Welcome to the Auburn Secondary Schools - Merrill Hill, Franklin and Edward Little! The entire community takes pride in our schools where spirit, pride, and tradition are the bywords. Our educational system exists to prepare you to become a productive member of society. Your academic success combined with a balance of rights and responsibilities will lead to your becoming an effective citizen of tomorrow. Your high school years should be among the best of your life. You will be gaining new privileges, and as a result, you will be expected to assume more responsibilities. One of these is that you respect your fellow students, teachers, and staff members and in return, they will respect you. Be proud of your school. Take care of it and feel free to make suggestions for improving it. The policies and procedures contained here are the result of a cooperative effort on the part of the faculty, administration, and students. We hope that this handbook will be of value in helping you adjust to our school and
acquaint you with our facilities, rules, schedules, teams, and organizations. PLEASE NOTE THAT THIS IS TO BE USED AS A GENERAL GUIDE ONLY. EVERY SCHOOL POLICY MAY NOT BE LISTED COMPLETELY OR LISTED AT ALL HERE DUE TO SIZE CONSTRAINTS. A COMPLETE LISTING OF ALL SCHOOL POLICIES ARE ON OUR WEB SITE: WWW.AUBURNSCHL.EDU

Remember, you are the school, and it will be only as good as the effort you put forth. Let’s exhibit the spirit and pride to make it the best!

GUIDE FOR STUDENTS
1. A dismissal pass…………………………….Main Office
2. A locker number………………………………Main Office
3. Lost and found articles………………………..Main Office
4. A tardy pass……………………………………Main Office
5. Work permit ……………………………………..Main Office
6. School transfer………………………………..Guidance
7. Scheduling advice…………………………….Guidance
8. College Information………………………….Guidance
9. Schedule Change …………………………….Guidance
10. Transcripts ……………………………………..Guidance
11. Questions on clubs, etc……………………….Handbook/M.O
12. Athletics ………………………………………Athletic Office
13. Illness…………………………………………Health Center
14. Other questions………………………………Main Office

HISTORY OF E.L.HS.
How many of the boys and girls who have graduated from Edward Little, or who will graduate in the years to come, know anything about the person whose name the school bears, and who did so much to make E.L.H.S. possible? Edward Little did not go to school in Maine, but was born in Newbury, Massachusetts, in 1773, and graduated from Phillips Exeter Academy in Exeter, New Hampshire. In 1797 he received his degree from Dartmouth College. In fact, it was not until Mr. Little had studied law at Newburyport, Massachusetts, and was admitted as an attorney to the Court of Common Pleas in Essex County, that he came to Maine. In 1834, the Maine Legislature chartered the Lewiston Falls Academy, which we now know as Edward Little High School. Squire Little became one of the incorporators and gave generously of his time, land, and money. On September 21, 1849 the name of the school was changed to Edward Little Institute, in tribute to the public-spirited man who had done so much for the school. The school was turned over to the City of Auburn in April 1874, under the condition that a first class high school is maintained not less than thirty-three weeks each year, and that it should be forever called Edward Little. When another building was erected in 1929-30 (the building now known as Great Falls School), his statue was very near the old building, had to be moved to make room for the addition containing the auditorium, the gymnasium, the office, and classrooms. The year 1943 was one of sadness for both faculty and students at E.L. for that was the year fire nearly destroyed the school. The third floor was completely demolished by the flames, and the old bell, which had called the students to school for so many years, fell to the ground when the bell tower burned beneath it. A temporary roof
was placed over the second floor in the shortest possible time, for the high school students were sharing the Webster Grammar School with its students. Once again crowded conditions forced more building. The years 1960 and 1961 were busy ones at Auburn Heights, as the building we now occupy was being built. The new building was completed in 1961 and graduated the Class of 1962. It was built at a cost of $1,900,000. The original bell was restored at the new school by the Class of 1962.

Edward Little students should be very proud of the school that they attend, for Squire Little not only gave of his time and money, but he gave something even more important, his name, highly respected throughout New England.

SCHOOL SPIRIT
School spirit is pride in your school, pride in yourself, and pride in your classmates. To succeed, every school must have it. It is heard in the cheering at athletic contests and seen in the corridors. School spirit is YOU, and what you make it. It’s being a good citizen of your class, your school, and your community. Edward Little can never have too much of it. You give it to us and enrich yourself with it by participating with enthusiasm in what you do.

GUIDANCE DEPARTMENT
Guidance counselors are here to assist you. They are always interested in working with students and parents regarding a student’s school experience. Counselors can help students: (1) assess their strengths and limitations; (2) make suitable decisions; (3) develop positive attitudes; (4) choose courses that are right for them; (5) solve personal problems; (6) discover talents and abilities; (7) find a job; (8) develop educational plans; and (9) plan for a career. We ask that students utilize the many resources available to them in the Guidance Office. Whether your goal is vocational school, college, the military, or immediate job entry, alternatives are presented, discussed, and investigated. College and military representatives visit the school to talk with interested students. The vocational programs at Lewiston Regional Technical Center are available to students during their junior and senior years in high school. You will have the opportunity to explore their programs and visit the Regional Vocational Center. Your program of studies booklet will provide you with further information regarding the programs offered. Students may also look at the early graduation Learning programs at USM, CMCC, Bates or other certified programs. The organization and structure of the Guidance Office is somewhat unique. We have a guidance counselor with students from grades 9 through 12, a vocational counselor, and at-risk counselor. Respective counselors (counselors are assigned students alphabetically) start with a class at grade 9 and follow through with that class until they graduate from high school. At that time, the counselor is assigned another group of students. The vocational counselor works with juniors and seniors who are enrolled in vocation-oriented programs as well as with students in the Alternative Program. The guidance department head is responsible for the over-all operation of guidance services. Job shadow experiences may be arranged to provide students with an opportunity to increase their career knowledge. A student who desires such an experience and who can identify a strong career interest should contact the Guidance Office. Students are assigned to a worker for a period of time to observe work as it really is...duties,
A Job Bank is also maintained by the vocational counselor for the purpose of helping students find employment. Jobs are posted outside the guidance office. Please bear in mind that guidance services are available to members of the community who are no longer in school. These services include counseling, job placement, and assistance in searching college and vocational school materials. Guidance counselors work with students on a one-to-one basis, in small groups, and in larger informational groups. To make an individual appointment with your counselor or to use other resources available in guidance, just come into the guidance office. The receptionist will give you an appointment slip for your study hall period, before school, or after school.

Please check guidance website frequently for announcements, college visit, scholarship information and much more.

**SAT Calendar 2013 – 2014**

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Registration Deadlines</th>
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<tbody>
<tr>
<td>October 5, 2013</td>
<td>September 6, 2013</td>
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<td>November 2, 2013</td>
<td>October 3, 2013</td>
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<tr>
<td>December 7, 2013</td>
<td>November 8, 2013</td>
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<td>January 25, 2014</td>
<td>December 27, 2013</td>
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<tr>
<td>March 8, 2014</td>
<td>February 7, 2014</td>
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<tr>
<td>May 3, 2014</td>
<td>April 4, 2014</td>
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**ACT Assessment Test 2013 - 2014**

<table>
<thead>
<tr>
<th>Test Dates</th>
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<tbody>
<tr>
<td>October 26, 2013</td>
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<td>January 10, 2014</td>
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<td>April 12, 2014</td>
<td>March 7, 2014</td>
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<td>June 14, 2014</td>
<td>May 9, 2014</td>
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**SCHOOL CANCELLATIONS DUE TO WEATHER**

The Auburn School Department conducts school on each of the days that school is scheduled if at all possible. However, there are times when the weather conditions cause cancellation. The School Committee authorizes the Superintendent, in coordination with weather services, public works, and other resources, to determine when a school day is to be cancelled. Parents may use their own discretion about keeping their child(ren) at home if they believe conditions warrant. Unless there are extremely unusual circumstances, once school is in session, there will be no early dismissal.

Code: EBCE

**SUMMER SESSION**

1. Summer session is early July to early August. (A minimum number of students are required and summer school is not available every year. Please check with the guidance department.)
2. Students who fail a course during the school year (Math, English, Social Studies) should make it up during the summer session at E.L. or through ELPM if applicable.
3. If a student wants to take a make-up course at another school he/she must have prior approval from the E.L. Principal or Guidance Director.
4. A student may receive equivalent E.L. credits for a make-up course if all criteria have been met.
5. Auburn Adult and ELPM summer courses are also an option on a limited and selected basis.

**E.L. CONNECT**

**Edward Little High School’s Community Learning Center**
E.L. Connect is an after-school program for freshmen and sophomores who need a place after school to complete homework, work on school projects and get assistance with academic work. E.L. Connect’s goals are to engage students in small group instruction or independent study, provide support for homework, and offer content-based and “real-world” enrichment activities and healthy recreation opportunities.

**GRADING**
The importance of good grades honestly earned cannot be over-emphasized. They are among the strongest recommendations a student can receive. Grades often fail to measure all that a student knows or has learned, but are the best generalization or overall indication of a student’s status in a subject field.
Assessments, daily work, projects, and class participation will determine grades for students. This encourages the development of the total student. Final grades may be withheld until course requirements are satisfactorily completed. In the attempt to develop and measure all avenues of learning and improve attendance and tardiness, it is recommended that the following grading policy be utilized.
Term grades should be a combined grade of daily assignments outside of school, class participation, and weekly assessments proportions of which are determined by the nature of the class and the instructor.

**GRADES ARE BASED ON THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>95-100</td>
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<tr>
<td>A-</td>
<td>93-94</td>
</tr>
<tr>
<td>B+</td>
<td>91-92</td>
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<tr>
<td>B</td>
<td>87-90</td>
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<tr>
<td>B-</td>
<td>85-86</td>
</tr>
<tr>
<td>C+</td>
<td>83-84</td>
</tr>
<tr>
<td>C</td>
<td>77-82</td>
</tr>
<tr>
<td>C-</td>
<td>75-76 passing</td>
</tr>
<tr>
<td>D</td>
<td>70-74 passing</td>
</tr>
<tr>
<td>D-</td>
<td>67-69 (no credit awarded)</td>
</tr>
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We issue .5 credits per semester for successful completion of a course. The secondary program computes grade point average by a weighted method. For rank in class (includes all courses taken in grades 9,10,11, and the first semester of the senior year).

Our system consists of five (5) levels.
- Level 5 - Advanced Placement, College/University courses (subject to approval)
- Level 4 - Honors
- Level 3 - College Preparatory
- Level 2 - Academic
- Level 1 - Basic
MAKE UP POLICY
Students must schedule make-up with all teachers on the day they return or the next time the class meets. Failure to schedule make-up will result in the loss of the make-up privilege. In-completes and extended absences of three (3) or more days, students may have up to a maximum of two (2) weeks to make up the work missed. This is not to be assumed and arrangement must be made with the teacher to set the length of time. Under extenuating circumstances, students may appeal to the principal for an extension of time. Make-up takes priority over after-school activities.

FINAL EXAMS
Final exams are required for all students in all courses. Finals are taken at the end of each semester and count 20% of the student's semester grade. Students who do not take final exams will receive no credit for the course. Seniors only, will be exempt from final exams second semester. Students who maintain a 93 average (or better) 1st and 2nd or 3rd and 4th quarter earn an exemption from final exams at the semester. Each quarter grade must be 90 or better.

HOMEWORK AND ASSIGNMENTS
Homework and other types of learning activities outside the classroom learning activities are a valuable and necessary part of every class and essential to the learning process. Careful planning of these assignments should make them valuable learning experiences and are an integral part of your education. Work, extra curricular activities and athletics do not excuse you from completing outside assignments. If homework is not completed on time or at the level of expectation for your class, the following consequences may apply:
- lower grade / possible loss of credit
- will require time after school to complete
The amount of time you spend on homework will vary between classes, but a rule of thumb will be:
  - A.P Honors 60 min per night
  - College courses 45 min per night
  - Business & Academic 45 min per night
  - Basic courses 30 min per night
These times are averages for these course areas. If you require additional time to complete your homework, your course levels should be reevaluated for the appropriate level.

