

Trustees of Leavitt Institute

"Promoting the cause of education over and above that normally provided by MSAD #52" through funding of LAHS enrichment proposals, maintenance of the James Madison Leavitt Memorial lounge, and scholarship programs and awards.



In the year 1628, a young English man, John Leavitt, came across the Atlantic Ocean to settle in New England. Two centuries and six generations later, James Madison Leavitt, was born in Turner, Maine on September 2, 1826.

James lived with his parents, his brother Lewis, and his sisters Mercy and Rebecca in the old Berry place at Howe's corner. He first attended the district school, later going to Fund School and then to Norway and Monmouth Academies. In order to pay for school and to earn a small savings, he taught school in Turner in the winters.

Dissatisfied with his present way of life, young James longed to strike out on his own and make his own life. On the day before his 21st birthday, he and the hired man were plowing a field when they were called to dinner. James finished the furrow and declared, "Go it, old plow." The next day he was leaving to seek his fortune.

The young Mr. Leavitt stopped first in Boston, then went on to New York, and thence Georgia. He taught school in Georgia for about three years, but did not prosper too well financially, so he set up trade in a grocery store in a small town. At about this time, he met Miss Clarinda Bates, a teacher from Turner, Maine, and in 1851 they were married. The young couple was successful in business and they relocated to Brooklyn, New York, where Mr. Leavitt eventually made his fortune as a manufacturer of parasols and umbrellas. He died in Brooklyn at the age of 77 in 1903.

Mr. and Mrs. Leavitt had no children to whom they could leave their fortune. As they had a great love for their native town, they gave it one of the best schools that could be built and endowed it very generously.

April 13, 1901, marks the incorporation of "The Trustees of the Leavitt Institute: to establish and maintain Leavitt Institute as a high-grade

secondary school where pupils may be fitted for college and also maintain a normal department where pupils may be fitted to become teachers," signed, J. Madison Leavitt.

The next several years after 1901 saw land purchases and a dormitory built with the monies provided by JML. An investment committee was set up in 1905 to handle the monies from the estate. Monies received in 1907 from Mrs. Mercy Leavitt Berry made possible a dormitory known as Berry Hall, and monies received in 1910 from H.W. and Rebecca (Leavitt) Copeland established a library fund. In more recent years, Walter Matthews donated land and the Dana Fish family donated a wood lot to the Trustees. The Trustees managed the physical assets of the Institute and transportation for students. Through the early years, first Dr. Oliver Sprague and then Donald C. Prince served as treasurers. Clerks were R.G. Ricker, followed by E.L. Haskell, and then Rufus C. Prince.

In 1963, the Trustees made a substantial donation toward a new building, and in 1966 the formation of MSAD #52 (Leeds, Greene, Turner) had taken place and the district acquired the property of Leavitt Institute and took over operation of the school. During the changes of the sixties and seventies, Albion Ricker, president; Arch Leavitt, treasurer; and Pauline Talbot, clerk, guided the Trustees.

In 1980, Leavitt Institute was named as the beneficiary of a bequest from the estate of Robert R. Reed in memory of Charles A., Cora and Luther Bonney to be known as the Bonney Fund. This fund along with other recent generous gifts from the estates of Oakes Kilgore, Rita Young in memory of Fred E. and Christia D. Young, and Rosalia Ott to establish the Edgecomb-Knight Scholarship have created a fund administered by the Trustees. This fund allows for the annual awarding of approximately \$65,000 in scholarships.

Applications for the Bonney, Oakes-Kilgore, Young, and Edgecomb-Knight scholarships are available in the Student Services office.

The record of the Trustees of Leavitt Institute serves as a wonderful history of involved and caring citizens, deeply supportive of education.

Introduction

The policies and procedures outlined in this handbook are intended to help you maximize your learning experiences and maintain a positive learning environment for all students and staff at Leavitt Area High School. The school administration, along with the faculty and staff, has high expectations for your involvement in the school community. These expectations require a high level of commitment and cooperation on your part. I trust that you are willing to accept the responsibilities and obligations of good citizenship that will enable you to enjoy a successful school year.

Respectfully,
Eben Shaw, Principal

Superintendent of Schools	N. Kimberly Brandt
Principal	Mr. Eben Shaw
Assistant Principal	Mr. Derek Galway
Assistant Principal	Mr. Ryan LaRoche
Athletic Director	Mr. Ryan LaRoche
Guidance Director	Mrs. Heidi Poulin

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These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operation or general welfare of the school.

This handbook is official notification of your responsibilities as a student and school citizen at Leavitt Area High School. We expect LAHS students to be respectful, honest, courageous, compassionate, and responsible, and students will work with the LAHS staff and administration to create a school community that upholds the rules and regulations of MSAD #52.

These rules may be modified by the administration, as circumstances require. General discipline consequences may be cited, however, administrators

retain flexibility to impose discipline based on circumstances on a case-by-case basis.

Leavitt Area High School is an equal opportunity/affirmative action institution. The institution prohibits discrimination on the basis of race, color, national or ethnic origin, religion, gender, marital status, age, sexual orientation, or disability in the recruitment and admission of its students and instructional and non-instructional staff in the administration of its educational programs.

NOTE: Please refer to the district's **Parent and Student Handbook** and the district's website at www.rsu52.us for all RSU #52/MSAD #52 district policies (in full). The **Parent and Student Handbook** is distributed one per household unless otherwise requested.

Mission Statement

Leavitt Area High School will provide meaningful and varied opportunities for individual students to get where they need to be in order to achieve their educational and personal goals.

Action Steps

To help our students prepare for their future we will:

- Build positive relationships with students, parents, and the community.
- Establish, model, and monitor a safe and supportive learning environment built on mutual respect, responsibility, accountability, and collaboration.
- Provide an environment that challenges students through a rigorous curriculum and differentiated instruction.
- Improve students' reading comprehension skills and ability to clearly articulate ideas through written and verbal communication.
- Expect students to apply standard problem solving strategies to a variety of situations.

