

Old Orchard Beach High School Student Handbook

OOBHS Statement of Core Values and Beliefs about Learning

We in Old Orchard Beach believe that all students can:

- learn in different ways and at different rates
- become effective members of the greater community
- set and reach personal goals for their own success

We in Old Orchard Beach value:

- perseverance and adaptability
- individuality and collaboration
- responsibility and integrity
- creativity and curiosity

Old Orchard Beach Educators will:

- meet the educational needs of all learners at their personal learning level
- challenge all learners to reach their full potential
- provide learners with multiple pathways

Old Orchard Beach learners will:

- engage in and contribute to their learning community
- challenge themselves to reach their full potential
- demonstrate the Guiding Principles and academic competencies

Guiding Principles

To be successful, all OOBHS graduates will be:

- creative and practical problem solvers
- clear and effective communicators
- responsible and collaborative citizens
- integrative and informed thinkers
- reflective and dedicated learner

**Old Orchard Beach High School
40 E. Emerson Cummings Blvd.
Old Orchard Beach, Maine 04064**

OOBHS Website: <https://oobhs.rsu23.org/>

STUDENT HANDBOOK 2022-2023

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GENERAL INFORMATION

The purpose of this handbook is to share general information, establish rules and regulations, to give support service information, student activities information, and to outline academic information.

BACKPACKS

Students have the privilege of using backpacks to transport personal belongings and school related materials. Backpacks fall under the same legal guidelines as lockers and may be examined at any time provided reasonable cause for a search has been established.

BICYCLES/SKATEBOARDS

All bicycles should be locked and secured in the bike rack located at the west side of the building. All skateboards should be placed in lockers during the school day or stored in the main office.

BUS CONDUCT

Conduct on school buses is under the direct supervision of the driver. Any student causing a problem on a school bus may lose the privilege of having bus transportation. Students on a school bus are considered to be under school supervision and all school regulations apply.

STUDENT CODE OF CONDUCT AND CITIZENSHIP

Students must conform to reasonable standards of socially acceptable behavior. Students must respect the rights, person and property of others. Students must preserve the degree of order necessary to the educational program in which they are engaged. The Student Code of Conduct rules and regulations are based on School Board Policies. In the event that a handbook rule and a School Board Policy differ, the School Board Policy prevails.

We are all citizens of the community that is Old Orchard Beach High School. Your citizenship will help determine your success as an individual in the school. When a student accepts the privileges of citizenship, he/she also accepts certain obligations and responsibilities.

1. As a good citizen, your speech, conduct, and general attitude should reflect the positive spirit of Old Orchard Beach High School students.
2. Respect for the rights of others and tolerance toward others' opinions should be shown through common courtesy, which should be displayed at all times.
3. If you become aware of others rights being violated, it is your responsibility to report it to a staff member.
4. Students are expected to demonstrate self-respect and school pride and not vandalize walls, desks, or other school property. Textbooks should be covered throughout the year.
5. Hazing will not be tolerated in Old Orchard Beach High School. All

- students are all treated equally.
6. Students may not be involved in public displays of affection in the halls or on the school grounds.
 7. Students attending any school-sponsored activity as a participant or spectator, regardless of the site, are held responsible for their conduct according to school policies.
 8. Students must realize that any staff member has the authority to correct them, not only during school, but at any school sponsored activity. All staff members, substitutes, students and guest shall be treated with due consideration and respect.
 9. If students intend to videotape or record a class, teacher permission is required.

CRISIS ACTION PLAN

Regional School Union #23 developed a Crisis Action Plan with the help of the school board, administrators, staff, parents, mental health officials and local public safety personnel. The plan is available to view at the high school office upon request.

DANCE POLICY

1. All dances must be approved and recorded on the Student Council activity calendar. A dance request sheet must be filled out two weeks before the dance and be submitted to the principal.
2. In order for a dance to be approved, the sponsoring group must have a minimum of one security guard (two if a large turnout is expected), class advisors, one administrator, and additional chaperones as needed.
3. Dance hours are typically 7:30-10:30 p.m. Security and chaperones must be on hand at least 30 minutes before the doors open.
4. Students wishing to bring a guest to the dance must pick up a dance guest sheet from an administrator. The sheet must be completed and signed a week prior to the dance. Guests must be attending a high school and be of good standing at their school and must not be over the age of 19 (can't be 20). An administrator must approve any exception to this requirement.

An up-to-date guest list will be provided to the chaperones by the administration.
5. Guests will be admitted only if their names appear on an approved guest list. Any guest must accompany the sponsoring student. All bags will be checked upon entering the dance.
6. Admission closes within 30 minutes after start time unless an administrator has granted an exception.
7. The doors are to remain closed throughout the dance, students opening any door to allow illegal entry will be excluded from the dance and there is no re-admission once a student leaves the building.
8. Use of drugs or alcoholic beverages by students during the activity is

strictly prohibited. Students in the possession of or under the influence of drugs or alcoholic beverages will be immediately excluded from the activity. Violations will result in disciplinary action by the school administration as outlined in the Old Orchard Beach High School's guidelines for drugs and alcohol abuse.

9. Advisors may request a student to leave any school sponsored activity for any inappropriate behavior. If the student does not leave, further measures will be taken. The advisors may initiate this action when necessary. Names of the disruptive students will be turned over to administration for disciplinary action.
10. Advisors and security guards have the authority to close a dance if they feel that conditions warrant such actions.
11. All students entering a school sponsored dance will receive a breathalyzer test from the OOB Police Department.

DRESS CODE

The wearing of hats is permitted throughout the school common areas. However, classroom expectations for hats is to be determined by the individual classroom teacher.

The existing judgement in regard to any aspect of appearance is this: It should neither offend another nor interfere with the learning-teaching process. If, in the estimation of the staff, clothing does offend or interfere, then an appropriate response is expected. Clothing may not make reference to drugs, alcohol or tobacco.

FOOD AND DRINK POLICY

Food and drinks are not allowed in the classroom unless approved by the classroom teacher or the school nurse.

HEALTH SERVICES

The services of a Certified School Nurse are available to all students for first aid emergencies, health assessment, health screenings, and medical referrals as necessary.

The school nurse is available to students daily. If a student is not feeling well, the student should inform a staff member and ask to be excused to go to the office. Students will be dismissed for medical reasons only with permission from the parent/guardian or from the person designated on the student's emergency form.

Medication will not be issued to students unless an appropriate medical permission form is completed and signed by the parent/guardian, and returned to the school nurse for approval. All medications must be registered in the main office and approved by the school nurse per the District Medicine Policy.

