

Noble High School Student and Athletic Handbook

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I. INTRODUCTION

Mission Statement

"Noble High School, a community of learners, believes that we are all capable of success. Through a rigorous curriculum, we foster the academic and personal growth of life-long learners. We value small, heterogeneous communities, which encourage innovation and honor the voices of all."

Noble High School's Guiding Principles

Central to the Noble High School experience is a core of essential knowledge studied by all students. As a result of an education at Noble High School, a student will have the knowledge, skills and attitudes to become:

A Self-Directed, Lifelong Learner Who:

- Develops and maintains a sense of curiosity and enthusiasm for learning.
- Takes responsibility for and pride in the quality of performances and products.
- Participates in challenging experiences with perseverance.
- Sets and works toward personal goals.
- Uses knowledge of personal strengths and weaknesses for growth.
- Accesses information in a variety of ways.
- Demonstrates responsible risk taking.

A Flexible Worker Who:

- Works independently with confidence.
- Works effectively and responsibly in groups.
- Demonstrates skills of decision-making, leadership, and teamwork.

A Complex Thinker Who:

- Can analyze, synthesize and evaluate.
- Accepts uncertainties.
- Uses a variety of critical and creative problem-solving strategies.
- Identifies and solves challenging problems.
- Analyzes situations from multiple perspectives.
- Identifies and solves challenging problems.
- Learns from experiences.
- Integrates information from a variety of sources.

A Responsible Community and Global Contributor Who:

- Demonstrates an understanding of and participates in the rights, responsibilities, and opportunities of citizenship.
- Demonstrates an understanding of the diversity of peoples, communities, cultures, and their lessons from the past.
- Uses knowledge of environmental issues to work towards preservation of the environment.
- Exhibits an understanding of the ways by which personal actions impact the community.

An Effective Communicator Who:

- Expresses knowledge, ideas, and feelings effectively through written, oral, musical, visual and/or kinesthetic forms.
- Listens with a focused and inquisitive mind.

- Demonstrates an awareness of other languages.
 - Demonstrates appropriate interaction with others.
 - Uses technology to access and disseminate information.
- A Healthy Person Who:
- Makes informed and responsible decision about nutrition, drugs, alcohol, tobacco, and sexuality.
 - Sets personal goals and exhibits a positive self-concept.
 - Participates in a wide variety of healthy activities.
 - Demonstrates growth in physical, emotional, intellectual, and mental fitness.
 - Develops a sense of humor.
 - Accepts responsibility for own actions.
 - Recognizes different methods to resolve and manage conflicts.
- A Competent User of Content Who:
- Demonstrates proficiency in basic skills.
 - Uses a knowledge base to question and explore ideas.
 - Makes connections between prior and new knowledge.
 - Can identify and solve problems by integrating knowledge from multiple disciplines.
 - Recognizes that factual knowledge may change.
 - Applies knowledge to real-life situations.

II. SCHOOL INFORMATION

Phone Numbers

Noble High School	676-2843
Noble Principal's Office	676-3217
Noble Assistant Principal & Deans	676-8635
Noble Guidance Department	676-2665
Noble Library	676-2653
Noble Health Center	676-2175
Athletic Director	676-2674

School Bell Schedules

Full Day Schedule

Block 1	7:40 a.m. - 9:00 a.m.
Block 2	9:05 a.m. - 10:30 a.m. (Announcements will be at 9:05 a.m.)
Sustained Silent Reading (SSR)	10:35 a.m. - 11:05 a.m. - Cafeteria closed except for Voc. Students
Block 3	11:10 a.m. - 1:00 p.m.
A Lunch	11:05 a.m. - 11:30 a.m.
B Lunch	12:00 p.m. - 12:25 p.m.
C Lunch	12:35 p.m. - 1:00 p.m.
Block 4	1:05 p.m. - 2:25 p.m. (Announcements will be at 2:20 p.m.)

Half Day Schedule

	7:40 a.m. - 10:40 a.m.
	Students will be with their Team or House teachers (Announcements will be at 10:35 a.m.)
Lunch	10:45 a.m. - 11:15 a.m.

Delayed Start Schedule

(No SSR if delayed start)

Block 1	9:40 a.m. - 10:40 a.m.
Block 2	10:45 a.m. - 12:15 a.m.
A Lunch	10:40 a.m. - 11:05 a.m.
B Lunch	11:15 a.m. - 11:40 a.m.
C Lunch	11:50 a.m. - 12:15 p.m.
Block 3	12:20 p.m. - 1:20 p.m.
Block 4	1:25 p.m. - 2:25 p.m.

Building And Office Hours

Noble High School is officially open to students at 7:00 A.M. All students and visitors must enter through the front door. Classrooms open at 7:40 A.M. Our secretaries are available to take calls from 7:30 A.M. to 3:00 P.M. Students are able to remain after school for activities and teacher assistance with school work.

Food Service

Students may purchase breakfast or lunch in the Noble High School cafeteria. The cost is as follows:

- | | |
|--------------|---------|
| o Breakfast | \$ 1.25 |
| o Reduced | \$.00 |
| o Lunch | \$ 2.25 |
| o Reduced | \$.40 |
| o 8 oz. milk | \$.30 |

All lunches must be paid for at the time of purchase or may be paid through an existing account. Students are not allowed to charge their breakfast or lunch.

Students must eat lunch in the Cafeteria (Commons) or the Upper Mezzanine area. Lunches may not be consumed in the Town Square. Students may eat in their communities only with prior approval and supervision of school staff. Please be thoughtful of other students and staff by helping our custodians in keeping our school clean.

Lockers

Each student is assigned a designated locker. The student assigned the locker is responsible for its contents. Combination locks must be purchased from the Main Office at a cost of \$5.00. These locks can be used for all four years the student is assigned a locker.

Lockers remain the property of Noble High School and may be opened and inspected by school officials for health, safety, or a reasonable suspicion of the presence of a prohibited or stolen article or substance. Such searches may involve the physical removal of the lock by an administrator. Random searches may be conducted with the use of a dog trained to locate prohibited articles and/or substances.

Medication Policy

The M.S.A.D #60 Board of Directors acknowledges that in certain instances it may be necessary for a student to have medication administered while at school. Although the Board discourages the administration of medication on school premises when other options exist, it shall not deny educational opportunities to students requiring the administration of medication to participate in the school program when there are no other options.

Parent/Legal Guardian Written Request

In the event that no alternative exists, the parent/legal guardian may request in writing that medication be administered to the student during the school day. Such written request shall provide for an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. In addition, such a request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. If the medication is to be given for more than 15 days, a written order from the prescribing health care provider is required. Short-term medications (15 days or less) must be presented in the original container and may be given or withheld at the discretion of the school nurse.

Health Care Provider's Order

Parental requests for medications to be administered in school for more than 15 days must be accompanied by a written order from the student's health care provider or dentist licensed to prescribe medication. The order must substantiate that administration during the school day is necessary for the student's health and school attendance and should include:

- Name of the child
- Name of the medication
- Dosage
- Timing of administration
- Special instructions for medication that can be self administered by the student
- Possible known side effects and action to follow
- Termination date of medication

Insufficient Information and Requests

M.S.A.D #60 retains the discretion to reject any request for administration of medication.

Unlicensed Personnel

Trained unlicensed personnel per the Maine School Health Manual and Medication Policy may administer daily scheduled medication as well as "PRN" or "as needed" medications ordered by the student's own health care provider. Only licensed medical personnel may apply the standing order from the M.S.A.D #60 physician for Acetaminophen or Ibuprofen with parental consent after assessment of the student.

Any medication, including all over the counter medications, are included in this policy. When medication during the school day is necessary, it will be administered following the M.S.A.D #60 Administering Medication to Students Policy. (JLCD) We will follow the following provisions:

1. The parent/legal guardian or other designated adult shall deliver all medication to the school in the original container. Medication must be presented in the original container.
2. Only a limited, necessary supply may be kept at school. The parent/legal guardian must make arrangements for the removal of medication no longer required. It is the responsibility of the parents to notify the school nurse of any changes or discontinuation of the prescribed medication. All medication not removed by the parent at the end of the school year shall be disposed of according to state law.
3. All medication will be maintained and secured by the school nurse, principal or other designated school official.
4. Documentation of the medication must include each instance of administration to include date, time and dose administered. The written order and parent request will be kept on file as designated by the individual school nurse.
5. Any of the following changes will require a new written request by the parent and new clinician order:
 - a) Information on the original health care provider order
 - b) Change of health care provider
 - c) New procedure unique to the medication administered
 - d) A change in the condition of the child
 - e) Any other change in the medication dosage
6. Students shall not be permitted to carry and self-administer any medication at school except under special circumstances as ordered by the health care provider or dentist and approved by the parent, school nurse, principal or other designated school official. Examples are as follows: A responsible, properly instructed allergic/asthmatic student shall be allowed to carry and self-administer a respiratory inhaler or Epi-Pen; A student diagnosed as lactose intolerant shall be allowed to carry Lact-Aid
7. Within legal limitations, staff members may be provided with information regarding medication and administration on a "need to know" basis for the safety of the student and his/her education.
8. Medication will be administered on field trips in accordance to Maine School Health Field Trip Policy and the Policy for Medication Administration by Unlicensed Personnel.
9. The principal and school medical personnel will monitor policy compliance and administrative procedures.

