

Old Orchard Beach High School Student Handbook 2024-2025

Old Orchard Beach High School
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STUDENT HANDBOOK 2024-2025

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GENERAL INFORMATION

The purpose of this handbook is to share general information about our school, establish rules and regulations, and outline academic expectations.

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 front of the building. All skateboards should be placed in a locker during the school day and not ridden on campus at any time.

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.

CHROMEBOOK CHARGING

Students are expected to bring a charged Chromebook to all classes. Teachers will have extra chargers available and there will be two charging stations in the cafeteria to be used during lunches. Students can also access loaner Chromebooks if they have technical issues by visiting the library.

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 and is given to all teachers and staff annually to be kept in their classrooms.

DANCE POLICY

1. All dances must be approved and recorded on the School 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 7:30-9:30 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.

5. An up-to-date guest list will be provided to the chaperones by the administration. 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 OOBHS guidelines for drug 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.

DRESS CODE

The existing judgment 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 with a pass. 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 academic work. Students planning to go to the library from study hall or lunch need to obtain a pass from the Dean of Students or Principal.

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 students at the beginning of each year upon request. 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 of time, to be determined by school administration.

Biddeford Regional Center of Technology students are expected to take the school bus to Biddeford unless a permission slip for driving to BRCOT is completed by the student and both schools. 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 and from 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.

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.

- As a good citizen, your speech, conduct, and general attitude should reflect the positive spirit of Old Orchard Beach High School students.
- Respect for the rights of others and tolerance toward others' opinions should be shown through common courtesy.
- If you become aware of others rights being violated, it is your responsibility to report it to a staff member.
- Students are expected to demonstrate self-respect and school pride and not vandalize walls, desks, or other school property.
- Hazing will not be tolerated in Old Orchard Beach High School.
- All students are all treated equally.
- Students may not be involved in public displays of affection in the halls or on the school grounds.
- 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.

- 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 guests shall be treated with due consideration and respect.
- If students intend to videotape or record a class, teacher permission is required.

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 Dean of Students and replaces a students' study hall. Placement is based on a combination of teacher, administrative, guidance, and parent referral in combination with student achievement data.

SENIOR PRIVILEGES

The Late Arrival/Early Dismissal Policy is available for eligible students. Students must meet and maintain 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 Principal and will not be done if it adversely impacts the OOBHS learning environment. 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.

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

- 1) Passing all classes with a 70.0 % or higher. The 1st quarter progress report will be used to determine eligibility at the beginning of each school year.
- 2) Maintain 90% attendance for the marking period
- 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.
- 5) A student must be on track with their senior contract

Rules/Loss of Eligibility

1. There will be a digitally sign-in/sign-out QR code posted outside the main office. Students reporting to their class must personally sign in upon

- entering the school premises. Students leaving early must personally sign out before 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 can be 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.

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.

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 privilege eligibility will be set at 70.0%. Student eligibility can be revoked at the discretion of school administration.

STUDENT CODE OF CONDUCT

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:

A person's absence is excused when the absence is for the following reasons:

A. Personal health, including the person's physical, mental and behavioral health; [PL 2019, c. 562, §2 (AMD).]

B. An appointment with a health professional that must be made during the regular school day; [PL 1983, c. 806, §49 (NEW).]

C. Observance of a recognized religious holiday when the observance is required during the regular school day; [PL 1983, c. 806, §49 (NEW).]

D. A family emergency; [PL 2007, c. 451, §3 (AMD).]

E. A planned absence for a personal or educational purpose that has been

approved; or [PL 2007, c. 451, §4 (AMD).]