Students playing sports are required to have a sports physical by their family physician or health provider every 2 years. A form signed by the physician must be submitted to the Athletic Director and kept on file by the school nurse.

LIBRARY MEDIA CENTER

All students have the privilege of using the library media center for research, reading and computer work. Students planning to go to the library from study hall or lunch need to obtain a pass from a teacher or the library staff ahead of time.

It is important that all library media center resources be returned on or before their due date. Each student is responsible for all the materials he/she signs out. All library media center materials must be returned before a student may take a midterm/final exam.

All students are encouraged to use the library media center.

LOCKERS

A locker will be assigned to each student at the beginning of each year. Students should keep excess books as well as outdoor clothing in their lockers during the school day. These lockers should be kept neat and clean at all times. Stickers and inappropriate material will not be permitted on school lockers. Your locker combination should not be shared with others.

LUNCHROOM CONDUCT

An orderly and appropriate standard of behavior will be maintained during lunch blocks. Students not complying with these expectations will be subjected to disciplinary action.

Expectations include:

- being responsible for keeping tables, chairs, and the cafeteria area clean
- promptly returning trays/utensils to the kitchen and placing recyclable items/garbage in the proper receptacles
- responding positively and immediately to teacher/staff requests
- not throwing food or other objects

PARKING PRIVILEGES AND DRIVING

A student who brings a car has the privilege of using the school parking lot. Students must register their automobile in the office and acquire a parking permit. Cars without a permit and/or improperly parked may be removed at the owner's expense without notice at any time. At no time will students sit in or remain around cars during school hours. Failure to comply with the above rules, or reckless use of the car, may result in the loss of this privilege. Students will park in the marked student parking area located next to the gymnasium. The parking diagram is attached to the permit application. Student vehicles fall under the same legal guidelines as lockers and may be examined at any time provided reasonable cause for a search has been established.

Students leaving school without permission with their vehicle will lose their

driving privileges for a period to be determined by the administration.

Biddeford Regional Center of Technology students are expected to take the school bus to Biddeford unless a written request to drive to BRCOT is made to administration. Students are not to transport other students. Failure to comply with the policies outlined within the permission slip will result in the loss of driving privileges to BRCOT.

STUDENT ACCIDENT INSURANCE

Student insurance is not provided by Regional School Union #23. Any student taking part in a competitive extracurricular activity must show proof of insurance. Insurance may be purchased through the school system at a reduced, group rate for students. Information on student insurance will be passed out at the beginning of the school year.

STUDY HALL CONDUCT

Students are expected to bring work to study halls. All study halls are quiet so that all students may take full advantage of the educational opportunity they provide. All school rules apply during study hall. Students not complying with these expectations will be subjected to disciplinary action.

STUDY SUPPORT

Study Support is an academic intervention block used to support struggling students and remediate learning in real-time. Study Support is coordinated by the Guidance Department and replaces a students' study hall. Placement is based on a combination of teacher, administrative, and parent referral in combination with student achievement data.

WIN (What I Need) BLOCK

All OOBHS students have an assigned WIN Block every day from 2:05-2:45 to support and enrich student learning. Students are expected to report to their WIN teacher as they would for any academic class and utilize the time in a respectful and appropriate manner. If a student needs to access other faculty or supports, a pass from their assigned WIN teacher is required.

WIN Eligibility: Freshman, Sophomores, and Juniors who achieve an 80.0% or higher in all classes at the most recent marking period (progress or report card) are eligible, with the discretion of their WIN teacher, for WIN Privileges. Senior WIN Eligibility will be set at 70.0%. Eligibility reports will be posted and distributed after each marking period. Student eligibility can be revoked at the discretion of school administration.

Students who wish to utilize their privileges are still required to obtain a pass from their assigned WIN teacher prior to accessing the common spaces. Students with WIN Privileges may use the library, cafeteria and gym during WIN for the following purposes:

Library: Quiet Study for independent work

Cafeteria: Group Work or socializing

Gym: Recreation

SENIOR PRIVILEGES

The Late Arrival/Early Dismissal Policy is available for eligible students. Students must meet academic and disciplinary standards.

Guidelines:

Eligible students may arrive late or leave early if they have a study hall during their first Block or last Block of a school day. The scheduling of study hall blocks will be at the discretion of the Guidance department and Principals and will not be done if it adversely impacts the OOBHS learning environment.

The Late Arrival/Early Release privilege is subject to the following:

Eligibility Guidelines:

- 1) Seniors are eligible for the late arrival and early release.
 - a) Seniors must be passing all classes with a 70.0 % or higher in every class
 - b) The 1st quarter progress report will be used to determine eligibility at the beginning of each school year.
- 2) Eligibility will be reviewed for all students at the conclusion of each marking period (Progress Reports and Quarters). At every marking period, if a student does not meet the eligibility requirements they will be removed and can re-apply for the next quarter.
- 3) Students must agree to and obtain parent/guardian permission via the signed form releasing Regional School Union #23 from responsibility for the students' well-being while exercising the privilege.
- 4) A student must be on schedule with their credits.

Rules/Loss of Eligibility

1. There will be a sign in/sign out sheet located on the display case outside of the main office. Students reporting to their class must personally sign in upon entering the school premises. Students leaving early must personally sign out upon leaving the school premises.
2. Loitering in the halls, parking lot, or other areas of the school is prohibited.
3. If a student is frequently tardy or absent from school the late arrival privilege may be revoked by school administration.
4. Any eligible student with early release privileges who transports underclassmen or ineligible seniors without prior approval from school administration and parent approval will have his/her privilege revoked.
5. All eligible students must be present for school activities, such as the class, school and activity meetings, assemblies, and special guest speakers. If a student is found missing due to late arrival/early release, his/her privilege is revoked.
6. Serious infractions of the school's disciplinary code could result in suspension of this privilege, at the discretion of the OOBHS administration.

VISITORS

All visitors must report to the main office to receive an official Visitor's Pass and to sign in our Visitor's Log Book. Visitors must comply with all school rules and policies.

ATTENDANCE POLICIES AND PROCEDURES

Regular school attendance is an essential component of school success. Classroom instruction and the discussions that take place in the classes are important parts of each course and of the educational process. When a student misses class, that part of the instruction cannot be replaced.

As a result, the Maine Legislature and the RSU #23 School Board have adopted policies regarding school and class attendance. All students are expected to be in school on time and to attend all assigned classes every day.