Posters

Please bring all posters and fliers to the Administrative Office for approval before posting. Once approved, please post on designated Noble Information boards only.

Progress Reports / Reports cards

Progress reports are issued twice a semester. Report cards are issued twice a year.

Residency

Noble High School shall admit students whose parents or guardians legally reside within the district. Adequate proof of residence is required. We reserve the right to verify residency through appropriate means for any enrolled student or any family applying for enrollment.

"Residence" means bona fide residence (one's actual residence maintained in good faith) and does not include a temporary or superficial residence established for the purpose of free school attendance in this system. It shall be considered a place where important family activities take place--the place where the family eats, sleeps, relaxes and recreates. While it is possible for an individual to maintain property and pay taxes in more than one location or community, for purposes of student eligibility for school attendance, "residence" shall mean where the custodial parent maintains a home and where the student spends the majority of his or her time.

Guardianship shall be substantiated by a copy of a court order or probated through the appointment of a resident as guardian for the student. No student shall be accepted for enrollment or allowed to continue in enrollment without legal documentation.

School Based Health Center

Noble High School has a School Based Health Center available to all students. Parental permission must be obtained before accessing the School Based Health Center services.

School Insurance

School accident insurance is available to all students. Information is distributed to students at the beginning of the school year.

Senior Privileges

Seniors who are in good standing may leave school early if they have study halls blocks three or four. In order to begin early release seniors must:

- o Complete the Senior Privileges release form
- o Turn in their Emergency Card and
- o Check with their counselor for a credit update

Other restrictions:

- o Only guidance counselors may change the schedule prior to beginning Senior Privileges
- o Seniors must attend SSR everyday
- o Students must sign out in the main office each day before they leave
- o SENIORS WHO HAVE NOT COMPLETED THEIR JUNIOR PATHWAYS WILL NOT BE GRANTED SENIOR PRIVILEGES UNTIL THEIR PROJECT IS SUCCESSFULLY COMPLETED.

State Testing

The Maine Department of Education requires that all third year high school students take the SAT. The state and federal governments use these test results to determine our school and student success and progress. Students may choose to submit their SAT with their transcripts as part of the college application process.

Student Information System (Infinite Campus)

Parents can track student progress by using our student information system called Infinite Campus. This site contains attendance information as well as current grades and assignments. To request a login ID and password, contact bmurphy@sad60.k12.me.us.

Student Pictures/Student Identification

The school photographers will take student pictures and ID's in September. Students are required to give their correct names when asked by school personnel and to have their student ID's with them at all times while on school grounds. If you lose your student ID, you can purchase a new one for a fee of \$5.00.

Tutorials/Study Halls

Students in grades 9, 10 and 11 must remain in their tutorial/study halls. With permission, seniors may study in the mezzanine or the library. Seniors may use the courtyard when it is open.

III. CONDUCT

In an environment where over 1300 people come together every day, it is important that we treat both property and each other with respect. We believe each member of the Noble community must take responsibility for his or her actions. We also believe everyone must respect the boundaries established by the community and set forth in this Student/Family Handbook. We expect students who are representing Noble High School at other schools or state sponsored events to follow the same behavioral expectations that we have at Noble High School. Students who do not follow our behavioral expectations will be subject to our school's disciplinary consequences. Please remember that when you attend a school related event you are always representing NHS. Students exhibiting unacceptable behaviors are subject disciplinary consequences.

Civility Policy Code – MSAD #60

It is the intent of the school board to promote mutual respect, civility and orderly conduct among district employees, parents and the public. It is not the intent of the school board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free environment for teachers, students, administrators, staff, parents and other members of the community. The school board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

- Expected level of behavior:
- School and district personnel will treat parents and other members of the public with courtesy and respect.
- Parents and visitors will treat teachers, administrators and other district employees with courtesy and respect.
- Unacceptable/disruptive behavior: Disruptive behavior includes, but is not necessarily limited to:
- Behavior, which interferes with or threatens to interfere with the operation of a classroom, an office area, and areas of a school or facility open to parents/guardians and the general public.
- Using loud and/or offensive language, swearing, cursing or display of temper.
- Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- Damaging or destroying school or school board property
- Any other behavior that disrupts the orderly operation of a school, classroom or any other school board facility.
- Abusive, threatening or obscene e-mail or voice mail messages.

Parent recourse: Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor.

Authority of school personnel: Authority to direct persons to leave school board premises: Any individual who:

- Disrupts or threatens to disrupt school district operations.
- Threatens or attempts to do or does physical harm to school board personnel, students or others lawfully on a school or school controlled function.
- Threatens the health or safety of students, school board personnel or others lawfully on a school or school-sponsored function.
- Intentionally causes damage to school, school board property or property of others lawfully on a school campus or school controlled function.
- Uses loud or offensive language or who, without authorization, comes on a school or other school board facility, may be directed to leave the school or school controlled function by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school or any district level administrator, including superintendent of schools.

If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

Authority to Deal with Persons who are Verbally Abusive

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the

employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school or school board premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the director or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement takes such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

Adopted: October 4, 2001

M.S.A.D. #60

STUDENT BEHAVIOR

Disciplinary Consequences

Morning detentions*

These silent study detentions are held from 7:15 – 7:35 in the school library.

Teacher Detentions

These detentions are treated in the same way as administrative detentions assigned by the office, and failure to serve these will be referred to the Dean.

Restitution*

Students who violate the code of ethics often do damage to others, to the school and to personal property. The first consequence for students who damage or steal is that they repair any damage done. This may include written letters of apology, repayment of items damaged or stolen, and/or service work.

Administrative Detention*

Detention is a silent study period for students after school. Students must report to the detention room promptly at 2:35 P.M. Some detentions are assigned by teachers and can be served with the teacher assigning the detention.

Saturday Detentions*

Saturday detention is a silent study period held in the library from 9:00 – 12:00. Students who fail to attend Saturday detention will be automatically suspended from school on the next school day.

Out of School Suspension (OSS)*

The principal or designees may, upon investigating an incident involving the infraction of a school rule, suspend a student from school for up to ten days. During the suspension period, the student is not allowed on school grounds. The student involved will have an opportunity to tell his/her side of the story related to events prior to the suspension. Parents will be notified of the school's action and the reasons for the action by a phone call and in writing.

Discipline Review Team (DRT)

The DRT meets to review ongoing or serious discipline issues. The committee attempts to find solutions for student behavior when traditional methods have failed. The DRT recommends solutions ranging from behavioral action plans to expulsion from school, however, only the School Board can expel students.

Expulsion

The Board of Directors may expel students upon recommendation of the principal through a hearing at which the student involved and parents/guardians are requested to be present. Students may be represented by legal counsel at expulsion hearings. This consequence is used when lesser ones did not achieve the desired results and/or when the infraction is of a serious nature. Students who are expelled may no longer attend Noble High School or M.S.A.D #60 Adult Education.

*Administrative Discretion

Any student who violates school rules will be subject to appropriate consequences assigned by administration. The consequences may include but are not restricted to detention or suspension. The administration reserves the right to assign more severe penalties according to the nature of the offense, or assign a less severe consequence based on their assessment of contributory or mitigating circumstances.

After School Behavior

Students who choose to remain at our school must be under the direct supervision of a staff member. Any student not complying with this practice and/or causing a disturbance will be subject to disciplinary consequences.

Attendance

Attendance Policy

It is the student's responsibility to come to school every day and to attend all assigned classes. Students are expected to attend all classes, support blocks, SSR and tutorials. Excessive absences may result in a student repeating a course or attending summer school to make up the course. Students who attend less than 80% (more than nine absences per semester) of the class meetings, whether excused or unexcused, will not receive credit for that class. Students with excessive absences due to extenuating circumstances may ask for a hearing before the Attendance Review Committee.

Attendance Law

Chapter 211, Subchapter 1 of the Maine Education and School Statutes clearly defines what constitutes an excusable absence from school. In accordance with Maine law, Noble High School accepts only the following documented reasons for an excused absence from school:

1. A personal illness.
2. An appointment with a health professional that must be made during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency.
5. A planned absence for personal, legal, or educational purpose, which has the prior approval of the school.

Except for the above, the law states that the adult supervising a school age child "shall cause" the student to attend school. Absence from school for reasons other than those listed above is unexcused and not permitted.

Students who are absent from school are required to bring a note from a parent or guardian on the next day they attend school or have a parent or guardian call the attendance secretary. Students who fail to verify their absence (as one of the five reasons listed above) will be charged an unexcused absence and will be assigned a detention.

Attendance Appeal Process

Any student who loses credit for a course(s) under the terms of our attendance procedures, may request an appeal if it is made in writing to their respective Dean no later than five days after the notification of loss of credit by the teacher. Unexcused absences may not be appealed. Excused absences may be waived under extraordinary circumstances. Students and their parents are required to attend an appeal hearing and are asked to provide supporting documentation of the absences. If applicable, the committee may grant a full or partial waiver of days missed with a recommended attendance improvement plan.