CLASS STANDING
Class standing is determined by calculating the average of all courses taken by a student during grades nine through twelve. This average is computed at the end of the seventh semester for the purpose of determining class standing. Eligibility for a student to place in the Top Ten (formula under grading) requires the individual to attend Edward Little two full semesters during grade 11 and the entire first semester of grade 12 (three consecutive semesters).

HONOR ROLL
The honor roll is published six times a year, after each quarter and at the end of each semester.
Qualifications:
**Highest Honors** - 95 average (no grade below 85)
**High Honors** - 90 average (no grade below 85)
**Honors** - No grade below 85

**LIBRARY USE**
The library is open from 7:15 a.m. to 3:00 p.m. Monday through Friday. Students are welcome to come to the library before and after school for quiet study, computer work, and research assistance. Students who need to access the library during the day must have a pass from their classroom teacher or get a library learning lab pass from the library staff.

**MERRILL HILL / FRANKLIN ALTERNATIVE PROGRAM**
Please refer to the Program of Studies booklet or contact your guidance counselor or administrator.

**GENERAL SCHOOL RULES**
Any institution in any field must have set policies and procedures in order to function smoothly and efficiently. A Public School needs these to protect the rights of the students. Policies will be put into effect if the need arises, and these will be announced to the students. All students if they honestly feel they have not been dealt with fairly, they should go directly to an Assistant Principal, and if not satisfied, to the Principal.

**ATTENDANCE PROCEDURES:** School and parental communication is paramount. A parent or legal guardian should contact the school by telephone (333-6652) BEFORE 9:00 a.m. each day the student is absent. Switchboard coverage begins at 7:00 a.m.

**Planned Absence:** Regular attendance and fulfillment of course requirements are essential for academic success. If you plan to be absent for three (3) or more days, you must get a Planned Absence form from the office. Reports, term papers or projects that are due during the period of your absence must be turned in prior to the absence. You are also responsible for scheduling and completing make-up promptly upon your return. Failure to comply will result in loss of make-up privileges.

**Adm./Office Detention:** After school detention is held Monday-Friday from 2:20 pm-3:20 pm at the high school. Students are given 24 hour advanced notice of any after school detention. In the event that a student is absent from school on the day of the detention, (s)he must serve the detention on the day they return to school. Anyone who has been assigned an office/administration after school detention and either does not attend or who is asked to leave the detention will be assigned a 2-day suspension from school. After school detentions may be assigned (but not limited to) for the following reasons:
- Cutting class
• Insubordination
• Confrontational Behavior
• Removal from class
• Leaving school without permission
• Refusal to cooperate with a staff member’s request
• Not staying for a teacher assigned detention
• Use of vulgarity

Other (as determined by an administrator)

Consequences for violation of policy are (but not limited to):
1st offense ............ 1-hour detention 4th offense ............... 4 days suspension
2nd offense ............ 2 hours detention 5th offense ............... 6 days suspension
3rd offense ............ 2 days suspension 6th offense ............... referral to Superintendent.

Assemblies: Performers, speakers, groups, etc. are here as our guests, as well as for education and entertainment. You as an individual set the tone, atmosphere, and impression of the school. Regardless of the type of program, common courtesy must always prevail. Talking, whispering, whistling, stamping feet, clapping out of order, booing and lack of respect are most discourteous and are not acceptable. Should this occur, there will be immediate removal of the individual(s) and may hinder the possibility of future assemblies.

Bathroom Privileges: Bathrooms may be used before/after school/between classes and are located throughout the building. The classroom teacher will make bathroom privilege determinations during class time.

Before School: All Edward Little rooms are open to students at 7:35 a.m. Students are to report to their first period at the 7:45 a.m. bell. The E.L. Cafeteria is open at 7:00 a.m. to students who wish to purchase breakfast items.

Behavior: Behavior means orderly conduct. It is necessary in all societies, those composed of adults as well as young people. One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good student conduct and proper consideration for other people. Good manners are expected of every student as becomes the maturity of a high school student. There is no excuse for disrespect toward other students, staff, or other personnel. Students will treat each staff member with respect. See the system wide Code of Conduct located in Policy Book

Bell System: Bells signal the beginning and the end of classes, as well as the beginning and the end of school; but the teacher dismisses class.

Bomb Threats: Any bomb threat will be regarded as an extremely serious matter and treated accordingly.

Please see complete policy in Policy section of Handbook both through the school and the Auburn Police Department Code: JICIB
**Bulletins/Announcements:** Notices of club meetings, athletic and social events, and general action for the day will be posted in the daily bulletin, and on the announcements, on the bulletin board in the library, in the Girls P.E. office, & outside the main office. Club announcements will be made over the P.A. system. Students responsible for notices in the bulletin must have them approved by the advisor and submitted to the office by 7:40 a.m. Announcements are read at the beginning of Block 2 at approximately 9:20 a.m.

**Cameras/Security:** For the safety of students, staff and the community, Edward Little High School has been equipped with a 24-hour surveillance/security monitoring system. For more information see Auburn School Policy ECAF-R.

**Cell phones, pagers, cameras, etc.:** Per School Board Policy: Students are prohibited from using cellular telephones and pagers during class time - If this rule is violated, the teacher or staff member will immediately confiscate the device for the remainder of the school day, and discipline may be imposed. Cell phones may only be used in between classes, during the student’s respective lunch and after 2:10PM. The use of cameras, including camera phones, is strictly prohibited in locker rooms and restrooms. In other school locations including hallways, classrooms and off premise school events and activities, students are required to obtain permission from both the school and the participants before photographing any individual or group of individuals. Edward Little High School is not responsible for lost/stolen cell phones. FMI please see Auburn School Department Policy JFCK-R.

**Change of Address:** Please notify the office immediately of any change of address, phone number, guardianship, etc.

**Cheating:** Cheating is inexcusable. It is morally, socially and legally wrong. Any society that tolerates it cannot remain strong. The first offense will warrant a zero on that particular assessment and notification to parents. The second offense will mean a zero, notification of the action by letter to the parents, and a required parent conference.

**Class Ring:** Students and E.L. graduates may order rings. Rings are usually ordered during the freshmen year and delivered before Christmas. A deposit must be paid when ordering the ring, and the balance paid when the ring is delivered. Students must be in school in order to receive a ring. Listen to announcements as to when the Jostens’s salesperson is here.

**Confrontational Behavior/Harassment:** Any student who engages in behavior that is considered confrontational or harassing to others will be held accountable and may result in suspension from school. (Also see Verbal Abuse.)

**Corridor Courtesy:**
- a. Keep corridors open to traffic by walking to the right (including stairs).
- b. Pass through the corridors quietly. Be considerate of others in the halls and
classrooms. Use the right hand side of the hallways and stairwells.
c. Discard trash in the containers provided. Keep the school clean by helping to
pick up papers, etc. from the floor.
d. Student’s who remain after school are expected to exhibit appropriate behavior.
e. All staff will enforce corridor and general school courtesy and rules regardless if
student has the staff member in class.

Cutting Class: Leaving school grounds, cutting class or a combination of will
result in the following: A 1-hour after school detention and loss of credit for the
day. 2 - 1 hour detentions and loss of credit for the day or will result in a 2 day
suspension (out of school). Repeatedly cutting class or leaving school grounds
will result in increase consequences. Not going to, or leaving lunch without
permission will be treated in the same way. In addition, a cut will count as an
absence in accordance with the attendance policy. (Students may not leave the
building anytime during the regular school day without authorization from the main
office.) Learning labs are regular classes.

Destruction of school property: The City of Auburn has gone to great expense
to provide facilities and books necessary for a good education. Any student who
has abused or destroyed school property will be required to pay for the damage.
State law indicates that students may be required to pay double for any property
so abused or destroyed.

Detention-teacher/staff: Students should fully understand that any staff member
in the building has the authority to correct behaviors. Therefore, it is conceivable
that a staff member may assign detention
to a student who is not in any of his/her classes.
a. Students have the privilege of a 24-hour notice or may stay the same night if
convenient for the teacher.
b. Detention starts ten (10) minutes after the close of school.
c. Failure to report for a detention will result in an office referral.
d. Friday detention may be used at the discretion of the teacher.
e. It is not necessary for the student to receive a written notice.

Dismissal: If there is a reason to leave school early, you must submit a written
note to the office, before school begins requesting permission to leave, stating the
time leaving, time returning and the reason for your dismissal. Notes will be
checked for validity with the
signing parent.

ELPM: ELPM is an afternoon alternative program designed for juniors and seniors
to earn high school credits in a self-paced environment.

E-mail: Administrators and all staff at E.L.H.S. can be communicated with by
e-mail. Initial of first name followed by last name @auburnschl.edu. Ex.
jmiller@auburnschl.edu

Evacuation Drill: Each room has instructions for evacuation drill procedures.
The student should be familiar with the procedure. During the year, practice drills
will occur in the event of an emergency.
Expulsion: In an extreme case, the Principal may recommend to the Superintendent and School Committee that a student be expelled. Ultimate expulsion rests with the Superintendent and School Committee.

Fighting: Fighting will not be tolerated. Students involved with fighting will be dealt with by the administration. Fighting may result in suspension and the involvement of the police pending the nature and seriousness.

Guidance web site: Please check it frequently for announcements, college visit, scholarship information and much more.

Hats, Hoods & Bandanas, Etc. May not be worn in the building or classroom from 1st bell (7:45 a.m.) until the end of school (2:10 p.m.). Bandanas are not allowed in the building at anytime. Headbands are not to be wider than 2 inches. Student’s wearing such items during the school day will be asked to remove them and will be assigned a detention according with the policy. Items will be taken for the day. A second offense may be another detention, sent home or even suspension and loss of the item for the school year.

Health Center: Our Health Center has two different components to it. One is run by St. Mary’s Hospital and the other by ELHS. Please see our website for an in depth description of both. The Health Center is located near the gym entrance and is available to all students from 7:30AM to 3:00PM. Personnel from St. Mary’s Hospital are available by appointment.

iPod / MP3 / Electronic Devices
iPods, MP3 players, hand held electronic devices are items that have a high rate of theft. It is best if these are left at home or locked away. It is not Edward Little High Schools responsibility if these items become missing.

Independent study: Students who make highest or high honors are entitled to a full day of independent study and students attaining honors are entitled to one class period for independent study. 24 hours in advance, student must bring a note to the office from parent/guardians acknowledging that they are aware you will not be in school the next day. The independent study time must be used before the next quarter ends.

Lockers: The lockers are school property and the school reserves the right to inspect student lockers at any time. Each student will be assigned a locker for the deposit of books, projects, coats, etc. However, it is strongly recommended that students do not leave money, pocketbooks or other items of value in them. Each student is responsible for keeping his/her locker clean and in good mechanical condition. The Fifth Circuit Court of Appeals ruled that students do not have reasonable expectations of privacy in school lockers, and, therefore, school officials may randomly search student lockers and vehicles parked on school grounds without violating the students’ Fourth Amendment rights to be free from unreasonable searches.
Lost Books: It is the responsibility of the Auburn School Department to provide the materials and textbooks required of students to successfully complete all programs within the regular school curriculum. It is the responsibility of the student to see those textbooks and other materials loaned to him/her are returned in a condition consistent with the way it was received. Teachers set the guidelines for the control and return of textbooks and library books loaned to students. In order to insure that monies are collected, the following procedure will be used: Students will be asked to pay for lost and damaged materials. If books are not paid for, the monies will be carried and accumulated to your senior year, at which time all monies must be paid before a diploma is awarded.

Lost and Found: Any article found should be returned to the owner, or if owner is unknown, turned in at the office. Articles found will be kept only 30 days.