F. 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](#). This paragraph does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

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.**

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. Below will be the new *Tardy Procedure* that we will follow when your child is late to school as of the 2024/2025 school year:

- 1st Tardy - Warning
- 2nd Tardy - Parent Phone Call
- 3rd Tardy - Afterschool detention until 3:30 pm
- 4th Tardy - Afterschool detention until 3:30 pm & no participation in after school activities/games
- 5th Tardy - Parent Conference, Half Day In-School Suspension, and no participation in after school activities/games
- Additional Tardies - Full-day in-school suspension and no participation in after school activities/games
- The counting of tardies will reset each marking period (progress report and quarter grades)

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. Unexcused dismissals may affect a student's ability to participate in afterschool activities.

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 being logged in PowerSchool and a consequence from 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, and not allow other students to use their work to cheat.

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 the Principal and School Counselor 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 and can happen in school or online. 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 and harassment consists of any derogatory or vulgar comments regarding a person's race, sexual orientation, skin 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 connect the student with administration, who will inform the student of the available options to address harassment. 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

Cell phones **will not** be permitted during instructional class time, study halls, study support, in the restrooms during class or in the library/media center. Cell Phones **will** be permitted before school, between classes, at lunchtime, and after school. Each classroom will have a cell phone holder, or “hotel”, in their classroom. Students will be assigned a numbered slot to place their cell phone in at the beginning of the class.

Cell phones are to be turned off or put on “do not disturb” during class time. In addition, the same rules will pertain to earpiece listening devices and smart watches. These will remain on the student's person and will not be placed in the “hotel”.

If a student fails to place their cell phone in the “hotel” and pulls out their cell phone during class, the following consequences will occur:

First Offense: Teacher will redirect students to place their cell phone in the “hotel”. If a student fails to follow the directive then the student will be asked once more. If a student fails to follow this directive, the teacher will continue teaching and then notify parents.

Second Offense: The student will be sent to the Dean of Students and the phone will be confiscated and need to be picked up by a parent. A discipline referral will be written by the teacher and sent to the Dean of Students.

Third Offense: The student will be sent to the Dean of Students, the phone will be confiscated and need to be picked up by a parent. A discipline referral will be written by the teacher and sent to the Dean of Students. Students will lose the privilege of bringing their cell phone to school for a determined amount of days/weeks.

SOCIAL MEDIA

Students who post information online 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

Detentions will be assigned at the discretion of administration and communicated to parents.

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 2:45-3:30 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.
6. 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 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, dean of students, 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 the student and substance/paraphernalia to the principal or dean of students.
2. Principal or dean of students 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, it 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 the student and substance/paraphernalia to the principal or the dean of students.
2. Principal or dean of students 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 the student and substance to the principal or dean of students.
2. Principal or dean of students 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/nicotine 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 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 police will be notified.
- c) A parent conference will take place with the Administration upon return.

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, as will those who aid and abet fighting by instigating or taking/disseminating video or pictures of said fight. 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 with parental conference.

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 for the whole day, including time for extracurricular activities. 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 and may run until 3:30 pm. 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 Old Orchard Beach High 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. Threats made outside of school may be dealt with by administration if they affect the functioning and safety of our students and school.

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.

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).

SUPPORT SERVICES

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.

WHAT I NEED (WIN)

WIN block is a daily scheduled block where students receive academic support from individual teachers. It is designed to help students with specific content, as well as to give students the opportunity to make up any missing classwork. WIN block offers students incentives such as clubs and activities when applicable.

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 counselor 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 counselor can be made by seeing the guidance secretary.

SOCIAL WORKER

There is currently one school social worker available at Old Orchard Beach High School. Social workers are part of the Special Education Department and work as part of the student services team. Additionally, social workers provide support and services to some students not receiving Special Education service, but are identified as needing additional support, resources or crisis intervention. Social workers help students deal with personal issues, stress and frustration, social and family problems, improve social skills and responsible decision making. The social work office works within the high school to provide assistance and resources through partnerships with the community for financial help or to build relationships with local mental health providers. Referrals for social work services

come from a student's services team, or from administration, guidance and nurse's office and from parents or students who feel a social worker is best suited to address current concerns a student

SUBSTANCE ABUSE COUNSELING

Drugs and alcohol use interfere with learning, impact the school environment and often cause difficulty and consequences in the community. The substance misuse counselor assists students with issues involving substance abuse and provides educational information to students, faculty and family members.