Leaving School Without Permission:

Students may not leave the building without prior parental and administrative permission. Those who violate this rule are subject to disciplinary action.

Dismissal

Students are not to be dismissed early from school unless they meet one or more of the documented reasons for an excused absence listed above. Students will not be dismissed from school without the permission of their parents or guardians.

Please remember that students may not leave and return during the middle of the school day without permission. Students being dismissed must have their parent or guardian call or present a parent note to be dismissed or it will be considered a class cut.

Tardy to Class (not including lateness to school)

Students that are present at the start of the school day and do not report to class promptly will be considered tardy to class. Repeated offenses will result in disciplinary action assigned by the teacher.

Tardy To School

Students coming to school late must present a note from a parent or guardian to the Security Officer and obtain a late pass to class. Students who obtain a late pass and do not report immediately to class will be marked as having an unexcused absence. Three unexcused tardies will result in a morning detention. Repeated offenses will result in additional disciplinary consequences.

Class Cuts

Skipping a class or study hall is considered an unexcused absence from that class and will result in disciplinary consequences.

Breaking & Entering / Forced Entry / Propping Open a Door or Window

All of these seriously compromise the safety of everyone at Noble High School. All doors are locked at 7:40 A.M. Any student who jeopardizes the safety of the school by opening a secured interior or exterior door violates the safety of the school will be subject to disciplinary action.

Bullying

It is the intent of the M.S.A.D #60 Board of Directors to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

The Board also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Bullying interferes with the accomplishment of this goal.

Finally, the Board recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests a link between bullying and school violence, the Board seeks to avoid such incidents and instead takes a systematic approach to bullying prevention and intervention.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with student's opportunity to learn, the educational mission of the M.S.A.D #60 schools, and the operation of the schools.

Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct in M.S.A.D #60 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying Defined

For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that a reasonable person should expect would have the effect of:

1. Physically or emotionally harming a student or damaging a student's property;
2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
3. Substantially disrupting the instructional program or the orderly operations of the school; or is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Application of Bullying Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks, or other possessions;
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash", trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with student's opportunity to learn, the instructional program, or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment. The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Bullying - Delegation of Responsibility

The Superintendent/designee will be responsible for developing and implementing procedures for:

- A. Student and parent reporting of bullying to staff and school administrators;
- B. Staff reporting of bullying to school administrators;
- C. Review of reports and investigation of bullying incidents;
- D. Intervention with and/or discipline of students who engage in bullying;
- E. Support for students who are victims of bullying;
- F. Training staff and students in bullying prevention; and
- G. Periodic evaluation of bullying prevention, intervention, and training efforts in M.S.A.D #60 schools and reporting to the Board upon request.

Reporting of Bullying

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

Responding to Bullying

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, and/or reports to law enforcement officials.

Dissemination of Bullying Policy

Notice of what constitutes bullying, the Board's prohibition against bullying, and the consequences for students who bully shall be communicated to students and parents through the Student Code of Conduct and Student Handbook.

Card Playing/Non-educational Games/Gambling

Any games not related to a classroom activity such as card playing, gambling, and non-educational games compromise the educational learning environment at Noble High School and are not allowed.

Cell Phones

Students who bring cell phones to school must shut them off between the hours of 7:40 A.M. and 2:25 P.M. They may not use their cell phones to check messages, make calls or for any other reason. If a student must make a call using his/her cell phone, he/she must obtain permission from the main office and make the call in the designated area just outside that office. Staff may confiscate cell phones if used in school.

Disrespect Toward Staff

Students are expected to respect each other and all staff members. Any disrespectful behavior by a student directed at a Noble staff member is unacceptable. Students using offensive language, making physical contact, threatening, making inappropriate gestures, or exhibiting any other disrespectful behavior or any other disrespectful act towards a staff member will be subject to consequences at the administrator's discretion.

Dress Code

The following attire is not allowed:

1. Shirts that expose the midriff, tube tops, backless tops, or any top that is excessively revealing
2. Ill-fitting or drooping clothing
3. Excessively short skirts, very short shorts or revealing dresses
4. Any clothing that portrays a drug, alcohol or tobacco message
5. Any clothing that contains sexually suggestive images, words or vulgar language
6. Clothing which is see-through or partially see-through
7. Other offensive or disruptive clothing
8. The wearing of hoods and sunglasses is not permitted in school

Electronic Devices

The use of portable listening devices and laser pointers in the building is prohibited. These items may be confiscated by staff members.

Field Trip Participation

Field trip participation can be denied if a student's behavior clearly demonstrates that he or she would be a safety risk on the trip.

Fighting and Acts of Violence

Public displays of violence and/or engaging in a fight are unacceptable behaviors. Students should be aware that self-defense does not include attacking back. Self-defense involves only using enough force to repel an attack. Students who go beyond defending themselves to become mutually combative will be given O.S.S. along with the initiator in the conflict. Similarly, other acts of violence such as throwing objects at another person, spitting at another person, or encouraging others to engage in fights or acts of violence are unacceptable. Students who engage in a fight, encourage others to fight or who engage in any act of violence toward another person will be subject to suspension.

Harassment

M.S.A.D #60 recognized the right of each student/adult to perform in an atmosphere, which is free of intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, it is against the policy of M.S.A.D #60 for employees to engage in harassment of students and for students to harass other students or staff.

In accordance with State and Federal Law, harassment is illegal (see district policy ACAA). A student shall not harass other students, staff or visitors. Harassment consists of any derogatory or vulgar comments regarding a person's race, color, sex, sexual orientation, 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 the following:

- o Unwelcome sexual advances, requests for sexual favors, and/or sexual gestures, comments or physical contact
- o Threats

- Offensive jokes
- Ridicule, slurs, derogatory actions or remarks

Obstructing a School Investigation

Keeping our school safe requires cooperation from all. It is a fair expectation that all members of our school community be respectfully honest with each other. When students are questioned by Noble staff regarding any incident, they are required to be truthful. Failure to be truthful or being deliberately misleading will result in serious disciplinary consequences.

Parking and Driving Privileges at School

Driving and parking on school grounds is a privilege, not a right. Drivers are responsible for behaving appropriately in and around his or her vehicle. Please note: Vocational students are not allowed to drive to their vocational school site.

All students granted parking stickers at Noble High School must sign a contract agreeing to the following schools parking regulations. Registrations this year will be processed on-line.

- Seniors should register their vehicles by Sept. 11, 2009.
- Juniors should register their vehicles by Sept. 18, 2009.
- Sophomores should register vehicles by Sept. 25, 2009.

Once the deadline for each class has passed, registration will be granted on a first come, first served basis for as long as parking space is available. Students must get a parking lot pass from the Front Office before going outside. Parking registration requires a current and valid inspection sticker, vehicle registration, driver's license and proof of insurance.

It should be understood by the applicant that Noble reserves the right, upon reasonable suspicion, to search all vehicles parked in school parking lots. It is illegal to bring or be in possession of the following: weapons, ammunition, alcohol, illegal drugs and associated paraphernalia, and tobacco products. Hunting and hunting related equipment may NOT be brought onto school grounds nor stored in vehicles in our parking lots at any time.

Driving infractions will result in the temporary or permanent loss of student driving privileges. Infractions include, but are not limited to: speeding, reckless driving, excessive engine noise, spinning tires, failure to comply with faculty directions, leaving campus without permission, excessive radio volume, parking irresponsibly, driving non-inspected or non-registered vehicles, driving after suspension, driving while using cell phones or head phones of any kind.

First offense:	Loss of driving privileges for 5 school days.
Second offense:	Loss of driving privileges for 10 school days.
Third offense:	Loss of driving privileges for 30 school days.

Once suspended, students may not enlist a fellow student to drive their vehicle to school for them. Suspension of driving privileges means that the vehicle cannot be on school property – STUDENTS WHO FAIL TO COMPLY WITH THIS REQUEST MAY HAVE THEIR VEHICLE TOWED AT THEIR EXPENSE.

Leaving campus after being officially dismissed from school and transporting a student who has not been officially dismissed will result in the following:

First Offense:	Loss of driving privileges for 5 school days.
Second Offense:	Loss of driving privileges for 10 school days.
Third Offense:	Loss of driving privileges for 30 school days.

If a student leaves campus without being dismissed and transports another student, an additional 10 days loss of driving privileges will be added to the suspension for first and second offenses.

No Parking Areas for Students

Students may not park in the staff parking lot, the visitor parking lot, on the street, on the lawn, in handicap spaces without a handicap tag or any other place not intended for student parking. Consequences for parking violations:

First Offense:	Loss of driving privileges for 5 school days.
Second Offense:	Loss of driving privileges for 10 school days.
Third Offense:	Loss of driving privileges for 30 school days.

Plagiarism and Academic Cheating

Stealing the ideas of others, whether by copying published work without proper citation or by copying from another student is prohibited and will result in disciplinary action.

Passes

Students must have a pass signed by a staff member to leave a classroom to go to any other part of the building.