Mediation: Students in conflict may request peer mediation or be referred for peer mediation by the principal, assistant principal, or other staff members. This process involves meeting with one or two professionally trained student mediators who assist in opening the lines of communication between those in conflict. Administrators may mediate disputes between students or refer students to peer mediation. The “Transformative Model” of mediation is used in this process.

Medication: Parents need to notify the Health Center of all medications your child is taking. Parents need to sign the proper authorization forms and bring the medication to the health center.

Mentors: All students have a staff mentor that follows them throughout their 4 years of high school. Mentor groups meet every Wednesday. Group sessions include round table discussions, announcements, and programs. The staff mentor works with students individually to plan out their coursework, checks their progress, and coordinates their Senior Presentation. The mentor is also an advisor, and significant adult that students can connect with for a variety of things: personal, academic, social, etc.

No School: Announcements for no school will be made over local radio stations by 6:30 a.m. of the morning involved. Do not call the school or radio stations.

Online Access: Parents/guardians have online access to your child’s grades and attendance through the Edward Little “PowerSchool” program. This information is available to you from home or work or wherever Internet is available. You are able to see your child’s current grades and attendance class-by-class, day-by-day. Teachers will update their grade book on the 2nd and 4th Wednesday of the month. Given that, there may be some delay between when a test or project is passed in and when grades are posted online. Contact the guidance office for your confidential ID and Password.

Parking: Students that wish to park on campus are required to purchase a parking permit. All vehicles parking on the ELHS campus must display a valid permit at all times. Permits are available from the SRO office on campus. You may apply for your permit prior to the beginning of any semester. You must fill out
the application, provide a valid state registration and driver’s license before we can issue you a decal. Parking spaces are filled on a first come, first serve basis. Students who drive cars to school may park their vehicles in the assigned student parking (which is in the lower parking lot and beyond the tennis courts.) Upon arrival, students must leave cars immediately - no loitering. Students must have an administrative pass to go to the parking lot. Students are not to park in any staff spaces. The police department may ticket students parking in restricted areas.

**Passes:** Students are expected to take books, notebooks, pens, and pencils to class. **Students are required to have their passbook with them at all times when in the hallway in between class.** Students are not allowed to leave class unless you have your passbook signed by a teacher from the class you are attending. A pass to outside (to car) must come from an administrator or the main office.

**Plagiarism:** Is “to take ideas, writing, etc. from another”. Plagiarism is using/stealing, intentionally or unintentionally, another person’s ideas, concepts, research, pictures, graphs, statistics, etc. without in-text documentation and a "works Cited" page. The consequences for plagiarizing are significant and can tarnish your reputation with your teachers and other students here at ELHS. The first offense will result in the following consequences:
1. You will be required to discuss the specifics of your transgression with the teacher who discovers your plagiarism.
2. Your parents will be notified.
3. Your other teachers will be notified.
4. A notation will be placed in your Powerschool information file.
5. You will be allowed to redo the work, and the credit you receive for it will depend on your teacher and your individual circumstances. If you choose not to redo the work, you will receive a 0 on it.
Any subsequent offense will result in a grade of 0 with no chance to make up the work. A grade of 0 on a significant assignment could result in a failing grade for the class. That would entail making up the whole class. Teachers and administrators at ELHS encourage all students to achieve their highest academic potential. They want all students to develop characteristics that will give them the best chance to be successful adults: integrity, honesty, and trustworthiness. If you are concerned about plagiarism, ask your teacher for guidance and avoid being labeled as a cheater.

**Public Displays of Affection:** Every boy or girl will be expected to behave and to be treated as a gentleman or a lady at all times. School is a place of business and not a place for expressing feelings of a romantic nature, i.e., petting, kissing, etc. Students will always behave in a manner that displays the personal dignity all human beings can expect from each other.

**Progress Reports:** Teachers issue Progress Reports at mid-term of each quarter. These reports are available on Powerschool. If your parents/guardians do not have access to Powerschool and hard copy may be requested through the
guidance office.

**Profanity:** By using vulgar or profane language, a student immediately becomes offensive; it will not be tolerated and appropriate consequences will be given.

**Prohibited Items:** Glass bottles/containers, matches, lighters aerosol containers, nitrous oxide.

**Removal from class:** Any student whose actions hinder the progress of class may be removed. It is not the right of any student to detract from the cooperative progress of the group. All students have the right to learn, and no one has the right to interfere with the rights of others. If you are sent from class, it will be handled in accordance with the behavior policy. If a student is removed from class during an assessment, a 0 for the class will be given without benefit of make-up.

**Rights and Privacy act:** In accordance with the Family Educational Rights and Privacy Act of 1974, the Auburn School Department wants to inform parents and eligible students that periodically, directory information will be released for publication to include: the students name, date of birth, area of study; participation in sports and activities, the weight and height of athletic team members, dates of attendance, photographs, and name of school the student is attending. It is our intention that this directory information be released only for school related functions (i.e. athletic functions, activities, clubs, honor role, yearbooks, etc.). The purpose of this will be to provide our students with appropriate recognition.

**Smoking:** See Student Assistance Procedure for Alcohol, Tobacco an Other Drugs at the conclusion of this section.

**Student Insurance:** The school department allows a reputable insurance company to sell health and accident insurance to the students. The plan comes with two (2) or three (3) options extending from part-time in-school coverage to full year round coverage. Each student is given a form at the beginning of school in the fall that he is to take home. Although the prices vary from year to year, the charge is nominal.

**Stealing:** Stealing will not be tolerated and will be dealt with through the Auburn Police Department. Charges will be filed against anyone caught stealing from Edward Little High School, students or faculty/staff members.

**Student/Fan expectations at Athletic Events:** If you are ejected from any home or away athletic event your privilege of attending will be jeopardized. You will not be allowed to any E.L. events for a period of time, which could include the remainder of the year.

**Student records:** Parents or students 18 years or older, shall have the right to inspect and review any and all official records, files, and data directly related to the student, including all material that is incorporated into each student’s
cumulative record folder. Parents or students 18 years or older, shall have an opportunity for a hearing to challenge records which they believe to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. Consent must be obtained before disclosing information about students to anyone other than specific school personnel. A copy of the Student Records Policy may be obtained by contacting the Auburn School Department at Chamberlain School.

**Suspension:** Only the Principal or the Assistant Principal can suspend Students from school. A suspended student must make-up any work missed as a result of the suspension and with permission by the Assistant Principal may return after 2:10pm with an adult during the suspension period to get homework assignments. Refer to make-up policy. Any exceptions must have the approval of the Principal.

**Tardy:** Students arriving to school before 9:00 a.m. will receive a detention from the teacher in the class that they are late to. If a student arrives after 9:00 a.m., the office will assign a 1/2 hr. office detention for first offense and 1 hour for second offense. Exceptions include a doctor’s appointment verified with an appointment card, a drivers test, court subpoena, or other emergencies as determined by an administrator.

**Telephone:** Students are to use the office telephone for SCHOOL BUSINESS ONLY and between classes with a pass.

**Truancy:** Truancy is an absence from school without approval. Truancy will result in a grade of 0 in each class missed without the right to make-up and handled in accordance with the behavior policy.

**Verbal Abuse:** Any verbal assault/harassment towards a teacher or student and will not be tolerated. If a student verbally attacks a faculty member the student will be suspended for 3 days. Parent conference will be held before the student may return to school. 2nd offense is 5-day suspension. 3rd offense is 10 days suspension and referral to the superintendent. Verbal threatening is any threat made towards a faculty member and will result in a 5-day suspension followed by a parent conference before student may return to school. 2nd offense will result in a 10-day suspension and referral to the superintendent. Any offenses may be reported to the police department for disposition.

**Visitors:** Parents are welcome to visit the school and follow a regular schedule any time with advance notice. Students from other schools (not former ELHS students) may attend classes with you only if they are not incurring an absence at another school. Do not embarrass your guest by bringing someone unannounced. Students need to obtain an authorization form from the office prior (a minimum of 24 hour notice is needed) to bringing a visitor to the high school. Visitors must register at the office and secure a pass from an Assistant Principal. You are responsible for your guest’s behavior at all times. School reserves the right to refuse visitors.

**Work Permit:** To apply for a work permit you must already have been offered a
position; a parent’s signature is required as is a birth certificate at time of application. Please see a secretary in the main office to complete an application.

Policies for student and Parents
The following are Policies practiced by the Auburn School Department. To see the policies of the Auburn School Department in their entirety, please visit our website at www.auburnschl.edu. For your convenience at the end of each policy is a code that will facilitate searching for that particular policy in our Policy Manual.

Nondiscrimination/Equal Opportunity
Code: AC
The Auburn School Department does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, marital status, age, disability, status as a disabled veteran, or veteran of the Vietnam era in its employment practices or in the administration of its educational policies and programs.
The right to freedom from discrimination on the basis of race color, national or ethnic origin, religion, sex, sexual orientation, marital status, age or disability is recognized to be a civil right. All policies and practices of the Auburn School Department shall be consistent with equal educational opportunities for all students entitled to attend the schools of the Department and will comply with all federal and state laws, rules and regulations regarding civil and human rights. There shall be no discrimination based upon such factors of race, color, national or ethnic origin, religion, sex, sexual orientation, marital status, age, disability, status as a disabled veteran, or veteran of the Vietnam era. Sex shall be a factor only in those instances prescribed by law, such as participation in contact sports. Disability shall be a factor only in those instances in which such disability prevents participation in a learning activity in a manner consistent with Section 504 or the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.
Code: AC

Nondiscrimination/Equal Opportunity-Grievance Procedure
Any employee or student/parent in this system who has a grievance (herein referred to as grievant) concerning any alleged discrimination on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, marital status, age, disability, status as a disabled veteran, or veteran of the Vietnam era will be able to obtain counsel and guidance from the Building Principal or Affirmative Action Officer. Alleged incident will be investigated and an attempt to resolve the grievance directly with the appropriate administrator (i.e. building principal) will be made at the earliest possible time. In a case where the allegation is against the person who would handle the grievance, the Affirmative Action Officer and/or Superintendent are notified.
Code: AC-R

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

Sexual harassment is the attempt to control, influence, or otherwise affect individuals in exchange for sexual favors. Sexual harassment can also be conduct, which creates a hostile or offensive environment or unreasonably interferes with a person’s ability to perform his/her program of instruction, or function as a member of the school community. Examples of prohibited harassment as determined by context, circumstance and frequency:

A. 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.
B. Threats or conduct intended to harass, torment or threaten another person
C. Offensive jokes
D. Ridicule, slurs, derogatory action or remarks
E. Basing educational decision on practices of submission to harassment

Harassment/sexual harassment by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment by students is considered ground for disciplinary action, up to and including expulsion. Harassment/sexual harassment by persons other than school employees or students is considered grounds to appropriate sanctions to be determined by the Superintendent/designee. School community members should be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste or highly inappropriate. School community members who believe that they are victims of harassment should report such occurrences to the principal, assistant principal or Affirmative Action Coordinator who shall implement outlined procedures and advise the person who has allegedly been harassed of the various options available to the person: Human Rights Commission complaint (State House Station #51, Augusta, ME 04333-0051 (624-6050), Title IX civil action or formal request for discipline by the Superintendent and/or School Committee. There are no reprisals for using the policy and filing a complaint of harassment. Appropriate information regarding harassment and recourse shall be posted in a prominent and accessible location in each school or workplace in the unit. Education and training shall take place as required by law for each new employee and for students annually.

Code: ACAA

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

Code: ACAD

TOBACCO FREE SCHOOLS
The Auburn School committee is dedicated to providing a healthy, productive atmosphere to its student’s staff and guests. The School Committee believes in promoting patterns of behavior related to good health and recognizes the importance of role modeling. Therefore the School Committee shall promote non-tobacco use among its staff, students and guests.
The buildings and grounds of the Auburn School Department shall be smoke-free. For Students: Smoking and the possession, use, or distribution of tobacco products shall not be permitted at any time on school district property. For Staff: Smoking and the visible possession, use, or distribution of tobacco products shall not be permitted at any time on school district property. For Guests: Smoking and/or use of tobacco products shall not be permitted at any time on school district property.