- Utilize and increase proficiency in technology to enhance learning and teaching.
- Encourage creative and artistic expression across the curriculum.

Student Code of Conduct (MSAD #52 Policy: JIC)

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents and the community. This Code defines expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- Respect
- Honesty
- Courage
- Compassion
- Responsibility

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- on school property
- while in attendance at school or at any school-sponsored activity, or
- at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the schools.

The following general expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should demonstrate:

Respect -

- Treat others as you wish to be treated.
- Accept people for who they are.
- Be considerate of yourself, others and property.

Honesty -

- Be truthful in words and actions with yourself and others.
- Seek the truth
- Admit when you don't agree and ask for help when you don't understand.

Courage -

- Follow all school rules and District policies, even when it is not popular
- Ask for help when making difficult decisions
- Take appropriate risks.

Compassion -

- Treat all people with kindness
- Help those in need
- Care about others

Responsibility -

- Follow through with commitments
- Own your behaviors, attitudes and words
- Accept consequences for your actions

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

Accident/Athletic Insurance

Accident/Athletic insurance may be purchased each fall by parents to cover students. There are two plans available:

- a) School time accident protection covers the student during the school day and/or extra-curricular activities.
- b) Full time accident protection covers the student 24 hours a day for the full year including summer vacation.

These policies will be supplemental to any existing family insurance. Materials regarding accident/athletic insurance will be distributed to students to bring home during the first week of school.

Advisory-Hornet Prime Time (HPT)

Our advisory program is an integral part of our school culture at Leavitt. Students meet with their

advisor to do career prep work, prepare for Student-Led Conferences and participate in many other school-wide activities. It is our expectation that students arrive to their HPT rooms on time and actively participate in all activities during HPT.

Alcohol, Tobacco and Other Drugs (MSAD #52 Policy: JICH)

The intent of this policy is to discourage the use of alcoholic beverages, tobacco and other drugs for all students and to foster healthy life habits by all students. MSAD 52 recognizes that chemical dependency is an illness often preceded by misuse and abuse. Because MSAD 52 wishes to intervene early in the disease process, contact with students showing signs of misuse or abuse will be made to both educate and aid them should they need help.

Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to an appropriate administrator immediately.

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances before, during and after school hours, at school, in any school building, on any school premises, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of the school unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools. Prohibited substances include:

1. Alcohol;
2. Scheduled drugs (as defined in 17-A MRSA § 1101);
3. Controlled substances (as defined in the federal Controlled Substances Act, 21 USC § 812);
4. Tobacco products of any kind, including but not limited to cigarettes, e-cigarettes, vaporizers, chewing tobacco, vaporizer liquids, and snuff;
5. Prescription drugs not prescribed for the student and/or not in compliance with the Board's policy on

administering medications to students (see Board policy JLCD);

6. Any substance which can affect or change a student's mental, physical or behavior pattern, including but not limited to volatile material such as glue, paint, bath salts, or aerosols (when possessed for the purpose of inhalation) or steroids;
7. Paraphernalia - implement used for distribution or consumption of a prohibited substance; or
8. Any look-alike drug, substance, or device that is described as or is purported to be a prohibited substance defined in this section.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. The appropriate law enforcement authority shall also be notified of violations of this policy. Students who participate in extra-curricular activities are subject to additional rules and sanctions (see Board JICI).

Disciplinary Action - Alcohol and Drug Violations

The following progressive intervention and disciplinary procedures are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the Board's drug, alcohol and tobacco policy. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and any action plan developed with an MSAD #52 Guidance Counselor/Clinical Coordinator/ and/or Social Worker and the student's prior disciplinary record.

A. Consuming, possessing, receiving or being under the influence of a prohibited substance.

FIRST OFFENSE - The administrator will:

1. Confiscate the prohibited substance and investigate/verify offense;
2. Meet with the student;
3. Notify and meet with parents/guardians;

4. Notify the Superintendent and law enforcement; and
5. Suspend the student from school for ten days.

The student must participate in a non-clinical chemical health assessment and program with an MSAD #52 Guidance Counselor/Clinical Coordinator/ and/or Social Worker.

SECOND OFFENSES - The administrator will:

1. Confiscate the prohibited substance and investigate/verify offense;
2. Meet with the student, parents/guardians and an MSAD #52 Guidance Counselor/Clinical Coordinator/ and/or Social Worker to develop a follow-up plan;
3. Notify the Superintendent and law enforcement;
4. Suspend the student from school for 10 days and refer to the superintendent for expulsion

If the student fails to comply with the follow-up plan developed with an MSAD #52 Guidance Counselor/Clinical Coordinator/ and/or Social Worker, this may result in further disciplinary action.

B. Furnishing, selling, buying or manufacturing prohibited substance.

FIRST OFFENSE - The administrator will:

1. Confiscate the prohibited substance and investigate/verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and law enforcement;
4. Suspend the student for ten days and refer for disciplinary hearing.

SECOND OFFENSE - The administrator will:

1. Confiscate the prohibited substance and investigate/verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and law enforcement;
4. Suspend the student for ten days and recommend expulsion.

All Tobacco Violations

FIRST OFFENSE - The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student;
3. Notify parents/guardians;
4. Notify the Superintendent and law enforcement;
5. Suspend the student for a minimum of five days.

The student must meet with an MSAD #52 Guidance Counselor/Clinical Coordinator/ and/or Social Worker.

SECOND AND SUBSEQUENT OFFENSES

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and law enforcement;
4. Suspend the student for ten days.

The student must meet with an MSAD #52 Guidance Counselor/Clinical Coordinator/ and/or Social Worker to develop a follow-up plan. If the student fails to comply with the plan, this may result in further disciplinary action.

Referrals of those involved in Extracurricular Activities

Students participating in any extracurricular activity sponsored by M.S.A.D. #52 are prohibited from using, possessing, furnishing, or selling tobacco, alcohol, or drugs. This policy is in effect both on and off school grounds. In addition, students who are participating in extracurricular activities are not to be present where the substances are being illegally used.