Public Behavior

Noble High School is a public place where all are expected to act appropriately. In consideration of others, you should refrain from any offensive behavior that interferes with others such as horseplay, loud talk, swearing and personal displays of affection. Staff members will remind those exhibiting offensive behavior when it occurs. Students who refuse to correct their behavior or whose behavior is excessively offensive will be subject to disciplinary action.

Respect and Following Directions

Students are required to follow directions given by any staff member. Failure to follow directions is insubordination and will result in suspension from school.

Smoking and Tobacco

The use, possession or distribution of tobacco products on school property is prohibited. Violators are subject to suspension from school.

Substance Abuse Policy

For the purposes of this policy, substance abuse is defined as the possession of any prohibited substance/paraphernalia or evidence and/or the opinion of a health professional that the student has used any prohibited substance. Prohibited substances include, but are not limited to, alcohol, marijuana, barbiturates, speed, ecstasy, cocaine, heroin, LSD, any other scheduled drug as defined by the Federal Government, look-alike drugs, any prescription drug not used in the prescribed manner and drug paraphernalia.

In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and the referral procedures of this rule, whether the student self-reported or voluntarily sought help, and the student's prior record.

TYPE 1: Consumption, possession, receipt, or being under the influence of a prohibited substance.

a. First Offense

The administrator shall:

1. Confiscate the prohibited substance and verify the offense
2. Meet with the student
3. Notify and meet with the parent/guardian
4. Notify the superintendent and the police
5. Refer the student to their guidance counselor
6. Meet with the counselor and the parents to share recommendations
7. Suspend the student from school (up to 10 days) and/or refer to the Board of Directors for expulsion hearing in accordance with due process procedures
8. Consider referral to Department of Human Services, if parent/guardian refuses to cooperate with above procedure

b. Second and subsequent offenses

The administrator shall:

1. Follow steps for first offense, steps 1-8
2. Suspend the student for up to 10 days and/or refer to board of directors for an expulsion hearing

c. Discretion

The administrator shall:

1. Have the authority and discretion to deviate from the disciplinary measures set out above
2. Take into account the degree to which the student voluntarily sought help

TYPE 2: Furnishing, selling or buying of prohibited substances.

a. First offense

The administrator shall:

1. Confiscate the prohibited substance and verify offense
2. Meet with student
3. Notify and meet with parent/guardian
4. Notify superintendent and law enforcement
5. Refer student to their guidance counselor
6. Have designated administration meet with parents to share recommendations
7. Provide for immediate O.S.S. (up to 10 days) and refer to Board of Directors for expulsion hearing
8. Consider referral to Department of Human Services if parent/guardian refuses to cooperate with above procedure

Technology

Student use of school computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in the suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

Any misuse of technology by a student such as accessing inappropriate materials, illegal activities, violating copyrights, plagiarism, copying software, non-school related uses, misuse of passwords or unauthorized access, malicious use or vandalism, unauthorized access to chat rooms or news groups, inappropriate emails, threatening language, offensive language, pictures, or cartoons, or any other misuse of technology will be subject to the consequences directly connected with the corresponding violation that governs the discipline code at Noble High School.

Please refer to the Computer and Internet Acceptable Use Policy and Rules for all rules and consequences governing the use of technology. This can be found at the Noble High School Website (<http://nhs.sad60.k12.me.us>) in the Student Forms section.

Internet

Internet safety information is available at www.wiredsafety.org, www.netsmartz.org and/or www.preventchildabuse.org. Please note that M.S.A.D. #60 diligently tries to protect our students by placing a block on all inappropriate Internet sites. If you believe that your child is accessing questionable sites while at school, please notify the administration immediately.

Theft

Theft disrupts learning and is against the law. Stolen items are reported to the police and thieves will suffer both school and legal consequences.

Threatening

A "threat" is any statement or gesture in any form that a reasonable person would interpret as communicating a serious intent to cause bodily injury. Threatening directed at other students or staff members by any means (including technology) is not acceptable and will not be tolerated. Threatening is a criminal offense and the police will be notified when it occurs.

Any student who engages in an act or threat of violence shall be removed from school in accordance with procedures required by law and school policy, and shall remain off school grounds and out of school activities if it is determined that the student does not present a threat to the school community. This policy applies to actions or threats that occur while on school grounds or in school vehicles, during school activities or at any other places and times when such actions or threats may disturb the peace and usefulness of the school community.

A student who threatens others or him or herself will be considered deliberately disobedient and deliberately disorderly, pursuant to 20-A. M.R.S.A. 1001(9), and subject to suspension and expulsion in accordance with the terms of this policy. The student may also be subject to discipline for violation of other applicable school rules, and may be charged with a violation of applicable Maine laws.

Transportation

The Noble Code of Conduct applies to students when they are using district transportation. Students are expected to treat bus drivers with respect and courtesy. Misbehavior on buses will be subject to the following consequences:

Level 1: Minor offense - Driver warns student and contacts parents - Warning

Level 2: Behavior that requires administrative intervention (including three level 1 offenses) - Administrative detention

Level 3: Behavior that is a major safety risk to self or others - Suspension from bus and/or school

The administration has the right to immediately remove a student from all buses. Students who are suspended from the school bus will have to find their own transportation to and from school while under bus suspension. Students may not ride an unassigned bus without prior written approval of parents and the school administration and a bus pass.

Vocational School Transportation

Vocational students must ride the school bus to their vocational center. Special exceptions may be made due to extenuating circumstances only with prior written permission from parents and the administration.

Vandalism

Vandalism is defined as destroying or damaging an object. Students who vandalize property will be expected to pay for the cost of repairing or replacing the object and other disciplinary action. Any student returning a damaged textbook will be asked to buy a used version or replace the original. Any textbooks covered with graffiti will have to be replaced with a used or new version.

Weapons

Possession of Hazardous Articles such as weapons, including knives, firearms, stink bombs, air guns, explosive devices (including firecrackers), look-alike weapons, hazardous chemicals or any dangerous articles are strictly prohibited at Noble High School.

Possession of any of these items is a threat to the safety of the school. Possession includes carrying the item on your person, in a backpack, in your locker, or in your vehicle. In accordance with district policy, possessing dangerous articles, which are designed to be used as weapons, is strictly forbidden. Use or threatening the use of such dangerous articles shall result in police involvement and suspension for a minimum of six days plus a possible expulsion hearing before the board of directors. Second offenses will result in a ten-day out of school suspension, police involvement and an expulsion hearing before the board of directors.

STUDENTS ARE ADVISED THAT STATE AND FEDERAL LAWS CARRY SERIOUS CONSEQUENCES FOR BRINGING A FIREARM TO SCHOOL AT ANY TIME INCLUDING HUNTING SEASON. As required by section 1302 of the GOALS 2000: EDUCATE AMERICA ACT, any student who is determined to have brought a firearm (as defined in 18 U.S.C. Sec. 921) to school will be expelled from the regular school program for at least one year.

THREATENING TO USE A HAZARDOUS ARTICLE OR FALSELY WARNING THAT A WEAPON OR AN EXPLOSIVE DEVICE IS PRESENT ON SCHOOL GROUNDS AND/OR MAY CAUSE HARM TO OTHERS WILL BE CONSIDERED AN ACT OF

TERRORISM. Such acts of terrorizing will result in O.S.S. for 10 days, restitution of monetary damages and an expulsion hearing before the board of directors.

Weapons as Visual Aids

No weapon or dangerous substance may be used as a visual aid or artifact in any presentation at Noble High School. With SRO and Assistant Principal permission, disabled weapons (such as a musket with the barrel welded shut) are permissible. Permission must be granted at least one month in advance or within one week of the project being assigned for shorter projects. When such permission is given the student must report to the SRO office prior to school. Our security staff will go to the parking lot and receive the items. The security staff will hold on to the items until they are needed for the presentation and after the presentation is completed.

IV. EXTRA-CURRICULAR ACTIVITIES

N.H.S. EXTRA-CURRICULAR ACTIVITIES:

Chorus

Students participate in a number of after school musical performances.

Civil Rights Team

The Noble Civil Rights Team supports both students and staff in preserving civil rights for all members of the Noble community.

Interact Club

Interact is a Rotary International-sponsored service and social club dedicated to community service and worldwide understanding. This club is sponsored by the Somersworth/Berwick Rotary Club.

UKnight/Invisible Children

Fund raising for African relief.

Jazz Band/Ensemble

Provides additional opportunities for students to participate in musical events.

Knightly Knews

Students may participate in our school newspaper through our journalism course or by working on the paper after school.

Literary Arts Club

Students create and publish our Literary Arts Magazine.

Math Team

Students enhance their mathematical expertise by competing in meets throughout Maine and New Hampshire.

Musical

Students participate in a school musical and a one-act play. Participants are fully involved in set design and construction, costume design, acting and lighting for each production.

National Honor Society

National Honor Society is an academic and service organization based upon the principles of the National Honor Society.

Natural Helpers

Student support/leadership group.

One Act Play

Students participate in a one-act play. Participants are fully involved in set design and construction, costume design, acting and lighting for each production.