**Code: ADC**

**TOBACCO FREE SCHOOLS-PROCEDURES**
All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Disciplinary measures are as follows:
Students: See JICH-R1 for Student Assistance Procedures for Alcohol, Tobacco, and Other Drugs.
Staff: Any violation of this policy by staff shall be referred to the supervisor.

**Code: ADC-R**

**VIDEO CAMERAS ON TRANSPORTATION VEHICLES-PROCEDURES**

**Student Records:** The district shall comply with all applicable State and Federal laws related to video recordings when, as determined by the district and in accordance with law, such recordings are considered for retention as a part of the student’s behavioral record. Such records will also be subject to established district procedures regarding confidential student records including access, review and release of such records.

**Code: EEAJ-R**

**IAU Plan**

A complete reading of the legal requirements of the Auburn School Department LAU Plan is available in the Guidance office, the Main Office or the superintendent’s office.

**Code: IHBEA-E1**

**STUDENT COMPUTER AND INTERNET USE**
The Auburn School Department provides computers, networks and Internet access to support the education mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The School Committee believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable control for lawful, efficient and appropriate use of this technology. Student use of school computers, networks, and Internet service is a privilege not a right. Students are required to comply with this policy and the accompanying rules (IJNDB-R). Users who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.
All Auburn School Department computers remain under the control, custody and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

Code: IJNDB

**Student Computer and Internet Use Rules**

These rules implement School Committee policy INJDB - Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with School Committee policy IJNDB and the rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, Not a Right - Student use of the school department’s computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

B. Acceptable Use - Student access to the school unit’s computers, networks and Internet services are provided for educational purposes and research consistent with the school departments educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/ volunteer when accessing the school unit’s computers, networks and Internet services.

C. Prohibited Use - the user is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. Accessing Inappropriate Materials.
2. Illegal Activities
3. Violating Copyrights
4. Plagiarism
5. Copying Software
6. Non-school-related uses
7. Misuse of Passwords/Unauthorized Access
8. Malicious Use/Vandalism
9. Unauthorized Access to Chart rooms/News Groups

D. No Expectations of Privacy - the school unit retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school unit. The School unit reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages - The student and/or the students’ parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school unit related to violations of policy IJNDB and/or these rules, including investigation of violations.

F. School unit assumes no responsibility of unauthorized charges, Costs or Illegal Use - The School unit assumes no responsibility for any unauthorized charges...
made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student’s Security - A student shall not reveal his/her full name address or telephone number on the Internet. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security - The security of the school unit’s computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify a staff member. The user shall not demonstrate the problem to others. Any user who attempts to causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

Code: INJDB-R

Procedures for Establishing A School Homework Plan
Code: IKB-R

GRADUATION REQUIREMENTS
The Auburn School Department believes that the awarding of a diploma from the Auburn school system should be meaningful to all concerned - the students, parents, employers and post-secondary institutions. To that end, the Auburn School Department will develop a K-12 program of studies so that students will leave with skills and knowledge and competencies that meet district and state standards. At the K-8 level students will meet the district and state standards in preparation for these graduation requirements.

• Individual Plan (I.P.) - An initial IP will be developed and approved in Grade 8 by guidance counselors, teachers, parents, advisors, and students. The grade 8 curriculums will support the career planning process, which will continue throughout high school. The Individual Plan will be reviewed, updated, and approved annually.

• Core Areas (18 credits) Core areas included all state and local standards. A credit is defined as a set of learning experiences that meet district standards (for example, classroom work, course work or approved alternative). Core area committees will define credit by aligning learning experiences with district standards. The asterisk (8) denotes state requirements.

Core areas include:
5 credits Communication (English/Foreign Language)
*4 credits must be in English
6 credits Math/Science *3 credits must be in math 3 credits must be in science; 1 year must be a lab science.
3 credits Social Science *2 credits must be in social studies, with 1 credit American History * Maine studies (usually in grade 8).
2 credits Health/Fitness *1 credit must be in physical education; 1/2 credit must be in health.
1 credit Fine Arts *1 credit is required in fine arts.
.5 credit Technology (computers/computer applications) *the state requires achievement of district standards for compute literacy.
.5 credit Career planning
• **Focus Area** (6 credits) - based on their Individual Plans, students will select a cluster of learning experiences (for example, vocational experiences, the arts, business and office technologies) totaling at least six credits.

• **Senior Presentation** -
  1. Community Involvement requires pre-approval, students will spend at least 24 hours involved in community service (for example, volunteering in community non-profit organizations). The senior Portfolio will contain a written reflection of the students’ 24 hours of community involvement.
  2. Individual Plan (I.P.) Closure. Students will make a presentation based on the I.P. that demonstrates application of the district standards.
  3. Academic Documentation of District Standards. The Exit Portfolio will contain certificates of achievement based on documented work, awarded as students meet designated district standards. Students must earn certificates of achievement in designated district standards at a basic, advanced, or distinguished level. Certificates may be upgraded.

**Graduation Requirements Procedures**
The implementation plan for graduation requirements is as follows:
Certificates of achievement will be awarded in the learning areas as credits become aligned with district standards.
  - 24 credits (18 in core areas)
  - 24 hours of community involvement / written reflection
  - Focus Area (6 credits)
  - Individualized Plan
  - Exit Portfolio

**Code:** IKFC-R

**COMPULSORY ATTENDANCE**
Under state law, full-time school attendance is required of all children from their 7th to their 17th birthday except:
• A person who graduates from high school before that person’s 17th birthday;
• A person who has:
  1. Reached the age of 15 years or completed the 9th grade;
  2. Permission to leave school from that person’s parent;
  3. Been approved by the principal for a suitable program of work and study or training;
  4. Permission to leave school from the School Committee or its designees; and
  5. Agreed in writing with that person’s parent and the School Committee or its designee to meet annually until that person’s 17th birthday to review that person’s educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student’s parent may appeal to the Commissioner.
• A person whose absence is excused under section 5051. The parent of a habitual truant who has been denied a waiver of this paragraph 2, paragraph E (habitual truancy)
• A person who has matriculated and is attending an accredited, post-secondary,
degree granting institution as a full-time student. The Commissioner must approve an exception to the attendance in public school under this paragraph.

**Habitual Truancy**
Under the law, school Committee is required to enforce the truancy laws of the state and has elected principals to serve as attendance coordinators. A student is habitually truant if the student:
1. Is subject to compulsory attendance law and has attained the equivalent of 10 full days of non excused absences or seven consecutive school days of non excused absences during the school year.

**CODE: JHB.**

**Alternatives to attendance at public day school**
Alternatives to attendance at public day school are as follows:
1. Equivalent instruction alternatives are as follows:
2. A person shall be excused from attending public day school if the person obtains equivalent instruction alternatives are as follows:
   • A private school approved for attendance purposes pursuant to section 2901;
   • A private school recognized by the department as providing equivalent instruction;
   • A manner approved by the Commissioner pursuant to subparagraph (3) or
   • Any other manner arranged for by the School Committee and approved by the Commissioner.
3. A student shall be credited with attendance at a private school only if a certificate showing the name, residence and attendance of the person at the school, signed by the person or persons in charge of the school has been filed with school officials of the administrative unit in which the student resides.
4. A person may obtain approval of equivalent instruction under rules established by the Commissioner for equivalent instruction through home instruction (home schooling)
5. A person may be excused from attendance at a public day school pursuant to section 5104-A or section 8605 (other public or private alternative programs).

**Excusable Absence**
A person’s absence is excused when the absence is for the following reasons:
A. Personal Illness
B. An appointment with a health professional that must be made during the regular school day
C. Observance of a recognized religious holiday when the observance is required during the regular school day
D. A family emergency
E. A planned absence for a personal or educational purpose, which has been pre-approved.

**COMPULSORY ATTENDANCE REGULATIONS**
**Secondary attendance Procedures**
Please see the Auburnschl.edu website for a complete write up of this policy.
**Code:** JEA-R
SYSTEM-WIDE STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the School committee has developed this System-Wide code of conduct with input from school staff, students, parents and the community. The code defines our expectations for student behavior and provides the framework for an environment that is safe physically, socially, emotionally and academically, and that is orderly and respectful.

**Article 1 - Standard for Ethical and Responsible Behavior**
The code of conduct is intended to support and encourage student to meet the following statewide standards for ethical and responsible behavior:

A. Respect
B. Honesty
C. Courage
D. Compassion
E. Fairness
F. Responsibility

**Article 2 - Code of Conduct**
All students are expected to comply with the Code of conduct and all related School Committee policies and school rules. The Code applies to students:

A. On School Property
B. While in attendance at school or at any school-sponsored activity
C. At any time of place, including on school buses, that such conduct directly affects with the operations or general welfare of the school.

**Article 3 - General Behavior Expectations**
The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student is expected to follow them.

**Respect**
A. Treat others as your would like to be treated
B. Use language that is appropriate and kind
C. Use attentive listening when necessary
D. Recognize and tolerate differences in others
E. Avoid harmful behavior to self, others and property

**Honesty**
A. Be truthful and forthright in speech and actions
B. Never plagiarize (copy/use someone else’s work without permission)

**Courage**
A. Follow the code of conduct even when it’s unpopular
B. Try your best when you are challenged

**Compassion**
A. Consider and respond to the feeling of others
B. Try to help other people

**Fairness**
A. Act without favoritism of prejudice
B. Follow and apply the rules consistently

**Responsibility**
A. Follow school and classroom rules
B. Get your work done on time
C. Give your best effort
D. Take care of what belongs to you, to others and to the school
E. Own and be accountable for your actions

**Other**
A. Follow policies and school rule governing student conduct
B. Attend school regularly

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. Due to page constraints, we are unable to print this Code of Conduct in its entirety. Please refer to JIC in the Policy manual on our web site www.auburnschl.edu.

**Code: JIC**

**STUDENT DRESS CODE**
It is the right of the school department to ensure that student dress does not interfere with the work of the school or impinge upon the rights of other students. If an article of clothing is disruptive to the educational process, constitutes a threat to the safety and health of self or others, or is in violation of any statute, it will not be permitted in school. Within these guidelines the following are prohibited:
1. Clothing that contains messages that violate the School Committee’s discrimination/harassment policies.
2. Any message on clothing that is defamatory, abusive, and/or threatening, insulting, indecent or vulgar.
3. Clothing with logos related to alcohol, tobacco and other drugs.
4. Shirts and blouses that expose the midriff, that are sexually suggestive or that do not have sleeves are unacceptable (halter tops, tank tops, tube tops, low cut blouses, etc.).
5. Pants and jeans should not be indecently revealing, shorts need to be a least half way down the thighs.
6. Boxers, shorts, underwear and thongs will be considered underwear. As such they should be worn under outer clothing and not seen.
7. A REMINDER THAT CLOTHING THAT MAY BE ACCEPTABLE FOR OUTSIDE ACTIVITIES MAY NOT BE ACCEPTABLE FOR SCHOOL.
8. **Others as determined by the administration.**
The School Committee expects good judgment and responsibility regarding student dress on the part of the individual and his/her parents or guardian. Students who violate this policy will be required to change their clothing.