Students must be present in school for half of the day in order to participate in extra-curricular activities unless approved by administration. Students who are dismissed from school unexcused, or skip classes during the school day may not participate in extracurricular activities for that day. Students dismissed from school for being sick or injured must see the school nurse/administrator before dismissal.

Biddeford Regional Center of Technology students are expected to attend classes at the Biddeford Regional Center of Technology even though we might not have school at Old Orchard Beach High School. A student must agree to these terms in order to attend a BRCOT program.

ABSENCES

All absences are classified as: Excused, or Unexcused.

EXCUSED

Maine Law defines excused absences as:

- Personal illness (*In case of an illness lasting three or more days, or chronic irregular absences reportedly due to illness, the Building Administrator may request a physician's statement certifying such absences to be medically justifiable.*);
- An appointment with a health professional that must be scheduled during the regular school day;
- Observance of a recognized holiday when the observance is required during the regular school day;
- A family emergency (such as bereavement, medical, etc.);
- A planned absence/trip for personal or education purposes which the Principal has approved at least 2 weeks in advance. **(Whenever possible,**

vacations should be scheduled during school vacation to avoid disruption of the student's education.);

- Participation in a school-sponsored or approved trip or event;
- Serving a school-imposed disciplinary suspension;
- Problem with school district transportation;
- A student has the right to due process and can appeal his/her case to Administration.

Contact from a parent or guardian by email, phone, or written note is required for an absence or tardy to be considered an Excused Absence. Contact must be received within 2 days of the absence.

***Any excused absences may be questioned and appointment slips may be required if it becomes excessive (more than 3 times).**

UNEXCUSED ABSENCES

Any absence which does not fit the definition of an excused absence above will be unexcused.

TARDINESS TO SCHOOL

Students who arrive late to school are considered tardy and must receive a pass from the Main Office before going to class. Excessive tardiness to school may result in additional consequences and/or a parental conference..

TARDINESS TO CLASS

Tardiness to class, or to study hall is prohibited. At the teacher's discretion, students who are tardy to class without an acceptable reason may be given a teacher detention and or any other consequence as deemed appropriate by the teacher and administration.

DISMISSALS

When a student must be dismissed from school, contact from the parent/guardian must be made at the start of the school day on the day of the dismissal. A dismissal request may be verified by a telephone call to the parent/guardian. The student will receive a dismissal slip, which is to be shown to the teacher involved at the time of dismissal. A dismissal will be considered an excused absence if the criteria outlined by Maine Law for excused absences is met. **A student must report to the Main Office before being dismissed from the building.**

Any other dismissals during the school day will be considered unexcused unless excused by the school nurse or building administrator.

MAKEUP WORK

The day a student returns to school following an absence they are responsible for obtaining all makeup work (homework, tests, quizzes, projects) for all classes missed. Students will receive full credit for any work missed due to an excused absence.

CLASS CUTS

Students are expected to attend all assigned classes and study halls. Not reporting

to class will result in an unexcused absence and the appropriate consequences as determined by school administration.

LEAVING SCHOOL BUILDING WITHOUT PERMISSION

- If a student leaves the school building without administrative permission, that student will be given an unexcused absence for any classes missed and the appropriate consequences as determined by school administration.

ACADEMIC HONESTY

The principles of truth, integrity, and honesty are essential to both the functioning of the school community and the character of each individual therefore it is expected that all students will submit their own work.

The ramifications of academic dishonesty can be far-reaching. It can impact a student's GPA and class standing, eligibility for or continued membership in the National Honor Society, teacher recommendations, chances of acceptance to a college or job, and potential recommendations for scholarship awards.

Cheating: Copying from or allowing another student to copy from a test, homework, or other course work, or use of electronic devices to provide answers, on an assignment which is not intended to be collaborative in nature.

Fabrication: Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work.

Plagiarism: Representing the words or ideas of another as one's own in any academic exercise or assignment.

The consequences of academic dishonesty are as follows:

- Student will have to redo the assignment.
- Teacher(s) will notify parent/guardian as well as Assistant Principal and Guidance of the offense.
- A meeting with student, parent/guardian/ teacher and administrator will take place.
- Record of the offense will be placed in the student's disciplinary folder.

BULLYING

Bullying behavior is not acceptable in our schools. Bullying behavior can be displayed in a single occurrence or it can be repeated over time. Bullying can be physical, verbal, psychological or emotional. Bullying will not be tolerated and will be dealt with in a timely manner. (Also see "Nondiscrimination and Harassment Policy".)

Consequences: Depending on the severity of the behavior, the consequences will range from detention up to a suspension. A referral to a counselor and a parental conference will follow.

NON-DISCRIMINATION AND HARASSMENT

In accordance with State and Federal Law, discrimination and harassment are illegal. (See district policy ACA/GBBA and JBA) A student shall not discriminate or harass other students, staff, or visitors. Discrimination against and harassment or consists of any derogatory or vulgar comments regarding a person's race, sexual orientation, color, gender, religion, age, national origin, physical appearance, handicap, and/or the distribution of written or graphic material having such an effect. Examples of harassment include, but are not limited to:

- a) Unwelcome sexual advances, gestures, comments or contact
- b) Threats
- c) Offensive jokes
- d) Ridicule, slurs, derogatory actions or remarks
- e) Bullying

1st Offense – up to 5 days out-of-school suspension, parental conference, and referral to a counselor.

2nd Offense – up to 10 days out-of-school suspension, parent conference, recommendation to see outside counselor, and the Superintendent will be notified.

In the case of a severe harassment infraction, such as in the case of contact or for repeated offenses, the Principal or their designee may take one or more of the following actions:

- 10 day suspension
- Notify the police and/or the Department of Health & Human Services
- Refer the offender to the School Psychologist for testing to determine whether the student is safe to return to school
- Recommendation for an expulsion hearing to the Superintendent

Students who believe that they are victims of harassment should report such occurrences to a teacher, administrator, guidance counselor, or any other school employee. The selected adult shall inform the student, who has allegedly been harassed, of the available options. These options include, but are not limited to: Human Rights Commission Complaint, Title IV Civil Action, or formal request for discipline by the teacher, principal, Superintendent and/or School Board. Students will be taught skills in an effort to reinforce the value of self-advocacy.

ELECTRONIC DEVICES AND CELL PHONES

Old Orchard Beach High School has a zero tolerance policy with regard to cell phones. The cell phone use issue in our school has become a deterrent to student learning and a disruption to the educational process. We have tried in the past to address the issue using half measures and no method of deterrence has been successful to our satisfaction.

Cell phones will not be permitted during class time, study halls, study support, CLB, or in the library/media center. Cell Phones will be permitted before school, between classes, at lunchtime, and after school.