Initial violations (with the exception of self-referrals as outlined in district policy) of the policy will result in a suspension from participating in seasonal games/contests, scrimmages, or exhibitions. The athlete will practice and attend contests during the suspension. Also, the athlete's

parents will be notified, and there will be a referral to a Substance Abuse Counselor. Students will not be allowed to play in games/contests until they have completed the program with a Substance Counselor.

If a second violation occurs within the same school year while the athlete is under contract, the student will be suspended for a calendar year from extracurricular activities.

Any violation of the policy standards on selling, furnishing, or possession with intent to sell alcohol, tobacco, or other drugs will result in immediate suspension from the current season and for a total of a calendar year.

Alma Mater

*Here's to Green and White, teams, always on high.
Three cheers for Leavitt, she's not going to lose to
any old school.*

*So you must do your best, Hornets, and always try.
Three cheers for Leavitt, for she's all right.*

(Shout): Who's all right?

(Shouted answer): L E A V I T T

*Three cheers for Leavitt, Leavitt to win.
Fight to the finish, never give in.
Cheer, fans, cheer as the backs go by.
Ring out the victory from the sky.
We never falter, we never fail,
Leavitt forever, your song we hail.
As our loyal teams go marching onward to victory.*

Assault/Fighting (MSAD #52 Policy: JICIA)

Assault consists of words or actions that convince a person that they are in danger of immediate physical harm or injury. Administration will determine disciplinary action based on the severity of the incident up to and including suspension, referral to the superintendent, and referral for expulsion.

First Offense -

Minimum - 5 day suspension

Maximum - 10 day out of school

suspension depending upon the severity
of the offense

Second Offense - 10 day out of school suspension and referral to the School Board for possible expulsion.

- A student suspended for assault must have their parent(s) meet with the principal or his designee before returning to school.
- The appropriate law enforcement agency may be called.
- Students' prior disciplinary records may be taken into account when deciding disciplinary action.
- NOTE: Students who encourage fighting or assault by distracting teachers, blocking teachers from intervening or otherwise instigating the fight will be subject to disciplinary action including suspension from school and referral to the superintendent.

Assemblies

Assemblies are held in the gym or auditorium. The programs are informative and interesting, covering a variety of topics. Leavitt has had an excellent reputation over the years with speakers for having polite and attentive audiences. Students should be attentive and respectful, and students should treat speakers as they would like to be treated.

Athletic Equipment

Student-athletes are responsible for turning in or paying for school issued equipment or uniforms at the end of each season. Uniforms or equipment will not be issued for a new sport season to student-athletes who do not meet this responsibility. Senior student-athletes must fulfill this responsibility in order to receive a cap and gown and to participate in graduation exercises.

Attendance and Course Credit Policy

Because of the importance placed on participation in classroom activities, it is necessary to establish a specific attendance policy, which requires minimum attendance standards in order for a student to receive credit in a particular course.

Under State Law, it is the school's responsibility to record excused absences as well as unexcused absences. Under State guidelines, the following are excusable absences:

1. Personal illness
2. Appointments with health professionals that cannot be made outside of the regular school day.
3. Observance of recognized religious holidays when the observance is required during the regular school day.
4. Emergency family situations.
5. Planned absences for personal or educational purposes, which have been approved in advance.

The reasons above will be considered excused absences and all others will be considered unexcused.

In order for planned absences to be excused, it is necessary that the absences be approved in advance. There is a form available in the main office for this purpose.

Absences due to disciplinary suspension shall be considered excused absences.

In addition to being in regular attendance, a student is expected to arrive at school on time and also to be in his/her class when they begin.

Admission to class after absence:

Prior to being admitted to class after being absent, the student must bring either a written statement from the parent indicating the reason for such absence or have the parent phone the office. This procedure must be followed before being granted admission to classes. Students who fail to comply with policy will be given unexcused absences. In order to be excused, the call or note must be received in the office on or before the day the student returns to school. Tardies, dismissals or absences due to appointments with health professionals must be verified in writing from those offices.

Make Up:

If the absence is excused, course make-up will be allowed on a day-for-day basis. It is the student's responsibility to take care of any make-up work.

Cutting Classes:

The school policy is that no class cuts are permitted. A student reported cutting class will serve office or Friday detention. Excessive class cuts may lead to further disciplinary action. Any cut will be considered an unexcused absence and no make up will be allowed.

Automobiles/Other Vehicles

Students may bring automobiles to school. All vehicles driven by students must be registered in the main office. Students who drive to school are responsible for maintaining a safe and orderly parking lot, and students should use the following guidelines.

1. Cars should be parked in an orderly manner in the student parking lots in designated parking spots.
2. Drivers are expected to adhere to the 10-mph speed limit while on campus.
3. Students should enter and exit by Lower Street.
4. Students are expected to drive safely versus "peeling out", driving dangerously, or speeding.
5. Students who operate dangerously on Lower Street in front of the school will be referred to the police.
6. Automobiles shall remain on campus from the time their drivers arrive until school is dismissed.
7. Students are not permitted to be in the student parking lot at any time during the school day.
8. Once a student has arrived on campus in a vehicle he/she should leave the car immediately and go directly in to school.
9. Students who violate parking/driving regulations will be warned and then will lose their parking privileges. Law enforcement may be notified.

There is no supervision of vehicles in the parking lot. Students should not leave valuable items in their cars. The school is not responsible for break-ins and thefts from cars parked on school grounds.

Vehicles parked on school grounds are subject to a visual inspection at any time. Should there be a

reason to suspect contraband; school officials may conduct a search.

Snowmobiles, ATV's and other recreational vehicles are not allowed on school grounds at any time.

