pay for any lost or damaged equipment or clothing. Students are not to wear or use any school-issued equipment or clothing except when participating in a practice, game, activity or other designated school function. Participants may not loan or give any school-issued equipment or clothing to others.

**Parent-Provided Equipment and Clothing:** For any equipment that is provided by the student, parent or guardian for the purpose of athletic or activities participation, the provider should provide safe equipment that meets current safety standards and guidelines.

**Travel:** When bus transportation is provided, all participants are required to travel to and from out-of-town contests or activities with the team or group. Permission may be granted by a coach or advisor to release a participant to his or her parent/guardian only if such request is made in writing and presented to and approved by the coach or advisor. A request to release a participant to anyone other than the parent/guardian requires a prior written request to the Principal and approval by the Principal.

It is the parents and students responsibility to arrange transportation to the off-site facility when school transportation is not provided for the students. Supervision does not start until practice time or game time, or until the coach or advisor arrives.

**Tobacco, Alcohol, and Drug Rules:** Cony High School recognizes that the use of tobacco, alcohol and illegal drugs negatively affect student health, safety, and athletic performance. Students participating in athletics and activities carry a responsibility to themselves, their fellow students, parents and school to set the highest possible example of conduct, sportsmanship and training, which includes avoiding the use, possession, furnishing or selling of alcohol, tobacco and illegal drugs. Substance use and abuse are incompatible with the physical, mental and emotional demands placed upon participants and upon the positive image that athletes and activity participants project to other students and the community on behalf of Cony High School.

**\*Please refer to Board Policy JICH and the Athletic & Activities rubric**

**Prohibited Activities:** Students involved in athletics and activities are expected to abide by Board policies and school rules and the laws pertaining to tobacco, alcohol, and drugs. Students participating in athletics and activities may not engage in the prohibited behaviors and activities described in the policies/rules at any time or place for the duration of the athletic or activity period.

In addition to the prohibited activities specified in Board policies and school rules students participating in athletics and activities will be subject to disciplinary action if it is determined participants are present at a party or gathering at any location where illegal drugs are being used or underage drinking is taking place and they do not leave as soon as practical after they become aware of such activities.

**Self-Referral or Concerned Person Referral:** A student of a concerned person (such as a parent, teammate or friend) may discuss a possible problem with substance use or abuse with the student’s coach, a member of administration, guidance or a school substance abuse counselor. In such cases, a referral will be made to the appropriate school staff for assessment. This process cannot be used to circumvent these substance abuse rules, or other Board policies or school rules.

**Sanctions for Rule Violations:** In addition to any other disciplinary action taken in accordance with Board policies and school rules, students participating in athletics and activities programs will be subject to the consequences described here. The decision to suspend a student from athletics or activities will be made by the Principal in consultation with the Athletic and Activities Director and the coach or advisor. Violations are cumulative over a student’s high school career.

Sanctions are guidelines intended to ensure that violations are treated fairly and consistently. Administrators have the discretion to depart from these guidelines based upon the relevant facts and circumstances in a particular case, including but not limited to the student’s behavior accompanying the violation, the student’s willingness to cooperate in the investigation and participate fully in the counseling requirements, and the student’s prior disciplinary record. Please refer to the following Athletic & Activities rubric:

**Athletics and Activities Rubric**

Rule Violation	First Offense	Second Offense	Third Offense	Subsequent Offenses
Tobacco, Drugs and Alcohol- A. Using B. Possession, C. "In the presence of" for alcohol and drugs	<u>Intervention</u> -3 Sessions with clinical counselor, or chemical dependency counselor; Parent must be involved in one session; Documentation of successfully completed plan; may include drug screen.  <u>Disciplinary Action</u> -4 week suspension; students can practice/attend meetings, but no games/performances/ meets/trips/activities.  <u>Prior to reinstatement</u> , meeting with student, parents, Principal and AD/Advisor	<u>Intervention</u> -5 Sessions with clinical counselor, or chemical dependency counselor (Prime for Life); Parent must be involved in one session; Documentation of successfully completed plan; may include drug screen.  <u>Disciplinary Action</u> - Suspension from current season and ineligible for subsequent season for sports/ current quarter and subsequent quarter for activities (No practices or meetings; games, performances, trips, activities).  <u>Prior to reinstatement</u> , meeting with student, parents, Principal and AD/Advisor.	<u>Intervention</u> -7 Sessions with clinical counselor, or chemical dependency counselor; Parent must be involved in two sessions; Documentation of successfully completed; may include drug screen.  <u>Disciplinary Action</u> - Suspension/Ineligible from athletics and activities for 12 months from the date of infraction (No Practices, no games, performances, trips, activities).  <u>Prior to reinstatement</u> , meeting with student, parents, Principal and AD/Advisor.	<u>Intervention</u> - Referral to clinical counselor, or chemical dependency counselor.  <u>Disciplinary Action</u> - Ineligible from athletics and activities for rest of Cony career.  Meeting with student, parents, Principal and AD/Advisor.