**Code: JICA**
CARE OF SCHOOL PROPERTY BY STUDENTS
Textbooks, others school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Students will be billed for the replacement costs of such materials. If reimbursement is not forthcoming within a reasonable time:
1. Damage to school property may be recovered in a civil action to obtain the permitted “double the damage”
2. Costs of lost destroyed or damaged schoolbooks and instructional appliances may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent. The superintendent shall see that students and parents are notified annually of their responsibilities under this policy, such as by publication in pupil/parent handbooks.
Code: JICB

STUDENT CONDUCT ON SCHOOL BUSES
The term “bus” refers to school buses and all student transportation vehicles provided or contracted by the School department.
The law does not relieve parents/guardian of students from the responsibility of supervision before the student boards the bus in the morning and after the student leaves the bus at the end of the school day or at the conclusion of the activity. Once a student boards the bus, and only at that time, does he/she become the responsibility of the school system. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day or at a designated spot at the conclusion of a school activity. In view of the fact that a bus in an extension of the classroom, the School Committee requires students to conduct themselves in the bus in a manner consistent with established standards to classroom behavior. In cases when a student does not conduct him/herself properly, such instances are to be brought to the attention of the Director of Support Services / designee. The Directory of Support Services/designee will follow the procedures for transportation behavior expectations (JICC-R).
Students whose behavior presents serious problems or safety issues may have their bus privilege suspended. In such cases, the parents/guardian of the students involved become(s) responsible for transporting their students. Students are subject to discipline up to and including expulsion of serious misconduct n school buses.
Code: JICC

TRANSPORTATION BEHAVIOR EXPECTATIONS
In order to ensure the safe transportation, to which students are entitled, the Auburn School Department is utilizing the following behavior expectations. It is in the students’ interest that we work together to provide safe transportation. Bus privileges are defined as “All student transportation provided by the School department, which includes busing to and from and all co-curricular, e.g. Field trips, athletic trips, band.” Once a student boards the bus, and only at that time, does he/she become the responsibility of the school system. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day or at a designated spot at the conclusion of a school activity.

Bus expectations and consequences
Students must be on time at their bus stops; buses are on a time schedule and do not have time to wait or return for students. Each student must ride the bus assigned to him/her unless he/she has written permission and approval in advance by the principal or Director of Support Services/designee.

Category A - Expectations:
• The following are examples of Category A-Expectations:
• Follow direction of the bus driver at all times
• Stay seated quietly facing forward
• Keep hands, arms, feet, and objects to yourself
• Pushing, shoving, or cutting in line is prohibited
• Consumption of food or beverages and chewing gum to and from school is prohibited
• Obscene language, cruel gestures, or harassing behavior is prohibited. (See policy ACAA Harassment and Sexual Harassment)
• Transferring buses without permission is prohibited
• Give correct name to driver. (Falsifying identification, giving another’s student’s name or failure to give proper name to driver upon request is prohibited.

Due to page constraints, we are unable to print this Code of Conduct in its entirety.
Please refer to JICC-R in the Policy manual on our web site www.auburnschl.edu.

INTERSCHOLASTIC ATHLETICS

FALL WINTER SPRING
Cheering Basketball (G/B) Baseball
X Country (G/B) Cheerleading
Field Hockey Indoor Track (G/B) Tennis (G/B)
Football Ice Hockey (G/B) Outdoor Track (G/B)
Soccer (G/B) Skiing (G/B) Lacrosse (G/B)
Golf Swimming (G/B)

ATHLETIC DEPARTMENT 2013-2013

ATHLETE / PARENT HANDBOOK

Participation in interscholastic athletics through the Auburn schools is voluntary and a privilege. During the sports season in which they are participating, athletes will abide by the athletic department policies, regulations and rules expressed herein. These policies shall take precedence in instances where they differ from policies expressed in the Student Handbook. Athletes shall abide by any additional training rules set forth by their coaches; athletes will be given a written copy of these additional rules. Rules and policies are subject to change.

PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS IN AUBURN SCHOOLS

Interscholastic athletics are an integral and inseparable part of the total educational program, providing many unique experiences, which cannot be duplicated elsewhere in the educational system. Athletics help a person develop physically, mentally, socially and emotionally. Athletics teach skills and self-discipline, condition the body and the mind, and instill an appreciation of both teamwork and individual responsibility, thus fostering positive habits and attitudes. In interscholastic athletics a student will learn to understand the spirit of both competition and cooperation while under the supervision of qualified coaches and officials. Rules and policies of the Maine Principals’ Association, the National Federation, and applicable local rules will govern auburn interscholastic athletics.
It is intended that through participation in interscholastic athletics a student athlete will develop:

- An understanding and appreciation of health, fitness and conditioning through participation and extensive coaching.
- A sense of fair plays, sportsmanship, and respect for one’s opponents.
- The ability to make appropriate decisions in emotionally charged situations.
- The ability to work within a group and to place group goals ahead of individual accomplishments.
- The qualities of commitment, responsibility, loyalty, confidence, and self-discipline.
- An interest in sports that will lead to a physically active adult life.
- Skills and strategies which will enable the individual to reach his/her maximum athletic potential.

The school district will offer as many athletic programs as possible, to encourage maximum participation and to meet the developmental needs of the greatest number of students. When selecting coaches, the district will hire the most qualified candidates and provide appropriate training and support as needed. The school district is responsible for providing appropriate and safe facilities for the various athletic programs offered. Having an ongoing plan for maintaining and upgrading such facilities is part of that responsibility.

**SPORTS SEASONS**

A sport season shall be defined as the first day of practice or tryouts for that season including the first pre-season meeting (fall, winter, spring) through the date of the awards night for that season. For students participating in an MPA state championship, New England championship contest that occurs after the awards night, the season shall extend through the date of that championship contest. Athletes who violate their athletic contract during the sports season in which they are participating will be subject to disciplinary action.

**PROGRAM LEVELS**

The Auburn secondary school system offers opportunities for students to participate in interscholastic athletics in programs suited to individual age and ability. The general objective of all programs is to help the student athlete develop as a total person through training and competing within the bounds of fair play and good sportsmanship. The specific goals of each program are as follows:

- The goal of the varsity program is to win, but this is not meant to imply a win-at-all-costs philosophy. The athlete’s well-being and development are always more important than winning. The varsity athlete’s role and playing time are determined by the nature of the sport, the situation, and the coach’s judgment. Every team member cannot expect to play in every contest.
- The goal of the junior varsity and the freshman programs is to try to play everyone while striving to win. This level of competition provides a training ground for individual skill development and for understanding the team concept. It must be recognized that some situations may prevent every team member from playing in each contest.

**PAPERWORK**
No athlete may try out or practice until s/he has the following paperwork on file in the athletic office each year:

1. Clearance from a physician to participate in sports. Clearance must be signed and dated by the physician within the previous 12 months. Clearance can be given on the medical card or on the doctor’s office stationery. Physical screenings are offered by appointment in the ELHS St. Mary’s School Base Health Center.
2. Medical card completely filled out, including insurance information.
3. Insurance coverage - name of company and policy number. Every athlete must be covered by an insurance policy. The company name and policy number must be recorded on the pink medical card.

School insurance is available for about $12 - $40 for all sports except football (varsity and JV), which is under $50.
4. Athletic contract/parents’ permission form signed by both the athlete and his/her parent/guardian.

ACADEMIC ELIGIBILITY
Academic eligibility at Edward Little High School is determined by quarter (not semester) grades. Athletes must be enrolled in at least six courses, and must have passed five courses for the previous marking period. Academically ineligible athletes may regain their eligibility by participating in the probationary eligibility program, or by passing necessary courses in summer/winter school sessions at Edward Little. To become involved in the probationary eligibility program, students must meet with the Athletic Director and sign an Academic Assistance Plan (AAP) contract. Once the contract has been signed, the athlete will miss one week of competition, but will practice during that week. The athlete meeting these conditions will determine eligibility weekly:
1. Have no unexcused absences or tardies
2. Complete and turn in all assignments on time
3. Maintain passing grades in all his/her classes

An athlete who fails to meet any of these conditions will remain ineligible until the next check date.

Grades will be checked on a weekly basis throughout the sports season. Grade verification forms will be due in the athletic office by 2:30 p.m. on Thursdays, unless otherwise specified. An athlete is subject to removal from the team for the remainder of the season if s/he:
1. Fails to turn in a verification form or
2. Turns in a verification form late more than one time or
3. Becomes ineligible for a third week during the probation period

AWARDS
To qualify for awards, letters and certificates, athletes must complete the entire season in good standing. Students removed from teams due to ineligibility or contract violations will not receive awards.

ATHLETE / COACH / PARENT COMMUNICATIONS
In the interest of enjoying a rewarding and productive athletic season, it is important for athletes, coaches and parents to communicate positively with each other. Athletes and parents should be aware that decisions made by the coach
might be based on information not available to all players or spectators. Please allow the coach to do the job he/she was hired for.

ATHLETES
Athletes who have questions or concerns regarding their participation on the team should address their questions directly to the coach at an appropriate time.

COACHES
Coaches are expected to have a parent meeting and provide the following information:
1. Background and coaching philosophy of the coach.
2. Team rules and expectations of team members.
3. Site, time and length of practices.
4. Schedule and sites of contests/games.
5. Criteria for attaining varsity and JV when applicable.
6. What is required to be part of the team? - paperwork, special equipment, off-season conditioning, etc.
7. The procedure followed if an athlete is injured during a practice or contest.
8. Consequences for infractions.

PARENTS
Positive parental support is an important component of an athlete’s successful and enjoyable experience on any athletic team. Parents who have concerns should make an appointment with the coach to express those concerns. Parents should NOT attempt to confront a coach before, during or after a contest or practice. These can be emotional times for both the parent and the coach, and the resulting atmosphere does not promote objectivity.
It is appropriate for parents to discuss the following topics with their athlete’s coach:
1. The mental and physical treatment of the athlete.
2. The athlete’s behavior.
3. Specific concerns with regard to the coach’s expectations.
4. The athlete’s personal issues that the coach may no be aware of.
It is NOT appropriate for parents to discuss the following topics with their athlete’s coach:
1. Amount of playing time the athlete is given.
2. Game / contest strategy.
3. Team personnel decisions.
4. Play calling.
5. Other student/athletes.
When an athlete or a parent has a concern, the proper protocol to address the concern is as follows:
1. Athlete talks to the coach. If the issue is not resolved...
2. Athlete and parent talk to the coach. If the issue is not resolved...
3. Athlete, parent and coach talk to the athletic director. If the issue is not resolved...
4. Athlete, parent, coach and athletic director talk to the principal.
Parents are expected to notify coaches well in advance about any schedule conflicts that arise, such as college visits, long-standing medical appointments.
INHERENT RISK
There are risks and dangers inherent in participating in any athletic event. The risk of injury ranges from minor to disabling to deadly. Although serious injuries are not common in supervised school athletic programs, it is impossible to entirely eliminate the risk. Athletes have the responsibility to help reduce the risk of injury by obeying all safety rules, reporting all physical problems to their coaches, following a proper conditioning program, and inspecting their own equipment daily. By signing the Athletic Contract/Permission to Participate form, athletes and their parents/guardians are acknowledging and accepting that risk, and agreeing that the Auburn School Department cannot be held responsible for any injury occurring as a result of participating in school-sponsored athletic events.

ATTENDANCE
Athletes are required to attend all practices and games unless excused by the coach. Students must meet all academic and school discipline obligations prior to athletic participation. An athlete must attend five days of practice before participating in an athletic contest. Regardless of how late at night a team returns from a game or contest, athletes are expected to be at school on time the next day. Athletes under suspension from school may not attend practices or competitions during the suspension. In order to practice or compete, an athlete must be in school at the beginning of that school day and remain in school all day. Athletes who are dismissed from school because of illness will not compete or practice that day. The athletic director or the school administration may make exceptions for tardies, dismissals or absences. If school is canceled, athletes should call their coach or the school to see if practices or games are being held.

EQUIPMENT / UNIFORMS
Athletes shall be liable for all uniforms and equipment issued to them. They will be required to pay for any items not returned in good condition. Athletes will not be permitted to participate in any other sport until all equipment is returned or paid for. In addition, grades and/or diplomas may be withheld.