Bell Schedule

Computer Pick-Up	7:35 - 7:38	
	(4 minutes passing time)	
Periods 1G/1W	7:42 - 9:02	80 minutes
	(4 minutes passing time)	
Periods 2G/2W	9:06 - 10:26	80 minutes
	(4 minutes passing time)	
HPT	10:30 - 10:50	20 minutes
	(4 minutes passing time)	
Periods 3G/3W		
A Lunch	10:54 - 11:16	
Class	11:19 - 12:39	80 minutes
Class	10:54 - 11:34	40 minutes
B Lunch	11:36 - 11:58	
Class	12:01 - 12:39	40 minutes
Class	10:54 - 12:14	80 minutes
C Lunch	12:16 - 12:39	
	(4 minutes passing time)	
Periods 4G/4W	12:43 - 2:03	80 minutes
Computer Drop-Off	2:03 - 2:07	

Buses

To ensure safe riding environment students will adhere to the following guidelines:

1. Students are expected to be quiet, orderly, and respect other students and the bus driver. Students who do not behave in an appropriate manner will be disciplined according to the guidelines in the district handbook.
2. Students are to ride on their assigned bus only. Students may request to ride another bus by giving a note from their parents to the office for approval.

3. Students are expected to remain on school grounds and immediately enter the school building after they exit the bus.
4. Students who ride the late bus must have a late bus pass.

Refer to the district handbook for detailed bus regulations.

Cheating/Plagiarism

All incidents of cheating, including plagiarism, will be reported to the principal or assistant principal.

Consequences for cheating/plagiarism:

- A. First offense: 0 for grade and parents will be notified.
- B. Second offense: Same as above and a grade no higher than a 69 for that quarter. For the classes of 2018 and subsequent classes, students will receive a grade no higher than 1.9.
- C. Third offense: Failure for the year and notification to parents.

Computers - Student Computer & Internet Use (MSAD #52 Policy: IJNDB)

MSAD #52 computers, networks, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with MSAD #52 policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

MSAD #52 computers remain under the control, custody and supervision of the district at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

MSAD #52 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. MSAD #52 takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that MSAD #52 cannot reasonably prevent all instances of inappropriate computer uses by students in violation of Board policies and rules, including access to objectionable materials and communications with persons outside the school. MSAD #52 is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of MSAD#52 computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Educational Technology Coordinator and others as he/she deems appropriate.

Inappropriate use of the Internet or computer equipment will be referred to administration for further disciplinary action. Computers are to be used for educational purposes only. Students should not be accessing sites such as SnapChat, Facebook, etc. If a student intentionally circumvents firewalls, the student will lose computer access for thirty school days. Further infractions will lead to loss of computer access for the remainder of the school year.

Confrontational Behavior

Students are expected to avoid confrontation and any activity that has the potential to cause a verbal or physical conflict. Students should seek out assistance from a teacher, guidance counselor or

administrator to resolve conflict in a peaceful manner. Confrontational behavior may result in disciplinary consequences up to and including suspension.

Dance and Event Policy:

Sponsoring a Dance/Event:

- a. Students are to do all tasks necessary for planning, preparing, and cleaning before and immediately after the event.
- b. All exit areas are to remain free in case of emergency. This also means that there will be no loitering in the lobby area or on school grounds, including parking lots and driveways.
- c. There will be at least four chaperones from the faculty at each event.
- d. In the case of a dance, building use must be requested at least two weeks prior to the date of the dance and a complete list of chaperones must be submitted not less than one week before the dance.

Attendance

- e. In order to attend a dance/event students must have been in school the day of or the Friday before, in the case of a Saturday event, unless excused by administration. Also, students must be a full time student in good standing. This means a student must be attending six or more classes, have an acceptable disciplinary record, and maintain consistent attendance for all classes.

Non-Leavitt Students:

- f. Basically, school functions are open only to full time Leavitt Area High School students. However, a guest accompanied by a LAHS student may attend. The guest must be 20 years of age or younger, and the guest must be a citizen in good standing. The guest may not be a middle school student.
- g. Students inviting guests must sign the guest up in the main office, obtain a guest contract, and they must have the contract approved by administration.

General Conduct at Dances/Events:

- h. Any person who becomes a behavior problem may be asked to leave at the discretion of the chaperones.
- i. Any student or guest who leaves the dance will not be permitted to re-enter the function.

- j. Students must leave the school grounds promptly after leaving the function.
- k. All school policies are in effect at any dance/event including the tobacco, drug, and alcohol policy.
- l. The administration or its representatives reserve the right to deny permission for anyone to attend any dance or event.

Detention (Teacher)

Students assigned a detention by a teacher will serve it with that teacher on the date specified by the teacher. Students will be given notice 24 hours prior to being required to serve a detention. Students will not be excused from detention to participate in extra-curricular activities. Failure to report for teacher detention without prior approval of the teacher will result in office detention.

Detention (Office)

- a. Office detentions will be Tuesdays and Thursdays from 2:15-3:45 p.m.
- b. Students assigned to office detention must report with sufficient work to occupy them for the duration of the period.
- c. Detention will be a place of quiet and study.
- d. Students who do not report to assigned office detention will be assigned Friday detention.
- e. Office detention will have priority over all extra-curricular activities, teacher detentions, outside commitments, i.e. jobs.
- f. Students will be admitted late to office detention only with permission from the principal or assistant principal.
- g. No student will be dismissed early from office detention.
- h. Any student asked to leave detention due to behavioral or disciplinary reasons will be assigned in-school or out of school suspension.
- i. Students will be allowed to postpone office detention only with approval of the principal or assistant principal.

Detention (Friday)

Friday detention is held from 2:15 to 5:15 pm on Fridays. The purpose of Friday detention is to provide consequences in situations where more serious disciplinary action is required, in situations when the student is a habitual offender, or as an alternative to suspension.

The rules for Friday detention are the same as those for office detention. Students who fail to report to Friday detention will be suspended.

Discipline Progression

All students are expected to display appropriate and acceptable behavior while in attendance at school or at a school related event. Respect of self, fellow students, school staff, school visitors, and school property is of utmost importance. Leavitt Area High School has developed a progressive discipline policy that is intended to address behavioral problems. Every attempt will be made to modify behavior through interventions and consequences. However, there are times when these attempts are unsuccessful. For that reason, the progressive discipline policy was developed.