Cell phones are to be turned off or put on do not disturb during class time. If a student pulls out their cell phone during class, the following will occur:

First Offense: Teachers will immediately send students to the office where their phone will be confiscated until the end of the day. The student may pick up their phone before they leave school.

Second Offense: The student will be sent to the office, the phone will be confiscated and need to be picked up by a parent.

Third Offense: The student will be sent to the office, the phone will be confiscated and need to be picked up by a parent and will result in traditional consequences per administration (detention, in school suspension, out of school suspension) and a meeting with parents.

SOCIAL MEDIA

Students who post information on social media sites like Twitter, Facebook, and Youtube, will be subject to disciplinary action if that information interrupts the learning process and will be subject to the same disciplinary action as if actual words were spoken to the victim. Harassment, taunting, name calling, and bullying, of any person in our school community on social media will not be tolerated. Consequences may result in a detention, suspension, involvement of the school resource officer, and or a complaint to the Maine Human Rights Commission.

DETENTIONS

Students will receive a 24 hour notice when assigned a detention. The detention will be assigned and then served on the next available date.

Teacher Detention – Teachers may assign detention to a student for the purpose of discussing or correcting student behavioral problems, either academic or social in nature. Teacher detentions may be up to 60 minutes long. Students who do not report to a classroom teacher after school will be referred to an administrator.

Office Detentions-

1. Office detentions will be from 2:15-3:15 on the day scheduled
2. Students arriving late to detention will not be admitted.
3. Detention time takes precedence over any other school activity, except a teacher detention or teacher initiated makeup.
4. Students are required to bring academic work and/or reading to do during the detention block.

5. All school rules apply during detention. Laptops and/or iPads may be used for school work only.
6. Students must be respectful of others. Any student asked to leave detention for failure to comply with the rules will face additional consequences.
7. Students may go to the bathroom at teacher discretion.

DRUG AND ALCOHOL POLICY

Alcohol and drug abuse are two of today's major health problems. The RSU #23 School Board recognizes chemical dependency, including alcoholism, as a treatable disease. The social stigma of this disease only increases the suffering of the chemically dependent and their families.

The School Board further recognizes that substance abuse and chemical dependency is a community problem, which can only be addressed by a concerted effort of school and community groups. Therefore, the district will cooperate with organizations dealing with substance abuse and chemical dependency. The district will assist the student in establishing and sustaining contact with effective counseling agencies. Information concerning chemical dependency cases and chemical dependency counseling will be treated with confidentiality in concert with other policies established by the School Board.

The School Board recognizes that chemical dependency is an illness often preceded by misuse and abuse. The Board wishes intervention to take place early in the disease process, contact with students manifesting signs of misuse and abuse will be made to educate and aid them, should they need help.

The Student Chemical Use and Abuse Policy is broken down into three categories:

Self-Referral: a student or parent can make a Self-referral. When a student is so referred, the student shall undergo an evaluation developed by the substance abuse counselor or the nurse. Further referral to outside groups may be made if appropriate. A student who is voluntarily referred, who is actively involved in a chemical dependency program and successfully addresses the problem (abstaining from use), may continue in school activities.

Referral: In addition, staff may refer students for assessment. Referrals will be made when instances of use are known or suspected. A student who is referred through this procedure and found to be involved may remain in school and is encouraged to become involved in a Chemical Dependency Program.

Use: Use or possession of alcohol or drugs on school property and at school events is prohibited. Attending school events under the influence is prohibited. A student who violates these rules shall be subjected to the following:

(A) If a student appears to be under the influence of drugs or alcohol in school or on school property:

1. Teacher refers student to administration for evaluation
2. Notify parents to come to school to take the student home, or
3. Notify parents and take appropriate emergency steps.
4. If the use of drugs or alcohol is not confirmed but seriously suspected, the student shall undergo an assessment by our Substance Abuse Counselor, School Nurse and/or SRO.
5. If it is determined that the student is under the influence of drugs or alcohol, the following steps will be taken:

1st offense –

- a. Up to 5-10 day suspension from school.
- b. Mandatory referral to support staff for counseling.
- c. Parental conference arranged with administration.
- d. Notification of Superintendent of Schools of incident.

2nd offense –

- a. Up to 10-day suspension from school.
- b. Mandatory continued counseling through support staff.
- c. Parental conference arranged with principal, assistant principal, and guidance counselor.
- d. Notification to Superintendent of Schools, with possible recommendation for expulsion.

(B) If a student is found in possession of drugs, drug paraphernalia, or alcohol in school or on school property:

1. Teacher takes student and substance/paraphernalia to principal or assistant principal.
2. Principal or assistant principal will notify parents and police.
3. Substance/paraphernalia will be given to police for analysis.
4. If the substance/paraphernalia is verified as alcohol or a drug, steps as in paragraph (A) - 5 will be taken.

(C) Selling, exchanging or giving drugs or alcohol in school or on school property will result in the following steps being followed:

1. Teacher takes student and substance/paraphernalia to principal or the assistant principal.
2. Principal or assistant principal will notify parents and police.
3. Substance/paraphernalia will be given to police for analysis.
4. Student will be suspended for up to 10 days and referred to counseling service.
5. A recommendation for an expulsion hearing will be made to the Superintendent of Schools and the School Board.

(D) Selling, exchanging or giving a look alike drug in school or on school property will result in the following steps being followed:

1. Teacher takes student and substance to principal or assistant principal.
2. Principal or assistant principal will notify parents and police.
3. Substance will be given to police for analysis.
4. Student will be suspended for up to 10 days and referred to counseling service.
5. The Superintendent will be notified.

(E) In addition to the school day, these guidelines pertain to school dances, athletic events, field trips, and any other activities sponsored by the school, even if these activities do not occur on school grounds or during regular school hours. They also pertain to riding on school buses. No school activities will promote, advertise, or encourage the use of alcohol, tobacco, drugs, weapons or sex.

TOBACCO POLICY

In accordance with Public Law 470, students will not be permitted to possess or use cigarettes, e-cigarettes, cigarette paper or any other tobacco products in school or on school grounds. If a student is found using or in possession of these items, the following consequences will occur:

1st offense-

- a)Up to 3 days out-of-school suspension.
- b)The Superintendent and police* will be notified.
- c)A parent conference with Administration will occur upon return to school.
- d)The student will be referred to support staff for counseling.

2nd offense-

- a)Up to 5 days out-of-school suspension.
- b)The Superintendent and police* will be notified.
- c)A parent conference will take place with the Administration upon return.
- d) The student will be referred to our Stop Smoking support group.