Project Search

Gifted and Talented Program.

Ski Club

Students take discount ski trips to local ski areas.

Student Council

Students participate in a number of school service projects.

Super Fans

Student led school spirit organization.

Web Design Team

Students learn about technology using DreamWeaver, GoLive and other software to design websites for teachers, students, small companies and others.

ATHLETICS

Fall Sports

Football (First Team, JV, Varsity)

Golf

Women's Soccer (JV, Varsity)

Men's Soccer (First Team, JV, Varsity)

Cross Country (Women's and Men's)

Field Hockey (First Team, JV, Varsity)

Cheerleading

Winter Sports

Women's Basketball (First Team, JV, Varsity)

Men's Basketball (First Team, JV, Varsity)

Ice Hockey (Varsity)

Wrestling (JV, Varsity)
Cheerleading
Gymnastics
Skiing (in conjunction with another high school)
Swimming (in conjunction with another high school)

Spring Sports

Women's Lacrosse (JV, Varsity)
Men's Lacrosse (JV, Varsity)
Baseball (First Team, JV, Varsity)
Softball (First Team, JV, Varsity)
Women's Track & Field
Men's Track & Field

Activity Fees

In order to provide financial support for our extra curricular activities, the school charges a non-refundable activity fee. This fee is collected at the beginning of the sport or activity season. Our athletic programs have a sliding scale for 2008-2009: \$50.00 for the first family member for each sports season and \$25.00 for the second family member. There is an activity fee cap of \$150 for families with multiple athletes. Payment is due at the beginning of each sports season. Students participating in clubs will be expected to pay or raise as a group \$10.00 per participant. Reduced fees are available for students who qualify.

Extracurricular Eligibility

To be eligible to participate in extra-curricular activities, a student must be regularly enrolled at Noble High School or be approved by the Commissioner of Education as a home schooled student in the school district. To be considered regularly enrolled, a student must carry a minimum of five full-time courses or the equivalent. For academic eligibility details for athletics and activities, please see the Noble Athletic Handbook.

V. GUIDANCE INFORMATION

Guidance services are available to every student in our school. Students may schedule appointments during their Tutorials by making arrangements with the guidance secretary. Students without Tutorials should make appointments before or after school. Parents/guardians are encouraged to consult with their son or daughter's guidance counselor. Parent conferences are helpful when a student is experiencing academic or personal problems, or when a student is in the process of setting plans and future goals. Students are urged to make an appointment when an academic problem arises. Information given to guidance counselors is strictly confidential unless a student's safety is at issue. Any student who has either attended or graduated from Noble is welcome to use our guidance services. The Guidance Department is open from 7:30-3:00 each school day.

Guidance Counselors Provide:

- Academic advising, including course selection and scheduling.
- Information about colleges, universities, and technical schools.
- Information about careers.
- Information about academic and career testing.
- Information about financial aid and scholarships.
- Information about grades, report cards, and transcripts.
- Crisis counseling regarding personal problems or concerns.
- Assistance with substance abuse issues.

Auditing Courses

Students may choose to audit a course at Noble High School. No credit will be granted for audited courses and students must get permission from their teacher and their counselor prior to auditing a course. Students who audit a course will be required to attend class, participate in class activities and dialogue, and demonstrate interest in the class. Students are required to complete all homework assignments as determined by the teacher. Students are not required to complete assessments such as quizzes and tests as part of an audit. Audited courses do not count as one of the classes required to be a full-time student (i.e. seniors are required to take 5 classes, etc.) A Contract for Class Audit must be completed for all students wishing to audit a course.

Chemical Dependency

Noble regards alcohol and other drug abuse problems as any other illness. Consequently, no punitive action will be taken against any student who refers himself/herself to a guidance counselor or our school nurse. If you would like to talk with someone, which we encourage you to do, please see your guidance counselor or our school nurse.

Course Changes

Counselors work very hard to make efficient use of personnel and classroom space. Students are expected to make careful decisions about their course selections with the understanding that once the school year has started, changes in a student's program may not be possible due to class sizes, scheduling conflicts or other limitations. The last day to drop classes is two weeks after the start of school. Course changes will only be made after this add/drop period for extraordinary reasons and after a conference with the student's counselor. Parental permission may also be required.

Course Withdrawal

Students are expected to make any necessary changes to their schedule during the add/drop period. Underclassmen are required to carry six courses each semester and seniors are required to carry five. On occasion, circumstances may warrant giving consideration to withdrawing from a course after the add/drop period is over. THIS CAN HAPPEN ONLY BEFORE THE SECOND PROGRESS REPORT. AFTER THE SECOND PROGRESS REPORT, COURSE WITHDRAWAL IS NOT POSSIBLE. In this case, the student must discuss the change with his or her counselor. At the counselor's discretion, any or all of the following procedures will be required:

- o Conference with parent
- o Conference with teacher
- o Conference with dean or assistant principal

Students must attend class until the withdrawal form is completed and textbooks are returned. If a teacher believes a course withdrawal is appropriate for a student, they must conference first with the Dean and then with the student and their parents before requesting the withdrawal by guidance.

Course Withdrawal Grading Policy

- o If the withdrawal occurs before the first progress report, the student receives a WP (Withdraw Passing) or a WF (Withdraw Failing) on the transcript.
- o If the withdrawal occurs after the first progress report, the student receives a WP or WF and the student's letter grade at that point is figured into the GPA. The grade will be factored in as ¼ credit rather than ½.

Credit

Course credit will be granted at the end of each semester for students with a grade of C- or above, except in those cases where credit is withheld because of attendance issues. A grade of NM (standard not met) at the end of the semester will mean a loss of ½ credit. If the student passes the other semester, only ½ of a credit would be earned. Students will be required to make up any failed semesters of sequential courses.

Early Graduation

Students are not typically allowed to graduate early. Students who wish to pursue this option need to file a request with their guidance counselor prior to the start of their junior year. These plans need to be approved by the guidance director and the principal.

Grading

Students are given final grades at the end of each semester. Parents and students will receive information on course standards within the first week of each semester.

A + 99% - 100% Distinguished - Exceeds content area standards
A 96% - 98% Distinguished - Exceeds content area standards
A - 93% - 95% Distinguished - Exceeds content area standards

B + 91% - 92% Advanced - Meets or exceeds content area standards
B 88% - 90% Advanced - Meets or exceeds content area standards
B - 85% - 87% Advanced - Meets or exceeds content area standards

C + 83% - 84% Meets - Meets content area standards
C 79% - 82% Meets - Meets content area standards
C - 75% - 78% Meets - Meets content area standards

NM 0% - 74% Does not meet - Does not meet content standards

I Incomplete - Additional time (two weeks) may be allowed due to extenuating circumstances

Work Habits

Students receive E (Excellent), S (Satisfactory), or P (Poor) based upon the following criteria:

1. Work completion
2. Organization/preparation
3. Showing respect for the property, ideas and feelings of others
4. Productivity
5. Ability to listen to others
6. Providing positive contributions to the class
7. Seeking feedback from others

Honors Option - (H) Available in some courses. Students may contact their teachers regarding this option.

AP classes are weighted. Please refer to our Noble High School Program of Studies for specific information.

Graduation Requirements

Required Credits

English	5
Mathematics:	5
<i>Including Algebra, Geometry & Advanced Algebra</i>	
Science:	4
<i>Including Freshman Science, Biology, Chemistry & Physics</i>	
Social Studies:	3
<i>Including American Experience I, II & III</i>	
Fine Arts	1
Health	1
Physical Education	1
Electives	4.5
<u>Total Credits</u>	24.5

Other Graduation Requirements:

Computer Proficiency	Pass
Graduation Portfolio*	Accept
Community Service	60 Hours

*Graduation Portfolio

All seniors must complete their Graduation Portfolio in order to graduate. The Graduation Portfolio consists of four elements: the Freshman Round Table, the Sophomore Gateway, the Junior Portfolio and the Senior Exhibition. For more detailed information on the requirements of this project, please see the Program of Studies or the Senior Project Document.

Graduation Honors

Academic honors are awarded at graduation based on a student's GPA at the conclusion of first semester senior year.

- o Summa Cum Laude 3.90 or higher
- o Magna Cum Laude 3.60 or higher
- o Cum Laude 3.00 or higher

Independent Study

In some extenuating circumstances, Noble High School students may be given the opportunity to do independent study work. An example of these circumstances may be if two singleton classes are scheduled to meet at the same time and the student wishes to take both. The student must meet with the teacher they select to supervise their independent study to complete an independent study contract. This contract is then turned in to the student's guidance counselor. The Guidance Director and the Principal must then approve the proposal. The following guidelines apply to independent study:

- o Advance Placement courses cannot be taken as an independent study.
- o All independent studies must be pre-approved by the guidance director and the principal.
- o An independent study may not be used to fulfill any NHS core requirements. Independent studies are considered electives.
- o An independent study may not be used in determining eligibility.
- o Independent studies will be graded pass/fail unless other arrangements are made with the teacher.