<p>Tobacco, Drugs and Alcohol-</p> <p>A. Selling</p> <p>B. Furnishing</p>	<p><u>Intervention-5 Sessions</u> with clinical counselor, chemical dependency counselor (Prime for Life); Parent must be involved in one session; Documentation of successfully completed; may include drug screen.</p> <p><u>Disciplinary Action-</u> Suspension from current season and ineligible for subsequent season for sports/ current quarter and subsequent quarter for activities (No practices or meetings; games, performances, trips, activities).</p> <p><u>Prior to reinstatement,</u> meeting with student, parents, Principal and AD/Advisor.</p>	<p><u>Intervention-7 Sessions</u> with clinical counselor, chemical dependency counselor; Parent must be involved in one session; Documentation of successfully completed; may include drug screen.</p> <p><u>Disciplinary Action-</u> Suspension/ineligible from athletics and activities for 12 months from the date of infraction (No Practices, no games, performances, trips, activities).</p> <p><u>Prior to reinstatement,</u> meeting with student, parents, Principal and AD/Advisor.</p>	<p><u>Intervention-Referral</u> to clinical counselor, or chemical dependency counselor.</p> <p><u>Disciplinary Action-</u> Suspension from athletics and activities for rest of Cony career.</p> <p>Meeting with student, parents, Principal and AD/Advisor.</p>	
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\*Prevention/Education: Completed through Informational Student/Parent meeting by AD/Advisor, discussions with coaches/advisors, assemblies in school

\*\* Students/parents must sign a Sports/Activities contract to participate in sports/activities. This rubric applies to in-school and out of school behavior.

\*\*Administrator discretion can apply if the situation merits it.

\*\*\*If the rules violation occurs on school grounds, school activities and/or school events, then appropriate school consequences will be assigned according to the Cony Behavior rubric. Referrals will be made to Law Enforcement agencies when appropriate.

### The following apply specifically and exclusively to athletics:

#### **Definitions**

The following definitions apply in this policy:

- **Activity periods** are the three athletic seasons (fall, winter, spring), from the start of pre-season activities through and including post-season play and team recognition events.
- A **week** is seven (7) calendar days, not school days.

#### **Athletic Eligibility**

To be eligible to try out and participate in interscholastic athletics, including club sports teams, at Cony High School, students must meet the following requirements:

- Complete the Cony High School Athletic Permission form (signed by a parent/guardian and student);
- Have a complete physical examination at the beginning of ninth grade (or upon enrolling at Cony High School);
- Complete the Pre-Participation Physical Evaluation form each year;
- Meet all Maine Principal Association (MPA) eligibility requirements, including, but not limited to:

- √ Age – the student must be under the age of twenty at the time of participation;
- √ Undergraduate status - the student has not graduated from a Maine secondary school or its equivalent;

- √ Eight Semester Rule – the student has yet to fulfill eight consecutive semesters after first enrolling as a freshman in a four year senior high school,  
or in the ninth grade in a junior high school;
- √ Residency – students must reside in the community of the high school or in a sending community for the high school. Exceptions are made in the form of Superintendent’s Agreements.

If the student is transferring in from another school, a Transfer-Waiver Approval Form must be on file and checked off signifying that the student transferred for reasons other than athletics.

**Athletic Awards and Honors:** In order to be eligible for any athletic award and honors, such as team captain, a student-athlete must be in good standing with his/her team and not in violation of any of the rules in this handbook. The actual letter or numeral award will be given along with a certificate to all student-athletes meeting the first year the requirements for the award are met. The student-athlete will receive only the certificate for the same sport in subsequent years.

To earn a *Varsity Letter Award*, the student-athlete must have:

- 1.) Competed in at least half of the total period of play team sports in which there is no tryout and selection process;
- 2.) Competed and scored team points in half the meets of an individual sport in which there is no tryout and selection process;
- 3.) Been selected as a member of a varsity team in which there is a tryout or selection process.

A *Varsity Letter Award* will also be awarded to any student-athlete who has been a varsity team member for three years in one sport, but has not earned the letter through competition. All varsity-level managers will be awarded a *Varsity Letter Award*.