*Notification of police only for those students under the age of 18.

FIGHTING

Fighting is not an acceptable means of settling personal differences in society or in school. When a student anticipates a potential conflict, he/she should notify a member of the staff. Parents should report any knowledge or concerns of student conflict to the school. In the event an act of aggression is initiated, students should withdraw from the situation immediately and notify a staff member. In all cases the administrator will direct the appropriate personnel to conduct conflict resolution. Students who initiate the serious threat of a fight will be subject to suspension from school. Students engaged in fights on school property or at school-sponsored activities, regardless of the instigator, will be subject to suspension from school. After thorough investigation by an administrator, the

length of suspension will be decided, based on the particular facts using professional judgment.

1st offense – up to 5 days out-of-school suspension with parental conference and the superintendent will be notified.

2nd offense – up to 10 days out-of-school suspension and parental conference with building administrator and superintendent.

Additional consequences include:

- The principal may recommend the initiation of an expulsion hearing to the superintendent.
- The police may be notified.

INSUBORDINATION

Students who demonstrate a refusal to obey a staff member's direct instruction or whose behavior seriously or repeatedly interferes with other students' ability to learn will be deemed insubordinate. Appropriate consequences will be determined by administration.

SCHOOL WIDE THREAT

In the event of a threat, students will follow the procedures outlined in the school's *Crisis Action Plan*. Any student(s) found responsible for the threat will be subject to disciplinary action. Consequences include:

- The principal may recommend the initiation of an expulsion hearing to the superintendent.
- The police will be notified.

SUSPENSIONS (In School/Out of School)

By law, violations of regulations may result in suspension from school for a period up to ten days following a thorough investigation and due process. Parents will be notified at the time of the suspension.

When a student is on out-of-school suspension they will not be allowed on school grounds. Violators will be considered trespassers. A student will be given assignments from each class and can complete all work for full credit. School activity privileges will be lost during the suspension. A parent conference will take place prior to a student returning to school.

In-school suspension will be used as a substitute for out-of-school suspension at the discretion of administration.

An in-school suspension will take place in the confines of the school building during school time. A student will be given assignments from each class and can complete all work for full credit. School activity privileges will be at the discretion of administration.

EXPULSION

Expulsion is an action by the RSU #23 School Board that will remove a student from the Old Orchard Beach School. Expulsion hearings are governed by State Law and parents may be represented by counsel at the hearings. Expulsion will be reserved for the most serious or repeated violations of school regulations.

THEFT OR DAMAGING SCHOOL PROPERTY

Theft or damage of school or *personal* property will not be tolerated and is a serious disciplinary offense. The offender will be suspended from school and will be responsible for restitution.

1st offense – up to 10 days out-of-school suspension with parental conference and the superintendent will be notified.

2nd offense – up to 10 days out-of-school suspension and parental conference with building administrators and superintendent.

Additional consequences include:

- The principal may recommend the initiation of an expulsion hearing to the superintendent *based on the severity of the theft*.
- The police may be notified.

THREATS OR INTIMIDATING BEHAVIOR

A student shall not intimidate or threaten students, staff members, or visitors while under the jurisdiction of the school. This jurisdiction includes, in addition to the school day: school dances, athletic events, field trips, and any other activities sponsored by the school, even if these activities do not take place on the school grounds or during regular school hours. It also includes riding on school buses.

1st offense – up to 5 days out-of-school suspension with parental conference and the superintendent will be notified.

2nd offense – up to 10 days out-of-school suspension and parental conference with building administrators and superintendent.

Additional consequences include:

- The principal may recommend the initiation of an expulsion hearing to the superintendent.
- The police will be notified.

WEAPONS

As required by law, any student who is determined to have brought a firearm to school will be expelled.

A student in possession of any object recognized and/or used as a weapon will be considered a serious threat (examples: knives, CO2 guns, chains, clubs, scissors, mace, stun guns, Chinese stars, etc.). These items are not allowed on school

property. These items will be surrendered to the main office, a parent conference will take place immediately and disciplinary action could occur.

1st offense – up to 10 days out-of-school suspension with parental conference, and the superintendent will be notified.

Additional consequences include:

- The principal may recommend the initiation of an expulsion hearing to the superintendent.
- The police will be notified.

SUPPORT SERVICES

High school can be fun, challenging, rewarding, a time to learn and grow, to get involved with school clubs, activities, sports, and community service. It is also a stressful time of more challenging courses, greater responsibilities, social and family pressures, and worries about what lies ahead after high school. At Old Orchard Beach, the following support services are available to help you plan for the future, help you through the rough spots, and help you make the most of your high school experience.

GUIDANCE OFFICE

The Guidance Office is full of resources to help students select courses, research careers and colleges, find out what career they wish to pursue, and get information on financial aid and scholarships. The guidance counselors assist students in a variety of areas including: course selection, study skills, schedule adjustments, reviewing course requirements, selecting and researching occupations, colleges, scholarships, testing, the college application and financial aid process, mediating with teachers and staff, some personal issues, and setting up parent/teacher meetings. Appointments to see the guidance counselors can be made by seeing the guidance secretary. Many resource books are also available. Students are encouraged to make good use of this resource.

SOCIAL WORKER

The school social worker is at the high school to meet with the students. Among other things, the social worker helps student deal with personal issues, stress and frustration, social and family problems, and responsible decision-making. The school social worker works with students both individually and in groups. Examples of the types of groups the social worker has run are new student groups, groups dealing with divorce, senior stress, and social adjustment. The social worker's office is located in the Sandy Lord Wing. Staff members who have concerns about a student will often refer that student to the school social worker for consultation. Students are encouraged to see the school social worker when they need support or just a listening ear.

SUBSTANCE ABUSE COUNSELING

Drugs and alcohol can interfere with learning and with functioning in the real world. The counselor assists students with issues involving substance abuse and provide education information to individuals and groups. Students may refer themselves or be referred by concerned staff members or parents. Students who have been suspended for smoking or possession of drugs or alcohol are referred for group intervention.

ACADEMIC INFORMATION

GRADUATION CREDIT REQUIREMENTS

Class levels are assigned on the basis of accumulated credits. Students are required to carry a credit load of at least six credits per academic year and may attempt no more than eight credits per year toward graduation.