TEAM MEMBERSHIP / CHANGING TEAMS
An athlete can participate on only one school sports team at a time. Athletes wanting to change teams after the start of a sports season are subject to the following restrictions:
1. Athletes may change from one non-cut sport to another non-cut sport within two weeks from the MPA start date of that sports season.
2. Athletes cut from one sport may go out for a non-cut sport within the first two weeks of the non-cut sport.
3. Athletes who quit a team after that team has made cuts may not compete on another school athletic team for that season.
4. Athletes who are dropped for disciplinary reasons from a team may not compete on another school athletic team for that season.
5. No athlete may start another sport until the previous one has been completed.

HAZING, HARASSING, INTIMIDATING
Hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with the Auburn School Department are inconsistent with the educational process and are prohibited at all times. Hazing is defined as any action or situation, including harassing or intimidating behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school. Permission, consent, or assumption of risk by any individual subjected to hazing does not lessen the prohibition. Individuals who are guilty of hazing will be subject to disciplinary action, which could include expulsion.

ATHLETIC TRAINER
Athletes may see the athletic trainer at the high school daily by signing up on the athletic director’s door. At this time, there is no charge to see the trainer for minor injuries. If, in the trainer’s opinion, it is necessary for the athlete to see a physician, the athlete may choose to see a doctor. When the athlete visits a doctor, the cost is borne by the athlete.

ALCOHOL/TOBACCO/DRUG POLICY
Athletes are prohibited from using, possessing, selling or distributing tobacco, alcohol, and/or illegal drugs/drug paraphernalia at any time during the sports season in which they are participating on an Auburn school athletic team. Athletes will be subject to the school department and athletic department student assistance procedures. (See page 8 of Athlete/Parent Handbook) Coaches may not alter this policy in any way.

TRAVEL TO CONTESTS
Athletes must travel to and from out-of-town contests with the team. A parent/guardian may request permission to transport his/her child. The coach or the athletic director may grant permission. In unusual circumstances, other arrangements may be made through the athletic director or the school administration.

SPORTSMANSHIP
Sportsmanship is defined as “that quality of responsible behavior characterized by a spirit of generosity and a genuine concern for an opponent.” Auburn athletes, parents, coaches and fans represent both the City of Auburn and their school. The performance and actions of all these individuals carry the reputation for Auburn and the school.
These behaviors are NOT acceptable:
1. Disrespectful or derogatory yells, chants, songs or gestures.
2. Booing, heckling or displaying temper with an official’s decision.
3. Refusing to shake hands or give recognition for good performances.
4. Blaming loss of contest on officials, coaches or participants.
5. Yelling, laughing, name-calling or waving to distract an opponent.
Auburn student athletes are expected to compete (and parents are expected to support their teams) positively and in the spirit of good sportsmanship at all times by:
1. Showing respect for opponents and guests.
2. Applauding during introductions of players, coaches and officials.
3. Showing respect for officials.
4. Knowing, understanding and appreciating the rules of the contest.
5. Treating the competition as a game, not a war.
6. Showing concern for an injured athlete, regardless of team.
7. Maintaining self-control.
8. Respecting the property and equipment of the opposing school as well as their own.
9. Encouraging surrounding people to display only sportsmanlike conduct.

Good school and community citizenship is expected of all athletes. Athletes are subject to all athletic department policies, whether or not expressed herein. An athlete’s violation of public laws, or school regulations, rules or policies will result in disciplinary action, which may include suspension from school athletic participation.

In order to maintain the integrity of the athletic programs at Edward Little High School and Auburn Middle School, the school administration reserves the right to make decisions regarding situations not specifically covered in the Coach’s Handbook, the Student Handbook or the policies expressed herein.

Student Assistance Procedures for Alcohol, tobacco and Drug violations for Athletes in Grades 7-12.
(For the complete and comprehensive policy, please see the Athlete/Parent Handbook that all Athletes must have read and signed along with their parent or guardian.) Students are prohibited for using, possessing, selling or distributing tobacco, alcohol or other drugs/drug paraphernalia. An athlete who violates this drug policy at any time during the sports season in which he/she is participating on an Auburn School Sports team will be subject to appropriate School department and Athletic Department procedures, Athletic Department policies and procedures apply to both school and non-school activities.

FOR UP-TO-DATE ATHLETIC SCHEDULES GO ONLINE TO: www.highschoolsports.net or the Auburn School Department website

Student Assistance Procedures for Alcohol, Tobacco and Other Drugs for Athletes - Grade 7-12
Athletes who violate the Student Assistance Policy at any time during the sports season will be subject to appropriate School Department and Athletic Department Polices/procedures, which pertain to school and non-school activities.

PLEASE SEE THE 2013-2013 ATHLETE / PARENT HANDBOOK FOR THE COMPLETE AND COMPREHENSIVE GUIDELINES THAT MAY HAVE BEEN OMITTED DUE TO SPACE CONSTRAINTS.
1. Self or concerned person referral
See JICH-R1
B. On the first report of either type of referral (self or concerned persons) the
student receives help and is not suspended from athletic participation provided the student is not currently involved in an incident.
C. On the Second report of either type of referral (self or concerned person) first offense procedures will be followed.
2. First Offense
A. School disciplinary procedures will be followed in accordance with procedure JICH-R1.
B. The athlete will meet with the staff. Failure to meet with or follow the recommendations will result in suspension from athletic practices and contest until the meeting does take place.
C. The athlete will be suspended from athletic competition for 1/4 of seasonal games/contests.
This includes exhibition and countable games/contest as established prior to the season, but does not include scrimmages. The athlete will practice and attend contests during suspension from competition.
D. An athlete who completes the above disciplinary procedures will be eligible for awards provided he/she fulfills the letter/award criteria established by the coach.
E. Students who are under suspension from school may not practice or participate.
F. Students may elect not to participate in school athletic in lieu of following school and athletic procedures, but will not be permitted to participate in any other sport season until he/she has followed such procedures.
3. Second and subsequent offenses or distribution/sale procedures
JICH-R1.
B. The athlete is suspended from participation in school athletics for the remainder of the current sports season and the next two sports seasons.
C. The athlete must comply with the recommendations set forth by the principal and/or athletic director before he/she will be allowed to participate again in the athletic program.
Code: JICH-R2

CLUBS AND ACTIVITIES

NON-ATHLETIC SCHOOL ACTIVITIES
Participation in clubs and activities is open to all students. All groups must have an adult advisor who assumes responsibility for supervision and direction for fundraising and planning for the activity. All eligibility requirements for participation apply to extra curricular as well as athletic activities. School rules for non-athletic school activities are also in effect for all activities. Additional clubs may be considered when students indicate an interest. The list of active groups is included below:

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<thead>
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<tr>
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<td>Color Guard</td>
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<td>Red Eddies Club</td>
<td>Mock Trial</td>
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<td>Breakfast Book Club</td>
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<td>Civil Rights Team</td>
<td>Class officers/Executive Board</td>
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ACTIVITY DESCRIPTION

Academic Advocate
The Academic Advocate is a newspaper-within-a-newspaper, published twice a month in the Sun Journal. Students who become a part of the Advocate staff have an opportunity to express their opinions, keep the community aware of what goes on ELHS, and share the issues that young adults face. There are opportunities for photographers and for writers. Pieces can range from news articles about events, people, or issues in our school community, to opinion pieces, to movie, TV, or music reviews.

Academic Decathlon
Academic Decathlon is a national academic team competition where team members compete in 10 different academic events (Math, Science, Language and Literature, Music, Art, Economics, Prepared Speech/Impromptu Speech, Interview, Social Studies known as Super Quiz). The curricular focus for the 2010 competition is “The French Revolution”. Students compete for individual and team medals, and the highest scoring team from that will go onto the national competition. Mr. Gray and Mrs. McCurdy are the coaches.

Breakfast Book Club
The Breakfast Book Club allows students to extend their love for reading beyond the classroom. The club meets once a month in the mornings to discuss and share opinions on various books.

Civil Rights Team
The Civil Rights Team is open to all students who are interested in making Edward Little a safe place. Our motto is, “It’s your right to a school climate that is emotionally, socially, physically, and academically safe”. We meet every other week to discuss and work on projects involving Civil rights issues here at school, and attend workshops and conferences around New England throughout the year.

Color Guard
Color Guard functions as an integral part of the RED EDDIES MARCHING BAND and performs at all home football games, parades, and MBDA Marching Shows. Open to all female and male students in grades 8-12, members are expected to follow the set of guidelines that exist concerning attendance, conduct and performance etiquette. There are yearly expenses involved with uniforms and equipment. Routines are prepared to coincide with the musical performance of the field show and the drill. (See marching band for times and rehearsals.) There is also a winter season for the Color Guard that runs from December through March.

Drama Club
The dramatics club at Edward Little High School is open to all students regardless of their background in drama. Meetings are held each week with presentations on various aspects of the theater. In the fall, the club works toward the production of the musical presented on the first weekend in December. In the spring, the club presents a one-act play for the state competition. Other highlights include a bean
supper, field trips to local drama presentations and a major trip to Boston to see a
play each May. Letters in drama are earned through attendance at club meetings
and participation in a variety of activities.

French Club
The French Club is open to all French students who are interested in learning
more about the French language and culture. Officers must be currently enrolled
in a French course. There is regular activity and an executive meeting every
month. Club projects include speakers, APL-LPL film program, celebration of
French holidays (Reveillon de Noel), and exchange meetings with local language
clubs, and French cuisine. Members also organize the activities for Foreign
Language Week. A trip to Quebec is also organized if there is enough student
interest.

Jazz Band
Performing music of the swing era, modern jazz and jazz-rock fusion, the ELHS
Jazz Band is an extracurricular group of approximately twenty (20) musicians
including saxophones, trumpets, trombones, drums, piano, bass guitar and
electric guitar. The group rehearses Tuesdays after school throughout the school
year and performs at various concerts, civic and social events as well as
participating in district and state jazz festivals in the spring. Participants should
have basic instrumental skills but need not be well versed in jazz styles, as these
will be taught over the course of the year.

Latin Club
Any student who is enrolled in a Latin class may join the Latin Club. The Latin
Club meets once a month and engages in various activities which enhance
students' appreciation and understanding of Ancient Greece and Rome. Three
times a year club members attend Maine Junior Classical League conventions;
other activities include watching movies, attending plays, hosting guest speakers,
pizza parties, and joint activities with the French and Spanish Clubs.

Marching Band
The RED EDDIES MARCHING BAND is an extra-curricular organization that
represents ELHS at civic events, parades, home football games and marching
band shows throughout the school year. Currently comprised of 45 members, the
group includes accomplished musicians as well as Color Guard members
and non-musicians who assist with the equipment and serve as an honor guard
during parades. Marching Band includes a week of preseason rehearsals in
August, rehearsals two nights a week through November, home football games,
MBDA Marching Band Shows, several parades and various civic events. All
students are welcome to participate regardless of the their current level of
musicianship.

Oracle
Members of the Oracle staff are involved in two (2) basic activities. Members of
the staff are responsible for soliciting community contributions to the yearbook
from local businesses and for the preparation of the yearbook. Students must be
able to fit Oracle into their program of studies. Some ability to use the computer,
to draw, and to think creatively is required.
Pep Band
The RED EDDIES PEP BAND is an extra-curricular performing group that represents Edward Little High School at the home basketball games. The group is currently comprised of 25 musicians playing a variety of band instruments as well as drums, bass guitar and electric guitar. All students are welcome to participate regardless of their level of musicianship. Basketball typically occurs on every Tuesday and Friday evenings with rehearsals occurring before the games. The Pep Band also performs at the basketball tournaments should the team’s advance that typically occurs over February vacation.

Red Eddies Club
The Edward Little High School Red Eddies Club is open to all students and is responsible for promoting school spirit, by implementing activities that are held during spirit week and by carrying out pep rallies and fundraising events that help to finance student activities.

School Magazine
Students are involved in all aspects of magazine production, including brainstorming, researching, interviewing, writing articles, editing, creating layouts, printing and distribution. Working for the school magazine is an opportunity for students to publish writing about topics that they feel are interesting and important in a school-wide publication. The magazine staff creates approximately two issues a semester.