Students who are in violation of the high school's policy on alcohol or drug use are referred to the substance misuse counselor by the building principal. Behavioral incidents at school, such as smoking, vaping or possession of drugs, vapes or alcohol, lead to disciplinary consequences and referral for meeting with the substance misuse counselor. Supporting students with an intervention to address substance misuse is considered an important way to reduce these behaviors and hopefully prevent further harm and continued use. Referrals are also made by the student services team, faculty, students and families.

ACADEMIC INFORMATION

GRADUATION CREDIT REQUIREMENTS

Students are required to carry a credit load of at least seven credits per academic year. Students wishing to carry fewer credits than 7 must meet with their school counselor and the principal. The following distribution of courses is required for graduation:

English - 4 Credits

Math - 3 Credits

Science - 3 Credits

Social Studies - 3 Credits

Health - .5 Credit and PE - 1 Credit

Fine Art - 1 Credit

Electives - 6.5 Credits

Community Service - 20 Hours and Internship - 30 Hours

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. The deadline for all forms is May 15 of senior year. 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, and guidance counselor. In certain cases, parents will be scheduled for a conference with the guidance counselor. Should the decision be to drop the subject, the guidance office will communicate with the teacher, student, and guardian and will make a schedule adjustment that is in the best interest of the student.

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 <https://rsu23.org/powerschool/>

Honor Roll

Students must carry a minimum of five academic subjects and six (6) credits to be eligible for the quarterly Honor Roll. Students must pass all subjects taken for credit, regardless of the grading system used. Honor Roll GPAs are not rounded.

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.

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 midterms/finals will be reflected as 10% of the final grade. Make up exams for students who have missed an exam will only be scheduled with guidance counselor approval.

CREDIT RECOVERY/SUMMER SCHOOL

Credit recovery during the school year and Summer Academy coursework will be the main means for credit recovery at OOBHS. Students who successfully complete credit recovery will receive the credit via a grade of P 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 not rounded up or down. College courses will be weighted like Honors courses unless they are at the 200 level or above.

GRADUATION DISTINCTIONS

Cum Laude Recognition (GPA's are not rounded)

Honors Cum Laude - 3.5-3.7 90-93

Magna Cum Laude - 3.8-3.9 94-96

Summa Cum Laude - 4.0 97-100

Senior Ceremony Roles **(GPA's are not rounded)

Students will be honored at graduation in the following manner:

Valedictorian – Highest GPA

Salutatorian – Second Highest GPA

Summa Cum Laude – 4.0 – higher 97-100 GPA

Magna Cum Laude – 3.8-3.9 94-96 GPA

Cum Laude – 3.5-3.7 90-93 GPA

****Honors and Awards at Graduation**

1. In order to be eligible for the academic awards valedictorian, salutatorian, or top ten percent, a student must:

a. Meet RSU 23 graduation requirements

b. Have an OOBHS transcript with at least four (4) semesters of numerically graded courses.

2. A student who does not meet the criteria listed may be eligible for other academic recognition (for example, honors stole) in accordance with OOBHS practices.

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 two seniors based on their GPA and one honor essayist selected by the faculty.

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 FERPA.

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. Please click [here to access our live list of sports, clubs, and activities at OOBHS](#). More detailed club/activity descriptions and expectations will be linked to that document throughout the 24/25 school year.

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 each ranking period, either quarter grades or semester/final grades can be considered, whichever 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 then 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 to 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
A Lunch	11:00 AM	11:30 AM	30
5A/6A	11:35 AM	12:45 PM	70
5B/6B	11:00 AM	12:10 PM	70
B Lunch	12:15 PM	12:45 PM	30
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	A Lunch (23)
12:22-1:32	Class Time (70)

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

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	A Lunch (25)
12:54-1:45	Class Time (55)

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