The following distribution of courses is required for:

<u>Course</u>	<u>Class of: Graduation Requirements</u>			
	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
English	4 credits	4 credits	4 credits	4 credits
Mathematics	3 credits	3 credits	3 credits	3 credits
Science	3 credits	3 credits	3 credits	3 credits
Social Studies	2 credits	2 credits	2 credits	3 credits
U.S. History	1 credit	1 credit	1 credit	1 credit
Physical Education	1 credit	1 credit	1 credit	1 credit
Fine Arts	1 credit	1 credit	1 credit	1 credit
Computer	.5 credit	.5 credit	.5 credit	.5 credit
Health	.5 credit	.5 credit	.5 credit	.5 credit
Electives	8 credits	8 credits	6 credits	5 credits
Community Service	20 hours	20 hours	20 hours	20 hours

Class Assignment

Sophomore Class Standing

Earned 5 credits, including one credit in English.

Junior Class Standing

Earned 11 credits, including 2 credits in English.

Senior Class Standing

Earned 17 credits, including 3 credits in English.

Awarding of Diploma

Students must have completed 24 credits (22 credits for the class of 2018 and 2019.), including all required courses, and community service. In addition, all class dues, bills, and other obligations must be fulfilled in order to participate in any graduation activities.

Juniors and Seniors who have received permission from the Guidance Director and Principal to take a college course for high school credit, must maintain a minimum of four (4) full credits at Old Orchard Beach High School during the school year and must continue to carry a minimum of six (6) total credits, to participate in sports, activities, and graduation exercises.

In order to attend school on a part-time basis, a student must receive permission from the principal. Courses taken through adult education or correspondence courses cannot be used to fulfill minimum requirements for full-time student status or graduation credit.

COMMUNITY SERVICE

In order to graduate from Old Orchard Beach High School, all students are required to have 20 hours of community service. It is highly recommended that students accrue a minimum of 5 community service hours each year, leading up to their senior year. Students are responsible to find their own activities, document each activity, and submit the completed form(s) to the main office. Deadline for all forms, especially for senior year, is May 15. Transfer students will be required to earn 5 hours of community service for every year in attendance at OOBHS.

DROPPING A COURSE

A scheduled course cannot be dropped unless the following procedure is followed. The student needs to discuss the situation with his/her parents, teacher of the subject, advisor, guidance counselor and/or principal. In certain cases, parents will be scheduled for a conference with the principal or guidance counselor. Should the decision be to drop the subject, the student will then get a subject drop sheet from the guidance office, take it home for parental signature indicating approval, and obtain the appropriate teacher signatures. This signed sheet is then returned to guidance.

CREDIT STATUS OF DROPPED COURSES

If a subject is dropped after the completion of the first or any subsequent quarter, the grade for each quarter will be entered on the student's permanent record. Any student who withdraws from a course after the initial progress report due date will have either a "withdrawal passing" (WP) or "withdrawal failing" (WF) on his/her permanent record. This withdrawal will affect the student's athletic eligibility status for the next sports season.

RANKING SYSTEM

A	93-100
B	85-92
C	77-84
D	70-76
Failing	0-69

ACADEMIC PROGRESS

Progress reports are available online at the mid-quarter to inform parents of student progress. Parents may receive additional notification regarding student progress by using PowerSchool.

You may log onto PowerSchool at <http://rsu23.powerschool.com/public>

HONOR ROLL

Students must carry a minimum of five academic subjects and six (6) credits to be eligible for the quarterly Honor Roll.

Biddeford Voc students will receive one grade for classroom work and one for laboratory experience in computing Honor Roll status. Students must pass all subjects taken for credit, regardless of the grading system used.

Highest Honors

Students will receive "Highest Honors" if they have earned a grade of 93 or above in all subjects.

High Honors

A student will receive "High Honors" if they have earned all A's and B's (85-100), but maintain an average of 93 or above for that quarter.

Honors

Students may also receive "Honors" if they have earned all A's and/or B's (85-100). With "Honors," students may receive one C (77-84) if there is an A to offset the C.

ACCELERATED PROGRAMS

Students who are granted permission by RSU 23 to accelerate their program at a college or university may return to graduate with their high school class but will not be eligible for honor parts or rank in class standing.

MID-TERM/ FINAL EXAMS

Final exams will be given in all academic areas of the curriculum. Prior to final exams, students must return all athletic & school equipment, textbooks, library books, and take care of any outstanding bills or obligations. Exam grades will be withheld until all obligations are met. Grades for mid-terms/finals will be indicated on the final report card and will be reflected as 10% of the final grade. Make up exams for students who have missed an exam will only be scheduled with administrative approval.

CREDIT RECOVERY/SUMMER SCHOOL

Credit recovery during the school year and Summer school courses will be allowed for credit recovery if the following conditions are met: (1) the course is used only to replace a course that the student has completed with a failing grade. (2) arrangements are made through the Guidance Office and with the guidance counselor prior to the commencement of the summer school course. Students who successfully complete credit recovery will receive the credit on their transcript. The earned numerical grade will remain the same.

RANK IN CLASS

Determination of rank for the purpose of rank in class will be based on a four-year percentage average in all grade level courses pursued irrespective of number, providing the minimum number of credits necessary for graduation has been earned. The average is rounded off to two (2) decimal places. College courses will be weighted like AP courses. All such courses will be designated P for pass or F for fail on the Old Orchard Beach High School transcript.

GRADUATION SPEECHES

Students will be selected for graduation parts at the end of the third quarter of their senior year. Graduation speakers will be the top three seniors, based on rank in class. Other speaking parts will be divided among the top ten seniors in the class. Seniors must be in attendance at Old Orchard Beach High School for a minimum of one semester of their final year in order to qualify for an honor part. The GPA after third quarter of senior year will determine the top ten for the graduating class, while GPA of 85.0 after fourth quarter will determine who wears honor roll medals at graduation.

COLLEGE VISITATION GUIDELINES

Each senior student is able to apply to make pre-approved visits to post secondary educational institutions. Visitations are to be scheduled at least one week in advance and must not interfere with tests, class presentations, deadlines for major assignments, etc. Travel to and from the visitation is the student's responsibility as this is not a school activity.

Students begin this process at the Guidance Office and follow these steps.

1. Work with the Guidance Counselor to make an appointment with the Admissions Office of the school to be visited.
2. Take a Work to be Completed Form to each of your teachers to get your assignments and to make up any work that will be missed due to the absence.
3. Have a parent/guardian complete a Campus Visitation Permission Form indicating their knowledge and approval of this visitation.
4. Once the forms listed above have been completed and returned to the Guidance Office, the Guidance Counselor will give the student a form to be completed by the Admissions Officer at the school to be visited that needs to be completed following the campus visitation.
5. Upon return from the campus visit, the student will submit the form completed by the admissions official to the Guidance Office and an administrator will excuse the student from the time missed.