At Leavitt, discipline is administered according to a system called a "ladder." The ladder has several steps that range from office detention at the first step proceeding to expulsion as the last step. Students may earn their way down the ladder by sustained periods of good behavior.

Dismissals

Once a student has arrived on school property on a regular school day, he/she may not leave the campus for any reason without permission of the parents and the principal or assistant principal.

Dress Code (MSAD #52 Policy: JICA)

Recognizing that high school is a preparation for the future, student dress will be appropriate and consistent with an orderly process of education. Clothing which promotes the use of alcohol, tobacco, or other drugs through slogans or images is not allowed. Clothing that would identify a student as a member of a gang is not allowed. Clothing with obscene slogans, sexually explicit symbols or sayings or questionable printing on them will not be allowed.

Mesh or see-through clothing or bare midriffs is not allowed. Sunglasses may not be worn in classrooms. Shoes must be worn at all times, but cleats are not to be worn in the school building. Hats may be worn in school, but must be taken off in the classroom at the discretion of the teacher.

Halter tops, strapless tops, tops with only one shoulder strap, tops with shoulder straps under one inch wide, or tops that expose undergarments are not allowed. Shorts and skirts should reach at least the fingertips. All undergarments should be covered.

Students who wear inappropriate or prohibited clothing can expect to be addressed by a staff member and asked to change. Students who refuse to change or are repeat offenders will be sent home for the day. This decision will be made at the discretion of the administration.

Eligibility Policy (MSAD #52 Policy: JJJ)

A student must be actively enrolled for credit in courses equaling a minimum of six credits, unless the principal for medical or educational reasons has approved an alternative schedule. Eligibility for participation will be based on quarter grades.

In order to be able to participate in extra-curricular activities (Athletic and Non-Athletic), **a student cannot fail more than one class per quarter. If he or she is failing more than one class, he or she will not be eligible for the next quarter.**

For the class of 2018 and subsequent classes, the eligible policy is based on the standards scale and can be found on the district website or accessed at the office. Summer school and correspondence school courses will not be accepted for the purpose of eligibility.

Extra-Curricular Activities

Leavitt offers a diverse number of extra-curricular activities for students. Leavitt places emphasis on a strong academic program over the obligations of the extra-curricular activity.

Students who participate in any extra-curricular activity sponsored by the school must maintain academic eligibility, agree to abide by the District's policies on alcohol, tobacco, and other drugs and maintain daily school attendance.

In order for a student to participate in an activity, practice or game, the student must be in attendance for the full school day. Students who are tardy, absent, or dismissed must receive prior approval from the principal or assistant principal to participate in any activity, practice, or game that day. Prior approval for planned absences is required.

Students in athletic and non-athletic activities are representatives of the school in the public eye. Students are reminded that good sportsmanship and good conduct is expected at all times. All students including those participating in extra-curricular activities are responsible for following school rules, regulations, and guidelines. Students in extra-curricular activities may be suspended from those activities if they violate athletic department, team, activity, or school rules.

The eligibility policy applies to all extra-curricular activities. Extra-curricular contracts will be required for all student participants in extra-curricular activities.

Student athletes must also receive permission from their parents/guardians to participate and have a physical examination by a medical doctor, doctor of osteopathy, nurse practitioner, or a physicians' assistant prior to trying out for or participating in sports. The examination must have been completed within one year of the start of tryouts for the sport. Students may participate in only one sport per sports season.

Electronic Devices

Students may use cell phones, I-pods, and electronic devices prior to the start of school, in the halls during passing periods, in the cafeteria during lunch, and in classrooms at the discretion of the teacher. These devices can be disruptive to the educational environment, so if a student's use of an

electronic device is disruptive, the device will be confiscated and turned into the Main Office. The student will speak with an assistant principal. Repeated offenses will result in office detention and parental contact.

During ALL assessments, electronic devices must be put away and inaccessible to the student. The teacher may require electronic devices to be collected for the entire period.

The use of laser pointers to harass others or cause a disturbance is illegal in Maine. Students who bring laser pointers to school will have them confiscated and be subject to disciplinary procedures.

False Alarms

Students who disrupt the safety and usefulness of the school with false alarms, bomb threats, 911 calls, tamper with the sprinkler system or other such activities will be subject to immediate suspension and referral to the school board for expulsion.

Fire Drills/Emergency Evacuations

Fire drills and evacuation drills are held at unannounced times during the year. Emergency exit directions are posted in each room. All students must evacuate the building when the fire alarm is sounded and follow directions given by staff. In the event of an emergency evacuation, students may be directed to an alternate site. Students are required to stay with their assigned groups. Unless all students are dismissed from school, students will be expected to stay at school. Any student leaving school or being uncooperative during these drills or evacuations will face discipline action up to and including suspension.

Forgery

Forgery includes changing or creating a hall pass, fabricating a note, e-mail, or phone call for a student to be excused or dismissed from school, or any other attempt by student(s) to deceive staff and/or parents. Forgery is prohibited, and it will result in disciplinary action depending on the number of occurrences and the severity of the offense(s).

Fund Raising

The building principal must approve, in advance, all proposed fund raising activities that involve school-sponsored organizations. Requests must be submitted in writing.

The administrative team must submit requests for district-wide fund-raising activities sponsored by any M. S. A. D. #52 organization to the Superintendent for approval.

Grading System

The following grading system will remain in place for the class 2017. All other classes will be moving to the standards based grading system that will be outlined in other publications and communications.