Making Up Courses

Students who do not earn credit in core courses are expected to make up the standards not mastered through credit recovery. Credit recovery is available after school and during the summer. Students who meet the standards will receive a grade of C - (75%). Students who fail to meet the standard will receive no credit for the course. Students who wish to take make up courses at other schools must receive prior approval from the principal.

Required Course Load

All students in grades nine through eleven must carry six courses each semester. Seniors must carry five courses each semester.

Transfer Credit

Graded courses for which credit is transferred from other approved secondary schools will count toward the graduation requirements that a student must pass to earn a NHS diploma. In order to receive transfer credit, a passing grade and credit must have been earned at the student's previous school. Transfer credit is granted to in-state home-school courses for students who are officially registered with Maine State Department of Education as a home-school student. All other transfer students are evaluated on an individual basis. Courses that are in question and students who have out of state transcripts are referred to the principal who will make the final decision regarding whether credit will be granted.

VI. STATEMENT OF NONDISCRIMINATION

1. It shall be the policy of the Board of Directors of SAD #60 that there shall be no discrimination in hiring; assignment of pupils or teachers; in disciplinary practices, or in any other area of the operation of the schools in regard to sex, age, handicapped condition, color, marital status, race, religion, sexual orientation or national origin.
2. The Affirmative Action officer under Title IX of the Educational Amendments of 1972 is Assistant Superintendent of Schools, Susan S. Austin, whose office is at the Central Office, No. Berwick, Maine and whose telephone number is 676-2234. Questions concerning Title IX may be addressed to her or to the Regional Office for Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491.
3. The Coordinator for program issues relating to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 is the Assistant Superintendent, Susan S. Austin, whose office is at the Central Office, No. Berwick, Maine, and whose telephone number is 676-2654. Questions regarding the Americans with Disabilities Act may be addressed to her or to the Regional Office for Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491.
4. The Coordinator for employment issues relating to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 is the Superintendent of Schools, Paul J. Andrade, whose office is at the Central Office, No. Berwick, Maine, and whose telephone number is 676-2234. Questions regarding the Americans with Disabilities Act may be addressed to him or to the Regional Office for Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491.

VII. STUDENT RECORDS

1. SAD #60 complies with the Family Rights and Privacy Act of 1974 (PL93-380). Parents and eligible (18 years old) students are advised of their rights as follows:
Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(A) The right to inspect and review the student's education records within 45 days of the day M.S.A.D #60 receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(B) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask M.S.A.D #60 to amend a record that they believe is inaccurate, misleading or in violation of a student's right to privacy. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If M.S.A.D #60 decides not to amend the record as requested by the parent or eligible student, M.S.A.D #60 will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(C) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One expectation which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

As required by Maine law, M.S.A.D #60, upon request, sends student educational records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained.)

(D) The right to file a complaint with the U.S. Department of Education concerning alleged failures by M.S.A.D #60 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office: U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

(E) M.S.A.D #60 may make public at its discretion personally identifiable information from the educational records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, and honors and awards received. Such information will not be disclosed if the parent of the student informs the school unit in writing within 10 days of the first student day of the school year or within 10 days after enrollment, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address: M.S.A.D #60 P.O. Box 819 North Berwick, ME 03906

(F) Federal law permits military recruiters and institutions of higher learning to request and receive the names, addresses and telephone numbers of high school students upon request, unless the student's parent or eligible student notifies the school unit that he/she does not want such information released. Such information will not be disclosed if the student's parent or eligible student notifies the school unit in writing, that such information should not be released without his/her written consent. Any such notice should be sent to: Noble High School, 388 Somersworth Road, North Berwick, ME 03906

(G) Under Maine law, M.S.A.D #60 shall not publish on the Internet without written parental consent any information whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, email address, home address, date of birth, social security number and parents' names.

M.S.A.D #60 maintains a more extensive policy and procedure concerning educational records. This policy and procedures can be obtained by contacting the Superintendent of Schools.

Any decision or action of the Board of Directors of M.S.A.D #60 or its agents may be grieved by appeal to (1) the Principals, (2) the Superintendent, (3) the Board of Directors. If the grievant is not satisfied with the answer received at the first level, he/she may pursue the matter to the next levels in order. If no Principal is involved, the appeal may be made directly to the Superintendent. Appeals may be presented orally or in writing and must include what is being grieved, who is grieving, and what remedy is desired. Answer will be given normally within a two-week period. Grievances relating to sex discrimination under Title IX may, if desired, be referred directly to: Office for Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491.

This notice is available in large print and on audiotape from the ADA/504 Compliance Coordinator.

VIII. ANNUAL NOTIFICATION OF ASBESTOS-CONTAINING BUILDING MATERIALS

M.S.A.D #60 has inspected all school buildings for the presence of suspected asbestos containing building materials in accordance with the Asbestos Hazard Emergency Response Act (AHERA) EPA 40 CFR 763. A written plan for the management of these materials has been maintained by Environment Safety & Hygiene Associates, Inc. of Westbrook, Maine.

The plan is available for inspection by the general public at the Central Office of M.S.A.D #60, 21 Main Street, North Berwick Maine. The plans may be inspected during normal office hours: an appointment should be made. Copies of the plans can be provided at a cost of 10 cents per page. The plan is a guidance document outlining operational procedures designed for the proper maintenance and safety of all people who work, study or otherwise present in the following facilities: Noble Middle School, Hurd School, Lebanon Elementary School, Hanson School and Central Office. The materials are bi-annually inspected for a change in condition during six-month periodic surveillance's conducted March and September. Any questions or concerns should be addressed to Mr. Paul Andrade, LEA Asbestos Coordinator at 207-676-2234.

IX. PEST CONTROL

Pest Control

Because pesticides pose risks, our schools use an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our schools focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include non-toxic pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and – as a last resort – pesticides. This holistic approach is often called Integrated Pest Management (IPM). Accordingly, we have contracted with Atlantic Exterminating, an IPM Certified Company – to implement and administer our IPM program.

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the schools will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents and guardians and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the schools. To receive notification, you must be placed on a notification registry. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little risk or no risk of exposure to children or staff.

Each school also keeps records of pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy, and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM Coordinator Kevin Moore at 207-676-2843.

For additional information call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM Website at www.thinkfirstspraylast.org/schoolipm.

X. DENIAL OF CONSENT TO RELEASE STUDENT INFORMATION

Federal law and regulations pertaining to family educational rights and privacy allow schools, without prior consent, to release at their discretion information from student educational records that has been designated by the school system as "directory information." M.S.A.D #60 has designated the following as "directory information": student's names, participation in extracurricular activities, date of attendance at local school units, and honors and awards received.

In addition, the "No Child Left Behind Act of 2001" contains provisions that require the school unit provide student name, addresses and telephone numbers to **military recruiters and institutions of higher learning** when requested to do so, unless the student's parent/guardian or student 18 years of age or older requests in writing that such information not be released.

If you DO NOT want the information released, please complete the appropriate section of this form and return it to: Principal's Office, Noble High School, 388 Somersworth Road, North Berwick, 03906

For Parents Of Students Under The Age Of 18:

I request that Noble High School:

- Not release the name, address or telephone number of my son/daughter _____ to any military recruiter or military recruiting organization without my prior written consent.
- Not release the name, address, or telephone number of my son/daughter _____ to any institution of higher learning without my prior written consent.
- Not release information of any kind, including "directory information" concerning my son/daughter _____ with out my prior written consent.

Parent/Guardian Signature

Date

For Students 18 Years Of Age Or Older:

I request that Noble High School:

- Not release my name, address, or telephone number to any military recruiter or military recruiting organization without my prior written consent.
- Not release my name, address, or telephone number to any institution of higher learning without my prior written consent.
- Not release information of any kind concerning me, including "directory information" without my prior written consent.

Student Signature

Date

XI. NOBLE HIGH SCHOOL ATHLETIC HANDBOOK

This handbook is designed to familiarize students and parents with the policies and expectations of the Noble Athletic Department. All required forms must be completed and signed by the student-athlete and a parent/guardian. These forms include the Noble High School Athlete's Pledge, Emergency Medical Card, and the Athletic Participation/Insurance Form. A physical examination must be administered either by the school health center or a personal physician. Physical exams must be up to date (within one (1) calendar year) to meet the Athletic Department's requirement. **Student-athletes will not be allowed to try out, practice, or participate until these forms are completed and returned to the coach.**

Athletic Offerings

Fall Sports

Cheering	Football
Cross Country (boys & girls)	Golf
Field Hockey	Soccer (boys & girls)

Winter Sports

Basketball (boys & girls)	Indoor Track (boys & girls)
Cheering	Ice Hockey
Wrestling	Gymnastics (club)

Spring Sports

Baseball	Softball
Lacrosse (girls & boys)	
Outdoor Track (boys & girls)	

Philosophy

Interscholastic athletics play an integral role in the complete high school educational experience. In administering the athletic program, efforts will be made to offer those activities that meet the needs and interests of the students, to provide the best possible facilities, and to provide qualified coaching personnel. The health and the welfare of the participants are the primary concerns of the athletic program.