RESTRAINT & SECLUSION

Note regarding Physical Restraint and Seclusion: RSU 23 (Old Orchard Beach High School, specifically) adheres to the Maine State Law, Chapter 33 Guidelines Regarding Physical Restraint and Seclusion that, in summary, “establishes standards and procedures for the use of physical restraint and seclusion. Physical

restraint and seclusion may only be used [by trained school personnel] as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others. The rule sets forth permitted and prohibited uses of restraint and seclusion, required notification and documentation of incidents of restraint or seclusion, aggregate reporting of incidents to administrators and the Department of Education, notification of parents, response to multiple incidents of restraint or seclusion of a student, local and state complaint processes and department approval of training programs” (Maine Department of Education, 2018).

STUDENT RECORDS

Pupil records are collected and maintained to promote the instruction, guidance, and educational progress of the pupil and for legitimate education research. Parents or eligible students (age 18 years or older) are entitled to certain rights and protection under the following act:

NOTIFICATION OF RIGHTS UNDER FERPA & EDUCATIONAL RECORDS PROCEDURE

The family Educational Rights and Privacy Act (FERPA) affords parents and students over age 18, certain rights with respect to the student's educational records. Please refer to RSU #23 policy found on the district website.

STUDENT ACTIVITIES

There are a variety of student activities available at Old Orchard Beach High School. It is recommended that students participate in at least one extracurricular activity per year. Activities may consist of one of the many athletic teams sponsored by the high school, intramurals, clubs, performing groups, or elected offices.

SCHOOL CLUBS/ACTIVITIES

1. Drama
2. International Club
3. Interact Club
4. National Honor Society
5. Student Council
6. Natural Helpers
7. Musical Performing Groups
8. Yearbook - The Oceana
9. Prom Committee
10. Mentor Program

DRAMA

Using talent development, personal growth, and new theatrical materials as guidelines, the Old Orchard Beach Drama Club strives for dramatic excellence. The Drama Club participates in the State Regional Drama Festival. Due to the fact

that rehearsals are restricted to after school, commitment to the club is a must. Participation is open to all students.

INTERNATIONAL CLUB

The International Club provides international travel opportunities to all enrolled high school students who are in good academic standing.

INTERACT CLUB

The Interact club is a Rotary-sponsored service club. The club gives students an opportunity to participate in fun, meaningful service projects while developing leadership skills and meeting new friends. Such projects include volunteering at the soup kitchen, entertaining children at the Barbara Bush Hospital, and sponsoring the American Red Cross Blood Drive. All are welcome to join.

THE NATIONAL HONOR SOCIETY (NHS)

The Old Orchard Beach National Honor Society is an organization whose purposes are to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.

To be eligible for membership a student must be a member of the Junior or Senior class, and must have a cumulative scholastic average of at least 90. After students are notified of their eligibility, they must submit an essay which summarizes their service and leadership activities. The entire faculty is asked to make recommendations of the candidate's character, service, leadership, and scholarship.

A faculty council then considers the applications and the recommendations, and by a majority vote, the council selects the new members of the society.

STUDENT COUNCIL

The Student Council is an active student government organization. All classes elect representatives, and students are encouraged to become members. The Student Council has an Advisor and elects a full slate of officers. The Council is very active in a wide range of school and community functions.

NATURAL HELPERS

This is a peer education and support group. Students are trained in communication and listening skills and attend conferences. They mentor other students as well as educate students on various topics such as tobacco use and health issues. These helpers refer students to trained professionals for problems such as substance abuse, eating disorders, etc..

MUSICAL PERFORMING GROUPS

Old Orchard Beach High School students have been very active in the performing arts. Students may participate in Marching Band as a member of the band or flag line. During the winter months, band members may elect to audition for the Jazz

Band. Students may also audition for the Jazz Chorus. These groups enter many State and New England competitions.

THE OCEANA - YEARBOOK

Each year students produce a yearbook representing the sports and other activities that have taken place during that school year. Students learn all the phases of computerized journalism working on the yearbook. In addition, considerable experience is gained in advertising, photography, layouts, and graphics. Participation on the yearbook staff is open to all high school students. Many students augment their skills by taking courses in Computer Application, Computer Science, Art and Graphic Arts.

PROM COMMITTEE

The prom committee is open to juniors who want to plan, organize and manage the year-long task of putting on the Junior/Senior prom. Students will be involved in fundraising, venue selection, meal planning, decorating, promotional announcements and ticket sales. Students meet on a regular basis throughout the year to organize this special event.

MENTOR PROGRAM

The Mentor Program matches high school students with elementary or middle school students who could use an older student in their life as a supportive resource. Mentors work with students at Loranger or Jameson School for a half-hour a week, to do homework, play games and talk. All students interested in becoming mentors should see the social worker for an application and parent permission letter. Mentors receive training prior to beginning their work with younger students. Community service hours are available for mentor program participation.

ATHLETIC TEAMS

The following teams are open to Old Orchard Beach High School students:

FALL SPORTS

Soccer
Field Hockey
Football
Golf
Cross Country

WINTER SPORTS

Basketball
Indoor Track (With Thornton Academy)
Ice-Hockey (Co-op team)

SPRING SPORTS

Baseball
Softball
Track

WEIGHT TRAINING

In addition to seasonal sports, weight training is available to all students throughout the entire school year.

ACTIVITY FEE RULES

The purpose of the Activity fee is to help defray costs. . Every student will be required to pay a \$10.00 activity fee for each activity he or she participates in during the course of the school year. Payment of the fee must be made by the end of the first week of practice for all athletes, marching band members, and/or any competitive musical groups.

Students participating in Drama will pay a \$10.00 fee that is due by cast announcement.

There are scholarships available if a hardship exists. There will be a fee adjustment by contacting the Principal or Athletic Director before the fee due date.

The following groups are exempt from payment because the student is elected to these positions or the group is a service organization:

National Honor Society
Class Officers
Student Council Member
Natural Helpers
Yearbook
Interact Club
Mentor Program

The following groups are required to pay the fee:

Marching Band	Baseball
Jazz Band	Softball
Drama	Football
Jazz Chorus	Tennis
Basketball	Outdoor Track
Golf	Soccer
Field Hockey	

- Rules for Athletes and Band Groups –fee will be paid before the first official competition
- Rules for Drama – fee is due by cast selection

ATHLETICS/ACTIVITIES ELIGIBILITY POLICY

The Athletics/Activities Program is open to all regularly enrolled students at Old Orchard Beach High School who meet the following requirements:

1. A student-athlete must carry at least 6 credits for the year

2. Eligibility is based on the previous quarter/semester/final grades. At the end of the first semester and at the end of the year, either quarter grades or semester/final grades can be considered, whichever grade is higher.