The passing mark is 70. The scholastic standing of a student is reported by means of the following grades:

A+	98 - 100%	Excellent
A	95 - 97	
A-	93 - 94	
B+	90 - 92	Good
B	87 - 89	
B-	85 - 86	
C+	82 - 84	Average
C	78 - 81	
C-	75 - 77	
D+	73 - 74	Below Average
D	71 - 72	
D-	70	
F	below 70	Failure
I		Incomplete Work

Graduation Participation Policy (MSAD #52 Policy: IKFB)

In order for students to participate in any way in the annual Leavitt Area High School graduation ceremonies, the following requirements must have been fulfilled before graduation day:

1. Currently twenty-four academic credits must be successfully completed as outlined in the Leavitt Area High School program of studies.
2. All debts to the school district must be paid.
3. All disciplinary requirements must be fulfilled.
4. Must be in good standing.

Graduation Requirements

Refer to the LAHS Program of Studies available in the guidance department or refer to the MSAD #52 website.

Guided Study Hall

The purpose of guided study is to improve academic performance and address deficiencies in homework completion, organization, and work habits. The guided study hall teacher will aid students in monitoring academic performance throughout the school year via Powerschool and communication with classroom teachers. The guided study hall teacher will provide academic assistance as needed and a study hall environment conducive to academic achievement.

GUIDED STUDY HALLS ARE PART OF THE EDUCATIONAL PROGRAM. STUDENTS ARE NOT TO BE DISMISSED FROM SCHOOL TO CIRCUMVENT STUDY HALL.

Harassment and Sexual Harassment of Students (MSAD #52 Policy: ACAA, JFCK, and JICK)

Harassment of students because of race, color, gender, religion, ancestry or national origin, disability, or sexual orientation is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment includes but is not limited to verbal abuse based on race, color, gender, religion, ancestry or national origin, disability, or sexual orientation. Harassment that rises to the level of physical assault, battery and/or abuse, and bullying behavior is also addressed in the Board policy JICIA - Weapons, Violence, Bullying and School Safety.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education.

Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The

Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Affirmative Action Officer will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

It is the policy of MSAD #52 to provide a learning environment which is free of illegal harassment. In order to establish such an environment, the following types of student behavior are prohibited:

- A. Spoken or written ridicule, bullying, slurs, derogatory action or remarks;
- B. Threats, including but not limited to spoken, written, or physical threats;
- C. Offensive jokes;
- D. Unwelcome sexual advances, gestures, comments, or contact; and
- E. Reprisals or retaliations towards an individual who makes a good faith report of harassment.

All students will be given training annually by district guidance counselors and/or other school personnel on the definition, appropriate response, and consequences of such harassment. Any incident of student harassment will be reported to the building principal for investigation and action. Parents of any child exhibiting such behavior will be contacted. If such harassment by an individual is repeated, it will be reported to the MSAD #52 District Affirmative Action Coordinator for investigation and recommendation of appropriate action.

Hazing (MSAD #52 Policy: ACAD)

Maine statute defines injurious hazing as "any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school."

Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school

unit, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone or tolerate injurious hazing activities. No student including leaders of students' organizations, shall plan, encourage, or engage in injurious hazing activities.

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

In the case of an organization affiliated with this school unit that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall be responsible for administering this policy. In the event that an individual or organization disagrees with an action - or lack of action - on the part of the Superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board with respect to the provisions of this policy shall be final.

Honor Roll

Honor roll eligibility for senior students must meet the following requirements:

Honors: 85 average with a maximum of one C and no grade lower than a C.

High Honors: 93 average with a maximum of one B and no grade lower than a B.

Honor roll eligibility for freshmen, sophomore, and junior students is based on the standards scale. The requirements for honor roll can be found on the district website or accessed at the office.

Leaving School Grounds

Once students arrive on school property on a school day, they are not allowed to leave without being dismissed through the main office. This includes students who arrive on foot, by car, by bus, or other by mode of transportation in the morning before school begins. Failure to receive prior permission to leave school grounds will result in disciplinary consequences up to and including suspension.

Lewiston Regional Technical Center

Students attending Lewiston must ride the bus to and from Lewiston. Students who violate this provision may receive detention or be removed from the LRTC program.

Students who cut classes at Lewiston will be treated the same as those who cut classes at Leavitt. Students who miss the bus to Lewiston will be charged with unexcused tardies or absences. Students who miss the bus are not allowed to take their cars.

Library

The Copeland Library is used for class instruction/activities, research and quiet study. The librarian is available to help you in all these areas. The library hours will be posted.

Students may have access to the library by the following procedures:

1. by coming in a class with a teacher.
2. by a 10-minute pass from the study hall monitor to get a book, magazine or newspaper.
3. by an 80-minute research pass from the librarian or subject teacher.

Passes from the librarian will be issued in the morning before the 1st period of the day. Students may use the library during one study hall a day.

- Books are loaned for 2 weeks with 1 renewal allowed.
- Magazines are loaned for 1 week.
- Newspapers are loaned for 1 period.
- Overnight reserve books are due by 7:45 AM the following morning

Students will be billed for overdue/lost materials at the end of each quarter. Failure to return library materials on time may result in the restriction of some library privileges.

All school rules will be adhered to in the library. Students will respect the rights of all the other people in the library.

When a class is using the library other students will be allowed to use the library for private study only.

Lockers

1. Lockers must be kept locked at all times.
2. Do not give other students your locker combination. Students should not interfere with other student's lockers.
3. Students must use their assigned locker and cannot share a locker with another student.
4. The school is not liable for property in lockers.
5. Lockers should be kept clean. Students should not write on or in lockers or use decals of any kind. Students will be expected to return their lockers clean and will be held liable for damages.
6. Lockers are school property and are subject to search by school administration at any time.
7. Students are responsible for inspecting their lockers when lockers are issued. Students will maintain their lockers and return them in similar condition, except for normal wear and tear.

Lunch and Cafeteria

Hot lunch is served daily in the cafeteria and students are expected to adhere to the following guidelines:

1. Students may apply for free or reduced lunches by obtaining an application in the office. This application must be filled out by the student's parent(s). Free and reduced tickets may also be picked up at the same location.
2. Water, juice, and candy machines are off during class time and food may not be purchased during class time.
3. Everyone is expected to eat in the cafeteria, whether they are eating hot or cold lunches during their scheduled lunch period.
4. Only students scheduled for lunch are allowed to be in the cafeteria and buy food.
5. Students may not use intimidation or coercion to acquire money or food for lunch from other students.
6. Students are expected clean up all trays, food, paper, etc. from their tables before leaving the table.