To earn a *Junior Varsity Certificate Award*, the student-athlete must have completed a season on a junior varsity team or have completed a season on a varsity team while not qualifying for a varsity letter.

To earn *Freshman Numerals*, the student-athlete must have completed a sport during his/her freshman year.

If an injured player is unable to finish the season, the appropriate award or numeral will be awarded provided that the student-athlete has participated in at least 50% of the regular season and has qualified for the award or numeral up to the time of the injury.

### **Special Awards Given at Awards Night**

- 1.) Varsity Team Awards – Player of the year and Coaches Award
- 2.) Junior Varsity and Freshman Awards – Coach’s Award
- 3.) Senior Awards (given at Spring Sports Awards night):
  - a.) Watch Award – Awarded to a student-athlete who earns nine or more varsity letters.
  - b.) Tri-athlete Award – Awarded to a student-athlete who has participated in sports at Cony every sports season for four years.
  - c.) Scholar Athlete Award – A certificate given to senior athletes who have maintained a grade point average of 85 or better for four years.

**Assignment to Teams:** Placement on a team is at the discretion of the coach and with the approval of the Athletic Director. Normally, freshman will be placed on a freshman team if one is available for that sport. Freshman may play at another level at the discretion of the coach and the approval of the Athletic

Director. Such placements will consider the physical, emotional and social needs of the athlete, as well as the needs of the team.

**Changing Sports:** A student-athlete may not quit one sport and go out for another sport during the same season unless he/she has the consent of both coaches and the Athletic-Director.

**Injuries:** If a student sustains an injury that requires medical attention during a sports season, he or she is required to report the injury to the coach and provide written medical clearance before being allowed to return to athletic activities.

**Insurance Coverage:** The student's family insurance is the primary coverage. The Augusta Board of Education provides secondary accident insurance for all students participating in interscholastic athletics (see Student Accident Medical Expense insurance plan pamphlet and Board Policy JHA).

**Participation on Non-School Teams:**

Student athletes participating on Cony High School teams are expected to place their primary allegiance on the school team. Participation on teams outside of school is only allowed if the student-athlete meets all his/her obligations to the school team.

**Practice Attendance:**

Student-Athletes must notify their coach before the end of the school day if they anticipate being late or absent from a practice. An unexcused absence from practice will result in the student-athlete being suspended from the next contest. Two unexcused absences will result in the student-athlete being removed from the team.

**Request for New Student Organization Guidelines**

Below are the guidelines to follow when starting a new student organization. These guidelines are based on School Board policy JJA and JJA-R.

There are three types of student organizations at Cony.

1. **Recognized Student Organization-**

This is a student organization that has been approved by the School Board and has full status as a student group. The student group has a faculty advisor who may or may not receive a stipend for their work, depending on the contract.

2. **Probationary Student Organization/Club-**

This is a student organization that has submitted information to the School Board and received approval as a probationary student organization/club and has begun the two year process to become a recognized student organization.

3. **Interest Group-**This is a student group that is faculty-sponsored and has not yet applied for School Board recognition. The group can not expend funds or go off school property as a group.

Please note that ALL Cony student organizations/club/interest group MUST have an administratively approved faculty advisor.

**How to become a Cony Interest Group:**

1. Determines that a student (s) are interested in forming a student organization.

2. Secure a faculty advisor who is willing to advise the student organization and willing to attend all functions of the interest group.
3. Complete page 1 of JJA-R Request for Student Organization and submit it to the Principal.
4. Meet with the Principal to get approval for the Interest group.
5. Have an organization meeting with interested members. You may hang posters or do an announcement to get organized. Be sure to indicate that the group is an interest group.
6. Host interest group meetings as needed with faculty advisor
7. Interest groups may not expend funds
8. Interest groups may not leave the property of the school.

### **How to become a Probationary Student Organization/Club**

1. An interest group/student organization must complete all three pages of the JJA-R Request for Student Organization application and submit it to the Principal. The application must include description, student population, number of participant, names, activity, etc.
2. For the interest group that is approved by the Principal, the group's application must be approved by the Superintendent. Both the Principal and Superintendent must sign the application form (JJA-R).
3. If approval is given by the Principal and Superintendent, the student organization will present the group to the Education and Curriculum committee of the School Board. If the Education and Curriculum committee approves the group, then the School Board must vote on the student organization's approval.

### **How to Become a Recognized Student Organization**

1. Once an organization has been recognized as a "club or probationary" student group, they may not propose official student organization for two years.
2. After the two year period, the probationary student organization/club must receive the approval of the Principal and Superintendent. .
3. After approval is given by the Principal and Superintendent, then the student organization must receive approval from the Education and Curriculum committee and School Board.