The interscholastic athletic program at Noble High School is a key part of Noble's co-curriculum offerings. The program provides opportunities and emphasizes goals that are difficult to duplicate or achieve in other high school activities. The coaches of interscholastic sports have an opportunity to achieve many educational goals outside of the classroom with small groups of highly motivated students. For many students, athletics provides an opportunity for rich and enduring learning experiences.

M.S.A.D. #60 seeks to develop responsible decision makers, teach the essential skills necessary to meet the demands of a changing world and develop caring and contributing members of a multicultural world. This mission guides the work of the athletic department and our coaches. The academic success of all student-athletes is one of the department's top priorities.

In addition to academic success, the athletic department strives to develop: sportsmanship, leadership, work habits, a competitive spirit, a winning attitude and team and school loyalty. Our athletes are also expected to display ethical conduct and fair play by showing respect for fellow players, coaches, officials, opposing teams, and fans. Finally, student-athletes are expected to be model students in the classroom through their effort and their respect shown to school staff and adherence to school rules and expectations.

Athletic Program Goals:

- To provide students with the opportunity to engage in competitive activities and to come to understand that the word "compete" is derived from Latin words meaning "to strive together."
- To provide students with the opportunity to experience self-discipline, sacrifice, and dedication as means of achieving goals.
- To provide students with the opportunity to exemplify good sportsmanship as a means for learning good citizenship and respect for others.
- To provide students with the opportunity to experience working as a member of a team in order to achieve a goal.
- To provide students with the opportunity to experience both winning and losing. Students should come to understand that losing provides opportunities to learn and that winning is not as important as an end result, as it is a feedback indicator that you're probably doing a good job as individuals and as a team.
- To demonstrate to students that real, lasting satisfaction comes not so much from "winning" but from knowing that you did your best.

- To provide students with the opportunity to experience a feeling of self-worth and to develop self-confidence.
- To provide students with the opportunity for experience in problem solving and decision-making.
- To provide students the ability to socialize and engage in activities with other students whom they may not be able to work with in the classroom.
- To provide students with the opportunity to develop a desire to succeed and excel.
- To provide students with the opportunity to have a positive rallying point for the school in order to help them develop school loyalty and a sense of participation in a larger whole.
- To instill in students the importance of their academic pursuits by consistently placing academics as the number one priority of all Noble High School student-athletes.

Coaches Rules

Coaches may establish additional rules beyond those outlined in this handbook for their teams. Such rules will be explained to the athletes at the beginning of the season. Any suspensions or dismissals from a team will be discussed with the Athletic Director before they are imposed. Every student wishing to take advantage of the athletic program at Noble High School should make certain that he/she is well aware of the rules and obligations that they are assuming before deciding to become a team member. Parents should also be familiar with these rules and obligations. Each student must realize that participation in athletics at Noble High School is a privilege and not a right. The student athlete is allowed the privilege of representing his/her school as long as the athlete adheres to the expectations of the program and the team.

Video Taping

The athletic department and coaches videotape practices, games and try-outs as a teaching tool but not for public use.

Game Requirements

Student-athletes are expected to dress neatly when representing Noble at games. Hats may only be worn if they are part of the team uniform. Athletes must be in appropriate team apparel for games.

Athletes who receive technical fouls, yellow cards, excessive penalty minutes, or other penalties for unsportsmanlike behavior may be suspended from game participation and will meet with the Athletic Director to determine an appropriate course of disciplinary action.

Attendance

Regular school attendance is required of all student-athletes. In order to participate in a contest or practice, the student MUST attend his or her full academic schedule the day of the contest or practice unless it is an excused absence. An excused absence would include a family funeral, a medical appointment or a reason validated by the Principal or Athletic Director. If a student does not take the necessary steps ahead of time to get permission for an excused absence, the absence will be considered unexcused. Student-athletes are expected to be in school on time on school days after a contest. The first offense/violation of this rule will be handled by the coach. A second offense/violation of this rule will result in a one game suspension from the next game. A third offense/violation will result in removal from the team for the remainder of the season. Friday's attendance will be used to determine if a student-athlete is eligible to participate on Saturday.

Athletics During Vacations

Coaches will distribute practice and game schedules prior to the sports season. The Noble Athletic Department and coaches expect that athletes will be at all practices and contests during vacations. We ask the cooperation of parents in assisting the athlete in this commitment. Absence during vacations could affect an athlete's status (i.e. playing time, position) on a team as other players are continuing to work hard and improve.

Injuries

Each athlete should report all injuries to his/her coach. Any athlete who is injured and has received care by a physician at either the emergency room or MD office must have written orders of clearance to play prior to returning to the sport.

Memberships

Noble High School is a member of the:

- National Federation of High Schools
- Maine Principals' Association
- Southwestern Maine Activities Association
- NEASC (New England Association of Schools and Colleges)

Athletic Leadership Council

Student-athletes who are chosen as team captains are eligible to participate in the Leadership Council. Student-athletes who are elected captains will help develop Council agendas and attend meetings. The Leadership Council will attempt to meet monthly under the supervision of the Athletic Director.

Sports Season Participation

A team member may not compete on a non-Noble team while he/she is a member of a school-sponsored team (during that same sport season) without the permission of the coach and the Athletic Director. School sponsored athletic teams come first. A student may not participate in two school-sponsored sports during the same season. A student may only change sports during the season with the approval of both coaches and the athletic administrator. If such a change is to occur, it must happen within two weeks of that particular sports starting date.

Equipment/Uniform Policy

Athletes are responsible for missing equipment and/or uniforms. An athlete will not be allowed to participate in any extra-curricular activity until all equipment has been returned or financial restitution has been made.

Transportation Policy

Team members must ride to and from away contests in transportation provided by MSAD #60. Exceptions may be made for special circumstances. Parents must sign a Transportation Release Form that will be in the possession of their child's coach. This form must be signed prior to the coach releasing the child to the parent.

School Disciplinary Infractions

Participants suspended from school are not allowed to practice or participate in contests during the period of suspension.

Hazing

Hazing is to harass or humiliate (as in an initiation) and will not be tolerated. Any form of hazing performed by Noble athletes will be dealt with by the administration.

Team Selections

All teams will be selected by the coaching staff under the leadership of the head coach. The selection process and evaluation criteria will be made clear to the students prior to the evaluation period beginning.

Cautionary Statements

Each sport has its own inherent risks of injury. Coaches will provide their athletes with a list of Cautionary Statements that detail those potential risks prior to the start of the season. Although rare, death or catastrophic injury can result from participation in some sports, and care should be taken by all concerned to minimize such dangers through the use of appropriate equipment, proper training methods and common sense.

General Conduct

General conduct in and out of school shall be such as to bring no discredit to the participant, the team, the athletic program or our school. Vandalism, theft, fighting and the use of profanity are not acceptable behaviors. Consequences for these acts may involve restitution, suspension or dismissal from the team.

Awards – High School Athletics

- To be eligible for awards a student must have completed the season in good standing.
- A Certificate of Participation is presented to each athlete who has participated on an athletic team.
- A Varsity Letter is presented to athletes who have met the criteria pre-established by the coach for lettering in a particular varsity sport.
- Second-year Letter Winners receives a bar.
- Third-year Letter Winners receives a bar.
- Four-year letter winners in a particular sport will be awarded a Four Year Plaque.
- Scholar-Athlete Certificates will be presented to those student-athletes who qualify under conference standards.
- There are two awards that the Noble Athletic Department recognizes for varsity sports: the Noble Award and the Coach's Award. Any awards above and beyond these two are supported through our individual sports boosters.
- Student-athletes who earned 10 varsity letters or more during their time at Noble High School will earn a "Noble All-Star Student-Athlete Award".

Academic Eligibility

The following are the requirements for eligibility for interscholastic and other activities:

A. The first condition of eligibility shall be imposed by the Maine Principals' Association as follows:

Students:

- 1) Must meet the eligibility rules established by local school authorities;
- 2) Must not have reached twenty (20) years of age;
- 3) Must have attended an approved secondary school or its equivalent for eight (8) semesters (consecutive from the time of the student's first registration in high school) i.e. grade 9;

- 4) Must not have competed in activities under an assumed name, for money or similar consideration, or in activities not approved by national, state, or local authorities.
- 5) Must meet M.P.A. residence guidelines.

B. Local eligibility shall be determined as follows:

Students:

- 1) Must be passing five (5) classes in order to be considered academically eligible to participate in co-curricular activities. Eligibility at Noble High School is determined at the beginning of the sport season and will be checked one additional time during the season.
- 2) Must be in good standing in terms of general behavior in Noble High School.
- 3) Must be regularly enrolled at Noble High School or be approved by the Commissioner of Education as a home schooled student in the school district. To be considered regularly enrolled, a student must carry a minimum of five full-time courses (or the equivalent).

C. These regulations shall pertain to all activities sponsored by the school at first team, junior varsity or varsity levels.

D. Students who are ineligible will be on probation status for a period of two weeks. During this period, students may try out and practice but may not take part in scrimmages and/or games of any kind. At the end of two weeks, probationary students' grades will be checked by the Athletic Director. If the student is passing five classes, he/she may compete. Grades will be checked every two (2) weeks for the remainder of the sports season. If the student is not passing a minimum of five classes at any subsequent check, they will be ineligible for the remainder of the sports season and will be removed from their team.