Students that disrupt the lunchroom environment or do not cooperate with those supervising lunch will be removed from the cafeteria and discipline action may be taken.

Mid-Year/Final Exams

Students will be expected to take mid-year/final examinations according to their teachers' requirements.

When a mid-year or final exam period has started, students are to remain in the exam for the entire testing period. Students should not be leaving or calling to get dismissed from the exam period even if the student completes the exam early.

If students are going to miss a mid-year or final exam, the student must speak with the assistant principal to schedule a time to take the exam.

National Honor Society

Members of the National Honor Society are selected according to an established protocol based on National criteria for scholarship, leadership, service and character.

Passes

A student must have a pass to leave a guided study hall or a class. The pass should state the student's

name, destination, and time and should be signed by the issuing teacher. Guided study hall teachers will not be issuing passes for student's to leave a guided study hall.

Personal Conduct and General Behavior

Students are expected to conduct themselves as outlined in the district's code of conduct while at school, whether during school hours or at any school-sponsored activity. Students who do not follow the code of conduct are subject to disciplinary action. Students should maintain appropriate language, and a respectful and productive teaching and learning environment. Students are responsible for following any reasonable request of any staff member. Students should always be honest and tell the truth when asked. If a student is dishonest and provides false or misleading information or withholds information, the administration may increase the disciplinary consequences.

PowerSchool

Students and parents may access student information on-line through PowerSchool. Website and login information will be provided to each student at the beginning of each school year. Parents will be given this information at the beginning of the school year.

Public Displays of Affection

The halls and classrooms of Leavitt are to be maintained as an educational environment. Our expectation is that students will conduct themselves in good taste. Handholding is not a problem. Full embraces, kissing, or inappropriate physical contact will be addressed and discouraged. Faculty/Staff members may intervene as necessary and the expectation is that the behavior will discontinue once a warning has been issued.

Profanity

The use of profane and/or obscene language or gestures is not to be tolerated in our school system. Incidents of the use of profane language will be reported immediately to the office. Students who use such language in school will receive a minimum of an office detention. The administration will consider

the context, intent, and impact of the use of profanity to determine the disciplinary consequences.

The use of profane and/or obscene language toward any member of faculty or staff employed by MSAD #52 will result in immediate suspension from the school for five school days.

Progress Reports

Progress reports are given to students halfway through each ranking period. The purpose of such a notice is to inform the parent of the student's progress. Progress reports will go out on or around the following dates:

- 1st quarter- Sept. 30th
- 2nd quarter- Dec. 9th
- 3rd quarter- March 3rd
- 4th quarter- May 5th

Report Cards

Report cards are given out every nine weeks. The card is for the use of the student and his/her parents and does not have to be returned. Report cards will go out on or around the following dates:

- 1st quarter- Oct. 28th
- 2nd quarter- Jan. 20th
- 3rd quarter- Mar. 31st
- 4th quarter- June 12th

School Closings

In the event of snow, ice or other emergency conditions the following radio and television stations will carry the announcements:
WMME, WABK, WKTJ, WBLM, WPOR, WKCG, WCSH, WMTW, WGME.

In addition to radio and television notification, MSAD #52 will be using an automated phone system to inform parents of school delays or closings. Parents will be contacted based on current phone numbers in the PowerSchool system.

Alternative Education and Adult/Community Education programs will be cancelled any day when schools are closed or dismissed early for any emergency reason.

Postponement of scheduled after-school activities at Leavitt will be announced separately from school closing.

School Nurse

The nurse's office is an emergency office and is not equipped to take care of any serious illness. However, if you become ill or injured at school, report to the nurse's office or other office personnel immediately.

If it becomes necessary for you to take any form of medication at school, a MSAD #52 Request for Administration of Medication in School Form needs to be completed and sent to school with the medication. This form is available on the MSAD #52 website under **Site Documents Nurses Information** or from the school. All medication will be kept in and dispensed through the nurse's office or guidance office if the nurse is not available. **Students ARE NOT allowed to possess** any prescription or over the counter medications during the school day. Students are not allowed to give medication of any kind to another student.

School Wide Testing/Exams

Leavitt Area High School tests all students during mid-term exams, final exams, NWEAs, and for the purpose of state mandated testing.

Midterms and finals will count for 10% of the semester grade. To create and maintain an equal testing environment for all students, students will be required to turn in cellphones to teachers during test, and students will be required to remain in attendance for the entire exam period.

Searches (MSAD #52 Policy: JIH)

Students are subject to searches by administration if there is a reasonable suspicion that a student is in violation of school policy. The search may involve the student's person, locker, vehicle and any personal items such as purses and backpacks. A student who refuses to submit to a search may also be subject to disciplinary action up to and including suspension or expulsion.

Skateboards, etc. (MSAD #52 Policy: KFAA)

Skateboards, roller blades, or scooters are not allowed on MSAD #52 properties for safety and liability purposes. They are not allowed on buses or in the school building at any time. They will be confiscated.

Student Bills

Student bills must be paid at the end of each year. Schedules for the following year will not be mailed until the bill is paid. Equipment for extracurricular activities will not be issued until the bill is paid. Payment of senior bills is requirement for marching at graduation.

Student Records

Only the following persons are authorized to inspect and view student records at Leavitt Area High School: Superintendent, Principals, Assistant Principals, Guidance staff, Teaching staff, School Nurse, Special Education staff and designated service providers.

Individual records are to be inspected or studied only in the Guidance Office. The principal and guidance staff members are the only individuals who may remove student records from the Guidance Office.