Show Choir
Performing music of the jazz, pop, and rock styles, the ELHS Show Choir Vocal Eloquence is a group of approximately 18 musicians selected through auditions in the fall. They Show Choir rehearses Monday evenings and Thursdays after school throughout the school year. The group has served as ambassadors of the school and performs at a variety of concerts, civic and social events. Participation is by audition only.

Spanish Club
The Spanish Club is open to any student enrolled in Spanish. The Club meets once a month for an activity including a trip to a Mexican restaurant, a Christmas party with a piñata, a demonstration on how to prepare Mexican food, an international banquet, and a trip to Portland to see a film.

Speech and Debate Teams
The Speech and Debate teams meet twice a week to work on their presentations for speaking contests. The debate team researches a nationally assigned topic and prepares a plan of persuasive attack, either for or against it. The speech team is geared more toward dramatic oral interpretation than persuasive rhetoric. Some of the speech categories are Impromptu (spur of the moment speaking); Extemporaneous (half an hour preparation time on a choice of three current event topics); and Oral Interpretation (Dramatic, Humorous, Poetry and Praise Interpretations). There are other categories, such as Original Oratory, for the speaker who enjoys writing his own material. All except Impromptu are 7 to 10 minute presentations.
**Student Council**
The Student Council is composed of student in grades 9-12. Elections for President, Vice-President, and Secretary/Treasurer occur in the spring of each year. The Student Council organization encourages students to become involved in a wide variety of school events and activities as well as community service projects. The council is open to all students at Edward Little High School. School activities the council sponsors each year are the semi-formal dance and Teacher Appreciation Week.

**Youth Court**
The Lewiston Auburn Youth Court program is a sentencing court designed to involve students in a hands-on learning opportunity in the court process. Students provide dispositions for first time juvenile offenders in the twin cities and surrounding areas. This is not a mock trial or moot court. Students will undergo a 12-16 hour training period, and upon completion of a comprehensive exam, they will be able to serve on the Youth Court. Students can take part in court sessions as a prosecutor, a defense attorney, a judge, a bailiff, or a court recorder. This experience looks great on resumes, college applications, and financial aide papers. Youth Court is an experience you will never forget.

**National Honor Society**
**NHS Membership Requirements:**
1. All grades starting with the ninth grade are averaged. On a 10-point scale (A=10, B=9 etc.). Cut off will be 90. Grades are not weighted.
2. Faculty rating is based on a 4-point scale (4 being the highest score). The student rating is based on consideration of leadership, character and service as perceived by individual faculty members. This information is provided to the faculty council.
3. Attendance is an important consideration. A student may not have missed more than 6% (approximately 10 days) of the regular school year starting with the ninth grade. Under unusual circumstances certain exceptions may exist and will be looked at on an individual basis.
4. A student must participate in both extra-curricular school functions (i.e., sports, clubs, special school projects outside of his/her regular classroom activities) and community activities of an on-going nature (i.e., a job, church or community activities or clubs). There must be at least three of these activities on the Student Activity Information Form, and both types of activity must be represented.
5. A student must show at least one (1) activity in which he/she has participated in a leadership capacity, either in school or in the community. Elective office is not essential; leadership is. Examples
   - An officer of an organization
   - A captain of a team
   - A chairman of a committee
   - A supervisor on the job
6. Grades and activities will be considered beginning with ninth grade.
7. A student must have carried a full academic load during each of the years under consideration.
8. A student must have completed at least two (2) semesters in the Auburn Secondary Schools to be considered eligible.
**Procedures for NHS Selection:**

1. Shortly after grades are posted for the first semester, the list of students who are academically eligible as juniors and as seniors will be determined. Eligibility for seniors will also be determined after grades are posted for the first quarter.
2. Those students who are eligible will be invited by letter to complete a Student Activity Information Form. This record will include the other criteria: Character, Leadership and Services.
3. The Faculty Council will make the final selections on **only** those students who complete the Student Activity Information Form which is required for consideration **and** who are scholastically eligible. The committee will be provided with the faculty rating information for all eligible students.
4. Attendance will be reviewed through the records of the administration.
5. Items, 2,3 and 4 will be accomplished concurrently.
6. After the Student Activity Information Forms are reviewed, recommendations will be sought from advisors of activities, coaches and persons in charge of community functions and jobs.
7. The final announcement of new members will be made during spring of the school year, (or in the fall of the senior year for those seniors selected at that time), and induction of all new members will take place as soon after the spring announcement as is feasible with the school calendar.
8. Members are expected to maintain the academic average and the attendance requirements. Should a student be in jeopardy in either of these categories, the advisor will send letters of warning to the offending student with copies to the parents and to the principal. Failure to improve may result in dismissal.

For students who violate the drug and alcohol policy the faculty council will meet to consider dismissal.

For any type of convicted felony, the student will be automatically dismissed. In case of flagrant violation of school rules the faculty council will meet to consider a dismissal. In all cases the students will have the right to appeal the impending dismissal through a written appeal. Appeals beyond the faculty council will follow the procedure of the local school district.

**NHS Activities:**

1. Meeting times will be determined by the membership at its first meeting in September. Members are expected to attend unless excused in advance by the advisor(s).
2. The chapter advisor and the officers meet regularly to discuss chapter business and plan meetings.
3. During the year, the chapter will decide on several community and school service projects. All members are expected to participate.
4. Each member is expected to conduct an individual on-going service project within the school or in the community. Progress reports will be submitted quarterly to the advisor.
5. The chapter advisor monitors members for compliance with obligations. Members receive a limited number of warnings for infractions. For flagrant violations of the civil law or school rules, no warning is necessary. The Faculty Council and advisor may take a variety of measures, up to and including dismissal.
CO-CURRICULAR ACTIVITY ELIGIBILITY
Co-curricular activities are those activities, which ordinarily occur outside the school day, including athletics, band, cheerleading, clubs, odyssey of the mind, plays, etc. All co-curricular activities are available to student enrolled in Auburn’s public schools or to students who have a home-school plan on file with the State Department of Education.

CO-CURRICULAR POLICIES
1. Advisors must be present for all meetings, work sessions and events held by group.
2. Advance permission for all events and activities is required through both advisor and administrator.
3. Fund-raising should occur only in school by school-sponsored groups, as approved by advisor.
4. Students may involve parents/relatives in fund-raising events.
5. Door-to-door sales are strictly prohibited by school committee policy.
6. School policy prohibits fund-raising events in school by non-school groups such as churches, sororities, etc.
7. If a student is absent the same day of an activity (school or school sponsored activity) in which he is supposed to participate, he will not be allowed to take part or perform.
8. Regardless of how late an athletic event or extra-curricular activity lasts, under no circumstances should the students be informed by a coach or advisor to report to school late the next day.
9. Use of School Facilities: Organizations recognized by the school may use facilities for dances, variety shows, etc., providing these are not in conflict with the planned school program. Student activities will be charted on a school calendar on a first come, first served basis with the principal in charge. Athletic activities will be scheduled by the Athletic Director and take precedence over other usual activities wishing to use the facilities. To be eligible, students must be passing five subjects in the previous quarter. Students must also be taking a minimum of (5) courses. Any student who is ineligible may apply for probationary eligibility through the Principal or the advisor.
   - Use of tobacco or smoking is prohibited.
   - Posters for dances, campaigns, and such are not to be fixed to any painted surface in the building.
   - Use glass surfaces, brick walls, or door panels for any desired displays.
   - Masking tape should be used to post displays.
   - The regular school rules and regulations are in effect during any school activity regardless of time and place.

SCHOOL EXPECTATIONS
- Each student is expected to participate in class and strive for academic excellence.
- Each student will come to class prepared to learn with pen, pencils, book and homework completed on time.
- Each student is to be in class on time and ready to work.
- Each student will treat everyone in the classroom with respect.
- Students will respect school property and obey all school rules.
- Each student will display good morality-no use of vulgarity; no cheating; changing of grades, etc.
- Student insubordination will not be tolerated.
- Each student will obey individual classroom rules, which are posted.

classroom expectations
Students will be prepared for class.
Students will follow classroom rules appropriate to the subject areas.
Students will treat everyone with respect.
Students will respect school property.
Students will follow school rules in the classroom.

classroom behavior expectations
1. Name on board - Warning
2. 1/2 hour detention
3. 1/2 half-hour or 1 hour detention/call parent
4. Referral to the office
5. Severe clause - direct referral to office

cafeteria expectations
Students will not throw food.
Students will not be tardy.
Food items should not be taken out of the cafeteria
Students will remain seated until the bell rings.
Students are responsible to clean up their table and area.

cafeteria behavior plan
Student will sweep the floor after school or serve a detention.
Student will have assigned seating.
Student will be referred to the office.
Student may lose lunch privilege.

assembly expectations
Students will stay seated quietly with their class.
Students will not throw objects.
No boozing or shouting is allowed.
Students will respect program participants.

assembly behavior plan
Warning
Removal from program and next assembly
Severe clause-referral to the office
We believe that the vast majority of students at Edward Little High School are here to gain a quality education. This includes striving for academic excellence while using socialization skills, which will develop the student into a well-rounded individual prepared to assume a productive role in the community. Through school activities, assemblies, dances and special promotions, we hope to make a student’s years at Edward Little meaningful and productive.
PROCEDURES FOR SCHOOL DANCES
1. Students who are not enrolled at E.L., Merrill Hill or Franklin may not attend dances unless accompanied by a student from one of those schools with prior approval by an administrator.
2. Dances are school functions and all school rules apply. All dance tickets will be sold in advance - NO TICKETS AT THE DOOR.
3. Once a student leaves the dances, he/she may not reenter the building for any reason. Students must also leave school grounds - no loitering.
4. If a student comes in late, they will pay full price no matter what the time.
5. If chaperones note the odor of alcohol or other controlled substance, or if a student appears to be under the influence, the student will be refused entrance or removed and parent notified. Parents may pick up students involved. Police may transport the student to the station until parents can be reached. If students are in possession of drugs or alcohol, the school drug policy will be followed.
6. The school reserves the right to deny admission.

Student Assistance Policy for Alcohol, tobacco and Other Drugs

Philosophy - General
The Auburn School Department recognizes that substance use and abuse is a preventable behavior. As part of our health education and goal of wellness, we are committed to developing and implementing programs related to substance use and abuse prevention, recognizing that everyone within our school system is affected.

Alcohol, Tobacco and other drugs
The Auburn School Committee is dedicated to providing a safe, healthy, productive atmosphere and learning environment that is free from alcohol, tobacco, and other drugs. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement, and organizations concerned with the use of alcohol, tobacco, and other drugs. No students shall possess, use, or distribute tobacco products. No student shall possess, use, distribute or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor. Nor shall a student possess, use, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance, any look-alike substance that is represented to be a controlled substance. The administrator/designee will confiscate any article described in this policy and related procedures and, if appropriate, submit it to a suitable law enforcement agency. Due to page constraints, we are unable to print this Code of Conduct in its entirety. Please refer to JICH in the Policy manual on our web site www.auburnschl.edu.

STUDENT ASSISTANCE PROCEDURES FOR ALCOHOL, TOBACCO AND OTHER DRUGS IN GRADES 7 - 12
The following procedures are intended to assist any student who may be affected directly or indirectly with alcohol, tobacco and other drugs. The students should feel safe coming forward with his/her concerns. All referrals will be processed through the Administration, guidance, staff, or the principal's designee.

I. Self or concerned person referral
1. First time referral
   A. A student may be referred by another student, parent, teacher, administrator or
The student will meet with staff for evaluation and assistance in accordance with school procedures.

2. Second time referral
   A. The administrator or staff will verify that this is a second time referral.
   B. The student meets with the staff.
   C. The parent is notified to meet with the staff.
   D. The staff, parent and student create a plan to address substance abuse issues.