E. All student-athletes on probationary status will be required to attend a mandatory athletic study hall. The Athletic Director will provide times and dates for the athletic study halls.

F. Summer School - Fall athletes will be able to make up two (2) one half credit courses in summer school. These credits will count toward the five classes needed to be eligible for extra-curricular activities in the fall. An athlete must be passing three classes at the end of the school year in order to be eligible for the summer school process. Fall athletes who fail to make up the allowable number of credits in the summer (to total five passing classes) will start the school year on probation and will be monitored every two weeks.

Extra-Curricular Code Of Conduct - Drug and Alcohol Use by Students

Administrative Procedure

The following behaviors by Noble students grades 7-12 who are participating in extra-curricular activities are prohibited:

- A. The consumption, possession or illegal transportation of alcoholic beverages;
- B. The use or possession of tobacco products;
- C. The use or possession of unlawful drugs;
- D. The use or possession of any substance presented as a mood-altering substance, whether legal or illegal. School nurse, coach or advisor will be responsible for prescription medications;
- E. Knowingly being present where underage drinking or illegal drug usage is taking place. Knowingly being present means that when a student remains in a location where others are illegally using alcohol or drugs and makes no reasonable effort to remove himself or herself from that location.

A student who finds himself or herself in a location where alcohol or drugs are being used illegally, is expected to leave that location as soon as possible.
- F. Participation in any acts that are not consistent with standards of acceptable behavior stated in the System-Wide Code of Conduct.
- G. Suspensions will carry over from season to season and year to year.
 - o Should the suspension carry over from one season to the next, students will be allowed to try out for the activity. Suspension would then continue once the student has been selected to participate in the activity.
 - o The number of days between the end of school and beginning of the next preseason activity in the next school year shall not be counted as part of the suspension.
- H. All violations one year (365 days) from the date of the first infraction are cumulative and will be monitored by the Athletic Director.
- I. Sport season is defined according to the Maine Principals' Association guidelines or until the activity's end of season banquet or awards ceremony or the beginning of the next sports season, whichever comes first.
- J. Failure to comply with the full policy may result in the student's removal from the team or activity.

First Infraction

The first infraction of any of the above, as determined by the school administration and after due process, shall result in:

- A. A three (3) week suspension (21 days) from participation in all extra-curricular activities concurrent with any suspension provided in the System-Wide Code of Conduct.
 - o The suspension will begin on the date of the incident or the date that the incident was discovered, whichever is later.
 - o Suspension will include a minimum of one game, contest or performance.
- B. After two (2) weeks (14 days), students may be able to practice. Students may not, however, participate in games, competitions or performances. Prior to this students may have zero contact with their team.
- C. *Students must comply with conditions set forth from the school's administration and attend a minimum of three (3) counseling sessions through a designated school Counselor before he/she will be allowed to participate in any extra-curricular activity. The student and his/her parent/guardian must attend one of the three (3) sessions.*
- D. Students will be ineligible to receive individual honors or awards from the school activity, but will be allowed to receive a letter or certificate if he/she fulfills criteria established by the coach/advisor.
- E. Students shall forfeit leadership positions for that particular season.

Second Infraction

A second infraction of the above, as determined by the school administration, and after due process, will result in:

- A. Permanent suspension from all athletic teams for the remainder of that season and/or from all extra-curricular activities for the remainder of the school year, concurrent with any suspension provided for in the System-Wide Code of Conduct.
- B. Interscholastic ineligibility for the next two competitive seasons as defined by the Maine Principals' Association.
- C. *Student must comply with conditions set forth from the school's administration and attend a minimum of three (3) counseling sessions through a designated school Counselor before he/she will be allowed to participate in any extra-curricular activity. The student and his/her parent/guardian must attend one of the three (3) sessions.*
- D. Student will be ineligible for awards.

Referral Procedures

The referral process exists for students to seek help safely for themselves (self-referral) or for other students (concerned-person referral) whom they suspect or know are involved with tobacco, alcohol, illegal drugs or the misuse of legal substances. On the first report of either type of referral (self or concerned-person) the student receives help and will be subject to a 50% suspension policy. (1st Referral = 10 days) The Athletic Director will follow up concerned-person referrals with a thorough investigation.

Additional Substance Abuse Prevention Policies

At his/her own discretion, a coach or advisor may check or inspect backpacks, gym bags, and duffel bags. The coach/advisor may exclude from the trip any student who refuses to comply. SMOKING AND OTHER USES OF TOBACCO PRODUCTS are prohibited on school property including transportation to, from and during activities.

This policy applies to participation in extra-curricular activities only. The use, possession, sale, transportation and/or distribution of alcoholic beverages and/or any scheduled drugs or tobacco may also bring additional disciplinary action as defined in the MSAD #60 Substance Abuse Policy.

The term "prohibited substance" shall include, but not be limited to:

1. Alcohol
2. Scheduled drugs
3. Controlled substances (as defined in the federal Controlled Substances Act, 21 USC 812)
4. Any substance which can affect or change a student's mental, physical, or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation) or steroids
5. Paraphernalia – implements used for distribution or consumption of a prohibited substance
6. Any look-alike drug or substance that is described as or is reported to be a prohibited substance defined in this section.

In closing, the Noble High School Athletic Department recognizes that the use of mood altering chemicals is a significant health problem for many adolescents resulting in negative effects on behavior, learning, and the total development of each individual. Adolescent use and abuse of alcohol and other drugs also affects the development of athletic skills.

More importantly, drug and alcohol use presents a real health risk to teenagers and it is our hope that participation in co-curricular activities can help deter students from engaging in this harmful behavior.

Right Of Appeal – Due Process

All athletes with formal suspensions have the right of due process as follows:

1. The violator and parent will be advised of the complaint.
2. The suspension/punishment will be set forth in writing.
3. Suspensions may be appealed by writing a letter to the Athletic Director with a copy to the Principal within four (4) days of the suspension being administered. This letter should request a hearing with the Administrative Council. The Administrative Council will consist of the building Principal, Assistant Principal, a Dean and up to two faculty members. Within five (5) school days after the letter is received, the Athletic Director will notify the parents and the participant of the time and place of the appeal hearing. The Council will hear both sides of the case and will take the action they consider to be in the best interests of the student and the school. During the appeal procedure, the suspension shall remain in effect unless waived by the school Principal.

Parent/Coach Communications

Effective communication requires commitment from students, parents, coaches and the athletic administrator.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR COACH:

- o Times and locations of practices and contests
- o The coach's philosophy
- o The coach's expectations (requirements to be part of the team, special equipment and off season conditioning)
- o Notification if your child is injured during participation
- o Notification of removal from the team

WHAT ARE APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:

- o The treatment of your child
- o Skill improvement and development
- o Concerns about your child's behavior

WHAT THINGS ARE NOT APPROPRIATE TO DISCUSS WITH COACHES:

- o Playing time
- o Team strategy
- o Play calling
- o Other student/athletes

COMMUNICATION COACHES EXPECT FROM PARENTS:

- o Express any concerns to the coach first
- o Notify coach of any schedule conflicts well in advance

PROCEDURE TO FOLLOW IF YOU HAVE A CONCERN:

- o Make an appointment with the coach
- o If the coach cannot be reached, call the athletic administrator to establish a meeting time
- o **Please, do not attempt to confront a coach before, during or following a contest or practice.** These can be emotional times for both the parent and the coach and this period does not promote objective analysis of the situation.

Any spectator exhibiting disruptive behavior at a Noble High School activity will not be allowed to attend any other events during that school year.

XII. N.H.S. Athlete's Pledge

Purpose: Participation in athletics is a privilege, not a right. The student-athlete must earn this privilege through dedication, desire and discipline. The student-athlete must discipline him/herself to be a good citizen and student in order to achieve athletic excellence. The administration, faculty and coaching staff at Noble High School believe that a tradition of excellence is established and maintained upon the following principles.

As an athlete in my school, I promise:

1. To be a worthy representative of my teammates and coaches, to abide by school and community expectations and to reflect my team's values of commitment and hard work.
2. To maintain my health and fitness levels by following the training rules prescribed by the Noble High School athletic handbook.
3. To reflect the knowledge that a commitment to victory is nothing without the commitment to hard work in practice.
4. To attend every practice unless excused by my coach.
5. To understand that my future as a responsible adult relates more to my academic than to my athletic activities. My first priority at Noble will always be my schoolwork.
6. To find the time to satisfy my family relationships and responsibilities.
7. To accept the responsibilities of team membership through cooperation, support of my teammates, sharing of responsibilities, engaging in positive interactions with others and demonstrating mutual respect.
8. To conduct myself with class at all times by expressing my feelings and ideas intelligently and appropriately both on and off the field of play.
9. I have read and understand the policies and expectations outlined in the N.H.S. Athletic Handbook.

I have read the above statements and promise to live up to them:

Student Signature: _____

Date: _____