3. Athletes must pass 4 subjects. An incomplete is equivalent to a failing grade unless otherwise interpreted by the OOBHS Principal.

4. If an athlete passes less than 4 subjects the student will only be allowed to practice with their team, and participate in scrimmages. No athlete will be allowed to participate in preseason exhibition games or the first week of regular season games. The athlete must complete a grade check each Monday after the first week of games. If the student is passing 4 classes at the checkpoint than the student may participate in the games played through that week. If a student is not passing 4 classes at the Monday checkpoint, they would be ineligible to play in games until the next Monday's grade review. Game participation will be on a weekly basis. The athlete will be required to do a grade check every week until the end of the next grading period or completion of the season.

If a student is ineligible 3 weeks in a row, a meeting will be held with the athlete, their parent or guardian, athletic director, and coach, to determine whether continuing to be a member of the team is in the student's best interest.

TOBACCO PRODUCTS & DRUGS & ALCOHOL USE/POSSESSION

A student who participates in any extra-curricular activities agrees to refrain from the use of tobacco products, drugs and alcohol during the entire school year. Any student violating this rule will be dealt with as follows:

1st Offense: The student is suspended from all activities for seven (7) days or one (1) week which must include at least one contest and he/she must participate in a substance abuse awareness program. *This suspension will be in effect regardless of the date of the incident between the start of the fall sports in August and the last day of school in June.*

2nd Offense: The student is suspended from the activity for up to 11 weeks. The student will continue to participate in a substance abuse awareness program before participating in another activity. *In the event, this occurs late in the spring, the suspension would continue the following fall season for any underclassmen.*

3rd Offense: The student is suspended from any activities for up to 12 months unless the student participates in an outside structured Substance Abuse Awareness Program approved by a committee. Upon successful completion of this outside structured Substance Abuse Awareness Program, a committee will review the individual's case.

SELLING/FURNISHING

(See School Drug and Alcohol Policy)

A student who participates in Athletics and/or Band and is involved in the selling or furnishing of drugs will be dealt with as follows:

1st Offense: The student is suspended from the activity for up to 11 weeks, and he/she must participate in a substance abuse awareness program before participating in any other activity.

In the event, this occurs late in the spring, The suspension would continue the following fall season for any underclassmen.

2nd Offense: The student is suspended from any activities for up to 12 months and recommended to participate in a substance abuse treatment program.

SELF-REFERRAL

A student or a parent can make a self-referral. If a student admits to a drug, alcohol, or tobacco use violation he/she shall undergo an assessment by our counselor. A student who voluntarily self-refers and agrees to participate in our substance abuse awareness program may continue in school activities. This would only pertain to the first offense. This does not pertain to selling/furnishing.

OLD ORCHARD BEACH SPORTSMANSHIP CREED

Player Responsibilities

1. Demonstrate good sportsmanship toward the opponents and treat them with respect.
2. Exercise self control at all times.
3. Win without boasting, lose without excuses, and never quit.
4. Respect officials and accept their decisions without question.
5. Never forget that they are representing their school.

Spectators' Responsibilities

1. Remember the game is for the players: your good sportsmanship will enhance their educational experience.
2. Refrain from distracting the players during the contest.
3. Recognize and appreciate skill in performance, regardless of affiliation.
4. Treat officials with respect before, during, and after the contest.
5. Display good conduct and abide by the school's rules. The Administration has the authority to remove any spectator who does not behave properly.
6. Remember, your view of the game could be quite different from the officials'.
7. Recognize the fact that as a student you represent the school, as do the athletes.

8. Respect, cooperate, and respond enthusiastically players, officials, and coaches.

SCHOOL SONG

Cheer, cheer for OOHS
Wake up the echoes
Oh yes, yes, yes
Send a volley cheer on high
Shake down the thunder from the sky
Whether the odds be great or small
Old Orchard High will win over all
While our loyal sons are marching
Onward to victory.
Step on it Seagulls
We're gonna win
Tho we are winning
It's not a sin
We can take them for a ride
Tho we are swelling up with pride
We'll never fail you
We won't give in
We'll keep on cheering
Until we win
For we know you're game and eager
To win this game for us.

SCHOOL COLORS: BLUE AND WHITE

SCHOOL MASCOT: SEAGULL

Normal Bell Schedule

Period	Start Time	End Time	Duration
1/2	8:30 AM	9:40 AM	70
3/4	9:45 AM	10:55 AM	70
<i>A Lunch</i>	<i>11:00 AM</i>	<i>11:30 AM</i>	<i>30</i>
5A/6A	11:35 AM	12:45 PM	70
5B/6B	11:00 AM	12:10 PM	70
<i>B Lunch</i>	<i>12:15 PM</i>	<i>12:45 PM</i>	<i>30</i>
7/8	12:50 PM	2:00 PM	70
CLB	2:05 PM	2:45 PM	40

B/W 1 Hour Delay

Period	Start Time	End Time	Duration
1 / 2	9:30 AM	10:40 AM	70
3 / 4	10:43 AM	11:53 AM	70
5 / 6	11:56 AM	1:32 PM	96
7 / 8	1:35 PM	2:45 PM	70

11:56-12:19	<i>A Lunch (23)</i>
12:22-1:32	<i>Class Time (70)</i>

11:56-1:06	<i>Class Time (70)</i>
1:09-1:32	<i>B Lunch (23)</i>

B/W Early Release

Period	Start Time	End Time	Duration
1 / 2	8:30 AM	9:20 AM	50
3 / 4	9:23 AM	10:13 AM	50
5 / 6	10:16 AM	11:06 AM	50
7 / 8	11:09 AM	11:59 AM	50

Pick up bagged lunch on way out. 11:59-12:04

B/W 2 Hour Delay

Period	Start Time	End Time	Duration
1 / 2	10:30 AM	11:25 AM	55
3 / 4	11:28 AM	12:23 PM	55
5 / 6	12:26 PM	1:49 PM	83
7 / 8	1:52 PM	2:45 PM	53

12:26-12:51	<i>A Lunch (25)</i>
12:54-1:45	<i>Class Time (55)</i>

12:26-1:21	<i>Class Time (55)</i>
1:24-1:49	<i>B Lunch (25)</i>