Suspension (MSAD #52 Policy: JKD)

Due Process will be accorded to all students in the administration of disciplinary suspension and/or expulsion. This basic procedure means that students have personal knowledge of any charge against them and that students be given an opportunity to be heard and tell their side of the story.

Suspension is used as a disciplinary consequence for serious violations of the school rules and in cases of habitual or repeated offenses. **Suspensions out of school may be of duration of up to ten school days depending on the seriousness of the offense and/or the number of prior suspensions.** Students are not allowed on school property while they are on suspension. Students are not allowed to take part in any school activities while they are suspended.

When students have been suspended from school, they are expected to do all work that is assigned to them and turn it in upon return from suspension. Tests

and quizzes must be made up at the convenience of the teacher in a timely manner.

Tardiness to Class

Students are to be on time for all classes. Enough time is allowed between classes to give everyone ample time to make the next period. If a student is detained by a teacher, he/she should obtain a pass from that teacher to gain admittance to his/her next class. Tardiness between classes will lead to teacher detention and/or office detention. Consequences for class tardiness are:

First Offense---warning
Second offense--15 minute teacher detention
Third offense---30 minute teacher detention
Fourth and subsequent offenses-office detention

Tardiness to School

Students are allowed two unexcused tardies to school each quarter. The guidelines for excused and unexcused tardies are the same as those for absences. Consequences for subsequent unexcused tardies are:

Third offense----office detention
Fourth offense--office detention
Fifth and sixth offenses---Friday detention
Seventh and subsequent offences--suspension and a meeting with parents and administration

Textbooks

Textbooks are loaned to each student for the duration of the course. They are handed out in good condition and it is expected that they will be handed in that way in June. Students are required to keep their books covered at all times. Students will be charged full replacement cost for lost or damaged books (refer to students bills).

Theft

Any student caught stealing or in possession of stolen property will face disciplinary action up to and including suspension or expulsion. The police will also be notified.

Truancy

A student is habitually truant if the student is required to attend school or alternative instruction under Maine compulsory attendance law and he/she:

Has had the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year.

Steps may be taken by administration to correct the truancy. Actions may include, meeting with the student and parents/guardians of the student, notifying the Superintendent of Schools, disciplinary actions up to and including suspension from school, as well as notification to law enforcement.

Vandalism and Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. Students who willfully destroy school property will also face disciplinary action.

Students who accidentally damage school property should report it to a teacher or the office immediately.

Video Cameras on Transportation

Vehicles and School Property (MSAD #52 Policy: EEAEF and EEAEFA)

The School Board for MSAD #52 recognizes the continuing responsibility to maintain order on school transportation vehicles and school property to ensure the safety of staff and students. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school and extra-curricular activities. The School Committee also supports the use of video surveillance cameras on school grounds in areas of common use. Areas of common use include but may not be limited to parking lots, school entrances, hallways, cafeterias, libraries, and gymnasiums.

When the resulting videotapes are used as a basis for discipline, parents/guardians will be notified and given the opportunity to view the tape of their child.

Students in violation of district or school disciplinary codes will receive disciplinary consequences ranging from detention to suspension from the bus and/or school.

Visitors

All visitors to the school or school grounds must report directly to the main office as soon as they come on campus. Visitors, with an educational purpose, may secure a pass from the main office and arrangements must be made in advance of the visit.

Students are not permitted to have visitors during the school day.

Weapons in the School (MSAD #52 Policies: EBCC and JICIA)

In an effort to ensure a safe school environment at Leavitt for students, staff and visitors all persons are prohibited from the following conduct at all times on school premises; in any school vehicle or in any vehicle on school grounds; at any school sponsored activity; or at any time or place when conduct directly interferes with the operations, discipline or general welfare of the school.

- A. **Possession of a weapon.** Knowing possession or use of articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples of such articles include but are not limited to: firearms, pellet guns, BB guns, ammunition, explosives, "brass" knuckles, knives, chains, any type of martial arts weapons, archery equipment, clubs, and Kung Fu "stars".
- B. **Use of any object as a weapon.** Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or intimidate, coerce or harass. Examples of such objects, but not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and replicas of weapons, such as toy guns.
- C. **Administrators** or other designated school officials shall take appropriate action against any individual violating this policy, including but not limited to disciplinary

action up to and including expulsion and/or involvement of law enforcement officials.

- D. **School staff-** Any staff member with a reasonable basis to suspect that a student possesses a weapon or has used an article as a weapon shall take appropriate action and report the incident to an administrator immediately.

Refer to the district handbook for a more detailed explanation of this policy.

Work Permits

Students who are eligible may obtain work permits at the main office. The following information is needed to obtain a work permit:

1. Name, address, and telephone number of the company where you are planning to work
2. Specific type of work you will be performing
3. Copy of your birth certificate
4. Social Security Number (optional)

Without this information, no permit can be issued.

Weighted Class Ranks

For the purpose of recognizing the additional effort and achievement associated with completion of courses demanding more than the usual quantity or intensity of study, a weighting system shall be applied to student grade point averages, solely for purposes of computing class rank for the top ten students in the graduating senior class and not for the purpose of reporting the GPA itself or individual course grades. At the end of seven semesters, class rank will be calculated using a weighted GPA, which will be calculated by multiplying the grade point value otherwise applicable to a student's performance in a course by a weighting factor assigned to that course in accordance with this policy. In order to be eligible for ranking in the top ten, students must be in attendance at Leavitt Area High School for two full years, one of which must be their entire senior year.

Weighting factors shall be assigned as follows:

1. 1.05 for classes identified as Advanced in Leavitt Area High School's Program of Studies.
2. 1.1 for classes identified as Advanced Placement.
3. Any course to which the committee has not assigned a weighting factor shall have a weighting factor of 1.0.
4. Courses transferred from other high schools will only be weighted if they are Advanced Placement courses.

The calculation of weighted grades and the educational information associated with this process does not extend beyond the top ten students. The weighted grades and other educational information applying to students outside of the top ten is not part of an educational record, so it is not to be shared with students or parents.