3. Student may not self-refer after they have violated the policy.

II. Possession, use or under the influence of alcohol or other drugs.

1. First offense
   A. The administrator will verify the first offense.
   B. The administrator notifies the parent.
   C. The student is sent home.
   D. The administrator notifies the school resource officer.
   E. The student is suspended for three days (in addition to the day of the incident).
   F. The student and parents must attend a student review meeting to formulate a student assistance plan for re-entry.
   G. The student must follow the recommendations and reentry plan in order to continue attending school.
   H. The superintendent is notified.

2. Second offense
   A. The administrator will verify the second offense.
   B. The administrator notifies the parent.
   C. The student is sent home.
   D. The administrator notifies and consults with the school resource officer.
   E. The student is suspended for six days (in addition to the day of the incident).
   F. The student and parents must attend a student review meeting to formulate a student assistance plan for re-entry.
   G. The student must follow the recommendations and reentry plan in order to continue attending school.
   H. The superintendent is notified.

3. Third and subsequent offenses
   A. The administrator verifies the third and subsequent offense(s).
   B. The administrator notifies the parent.
   C. The student is sent home.
   D. The administrator notifies and consults with the school resource officer.
   E. The student is suspended for 6 days (in addition to the day of incident).
   F. The student is referred to the superintendent; under certain conditions the superintendent may request an expulsion hearing.
   G. The student and parent must meet with superintendent of schools to set reentry plan prior to student returning to school.
   H. The student must follow reentry plan in order to continue attending school.

III. Distribution or sale of alcohol or other drugs.

1. The administrator will verify the offense.
2. The administrator notifies the parent; the student is sent home.
3. The administrator notifies superintendent.
4. The administrator notifies and consults with the school resource officer.
5. The student is suspended until the student and parent meet with the superintendent; the superintendent may under certain conditions refer the student to the school committee for possible expulsion hearing.
6. The administrator submits a letter describing the incident along with student information on behavior, grades and attendance to superintendent and staff.

IV. Possession/use of tobacco products for grades 7-12 students. Any violation of the Tobacco Free Schools Policy by students shall be referred to the appropriate administrator at the building level.

1. First Offense
   A. The administrator verifies the first offense.
   B. The administrator notifies the parent.
   C. The student is sent home
   D. The student is suspended for three (3) days. (In addition to the day of the incident). **
   E. A referral is made to the school resource officer
   F. Students may attend a Smokeless Saturday (in lieu of two of the three days of suspension (for first offense only)

2. Second Offense
   A. The administrator verifies the offense.
   B. The administrator notifies the parent.
   C. The student is sent home
   D. The student is suspended for six (6) days. (In addition to the day of the incident). **
   E. The administrator will notify and consult with the school resource officer.

3. Third and Subsequent Offenses
   A. The administrator verifies the offense.
   B. The administrator notifies the parent
   C. The student is sent home
   D. The student is suspended until student parent/guardian, administrator and superintendent/designee meets to develop a re entry plan.
   E. The administrator notifies and consults with school resource officer.

Code: JICH-R1

STUDENT ASSISTANCE PROCEDURES FOR ALCOHOL, TOBACCO AND OTHER DRUGS FOR STUDENTS IN CO-CURRICULAR ACTIVITIES GRADE 7-12
Students in co-curricular activities who violate the Student Assistance Policy at any time during the year will be subject to appropriate School department policies/procedures, which pertain to school and non-school activities.

1. Possession, use or under the influence
   A. First Offense
      a. School department procedures will be followed in accordance with procedure JICH-R1.
      b. The student is suspended from the activity for two (2) weeks. This includes meetings, activities and field trips.
      c. The student must complete recommendations from the family consultation meeting prior to returning to the activity.
d. A student found to be using or possessing at a non-school function has the option of going through the disciplinary procedure of suspension and family consultation or being dropped from the activity for the remainder of the activity.  

e. A student who completes the disciplinary procedure may be eligible for awards.  

B. Second and Subsequent offense(s)  
a. School department procedures will be followed in accordance with procedure JICH-R1.  
b. The student is suspended from any activity for remainder of the school year.  
c. The student must comply with the recommendations set forth by the principal and Administration before he/she will be allowed to participate in the activity.  

2. Distribution or sale  
A. Offense(s)  
a. School department procedures will be followed in accordance with procedure JICH-R1.  
b. The student is suspended from an activity for the remainder of the school year.  
c. The student must comply with the recommendations set forth by the principal before he/she will be allowed to participate in the activity.  

Voluntary referrals  
Advisors need to inform students that disclosing information about a peer is actually helpful. Students need to know how to make a “concerned person referral”. The important message is that it is not okay to use; but if someone needs help, it is safe to seek help. In a concerned person referral and a self-referral, the student gets help and is not suspended on the first offense. Often the help begins with referral to helping personnel.  
Code: JICHR-3  

WEAPONS, VIOLENCE, AND SCHOOL SAFETY  
The School Committee believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and state and federal laws. School staff is required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.  

Prohibited Conduct  
Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or any time or place that such conduct directly affects the operations, discipline or general welfare of the school or activity.  
• Possessions and/or use of articles commonly used for designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, or any other kind of gun. Ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nun chucks.  
• Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or threaten intimidate, coerce or harass another person.
Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys).

- Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property.
- Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program.
- Willful and malicious damage to school or personal property.
- Stealing or attempting to steal school or personal property.
- Lewd, indecent or obscene acts of expressions of any kind.
- Violations of the school unit’s drug/alcohol and tobacco policies.
- Violations of state or federal laws.
- Any other conduct that may be harmful to persons or property.

**Disciplinary Action**
Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct, which violates this policy, is deliberately disobedient and deliberately disorderly within the meaning of 20_A MSRA section 1009(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds to expulsion under other provision of 20-A MRSA section 1009(9) and (AS) that specifically prohibit the use and possession of weapons, infraction of violence, and possession, furnishing and trafficking of scheduled drugs. Students who are found to have brought a firearm to school (as defined by federal law) shall be expelled for a period of not less than one year, unless the Superintendent on a case-by-case basis modifies this requirement.

All firearms violations shall be referred to law enforcement authorizes as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent/ Designee. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/ regulations.

School personnel will confiscate any article described in this policy and, if appropriate, submit it to a suitable law enforcement agency. The School Committee authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk of the student would pose to school safety if the student were to remain in school. The superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the School committee may draw any reasonable inferences from the student’s behavior concerning the risk the student poses to school safety for purpose of determining appropriate action.

Code: **JICLA**

**BOMB THREATS**
The school Committee recognizes that bomb threats are a significant concern to
the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The School Committee directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action. Please refer to ASD Policy code: JICIB

**Questioning and Searches of Students**
The School Committee seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures. Students may be searched upon reasonable suspicion that they possess any items or substances, which are prohibited by law, School Committee policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school. Student’s use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School personnel have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Students in grades 7 - 12 will be notified annually that storage facilities may be searched at random and the personal belongings may be searched with reasonable suspicion. If a search produces evidence that a student has violated or is violating the law, School Committee policies and/or school rules, such evidence may be seized and impounded by school personnel and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators. The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, any administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to School Committee approval. Code: JIH

**PROCEDURES FOR DEALING WITH QUESTIONING AND SEARCHES OF STUDENTS**
The purpose of this administrative procedure is to provide guidelines for the conduct of student questioning and searches by school personnel. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. In general school administrators will conduct searches; however, there may be occasions when other school personnel will need to perform this function. School personnel have the discretion to request the assistance of law enforcement authorities in accordance with School Committee policy.
**Questioning By School Personnel**

School personnel are under no obligation to notify a student’s parent(s)/guardian(s) prior to questioning a student regarding alleged violations of School Committee policies, school rules and/or federal/state laws. If law enforcement officers are involved, refer to policy KLG - Relations with Law Enforcement Authorities.

School Personnel shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School personnel shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.

If a student fails to cooperate, lies, misleads or threatens any person during questioning, he/she may be subject to additional disciplinary action.

**Searches of Students and/or Personal Property in Student’s Immediate Possession, Student vehicles and School Storage facilities**

School personnel are authorized to search students and/or personal property in the students’ immediate possession and vehicles when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating the School Committee policies, school rules and/or federal/state laws.

All searches of students, personal property or vehicles shall be authorized and conducted by school personnel in the presence of a witness, except where the circumstances render the presence of a witness impractical. Searches should be reasonably related to the objective of the search and not excessively obtrusive. Searches may include the student’s clothing and personal belongings. School personnel shall not conduct strip searches. If a more intrusive search appears to be necessary, law enforcement authorities shall be contacted.

School personnel have the authority to inspect and search school storage facilities and their contents on a random basis with or without reasonable suspicion and without notice or consent.

Searches, which disclose evidence that a student has violated School Committee policies or school rules, will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution. School personnel are required to document all search and items seized / impounded on the Student Search Form or by another reasonable method. Students in grades 7-12 will be notified annually that storage facilities may be searched at random and the personal belongings may be searched with reasonable suspicion.

Code: JIH-R

**CO-CURRICULAR ACTIVITY ELIGIBILITY**

Co-curricular activities are those activities, which ordinarily occur outside the school day, including athletics, band, cheerleading, clubs, Odyssey of the Mind, plays, etc. All co-curricular activities are available to students enrolled in Auburn’s public schools or to students who have home-school plan on file with the State Department of Education.

Student co-curricular activities are an integral part of school life and are used as a means of developing wholesome attitude and good human relations as well as knowledge and skills. These activities often require as much careful planning, coordination, and supervision as student experiences in the academic subject area; however, care must be taken that these activities do not take precedence
over subject matter areas, but remain as supplemental activities to the basic courses of study.
Due to page constraints, we are unable to print this co-curricular Activity Eligibility in its entirety. Please refer to JJJ in the Policy manual or on our web site www.auburnschl.edu.

COMMUNICABLE/INFECTIOUS DISEASES
Teachers shall be alert to signs of illness and communicable disease and refer to the office children showing such symptoms. Parents are notified when appropriate. All children under quarantine shall be excluded from school and school activities. Quarantine regulations established by Board of Health shall be observed. The school nurse/designee shall be responsible for notifying the local health department of all students having a communicable disease as required by law and Department of Education rules. The building principal shall be notified of communicable disease and contact the superintendent. Children who have other types of communicable diseases shall be excluded from school as prescribed by law, or shall observe other protective procedures to recommendations issued by the school physician. Every student returning to school following an absence will be required to present a note of explanation from the parent, guardian, or family physician to the teacher. Said note shall include the dates of absence and the reason.
Code: JLCC

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:
The right to inspect and review the student's education records within 45 days of the day the Auburn School Department receives a request for access. Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The principal/designee will make arrangement for access and notify the parent or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student’s education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Auburn School Department to amend a record that they believe is inaccurate or misleading. They should write the school principal or superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Auburn School Department decides not to amend the record as requested by the parent or eligible student, the Auburn School Department 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. 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 exception, 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 Committee; 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 disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Auburn School Department discloses education records, including special education records, without consent to officials of another school district in which a student seeks or intends to enroll. A copy of the entire student’s education records must be sent to any school administrative unit to which a student applies for transfer. The Auburn School Department may make public at its discretion personally identifiable information from the education 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: name, photographs, name of school student is attending, area of study, the student’s participation in officially recognized activities and sports, height, weight of student athletes, grade level in school of participants in co-curricular activities, date of attendance at Auburn schools, and honors and awards received. Such information will not be disclosed if the parent of the student informs the school in writing by October 1 for the upcoming year or within 30 days of enrollment. That such personally identifiable information is not to be designated as directory information with respect to that student. Any such notice should be sent to the principal of the school where the student attends. 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/guardian or eligible student notifies the school in writing that he/she does not want such information released. Such information will not be disclosed if the student’s parent/guardian or eligible student notifies the school department, in writing, that such information may not be released without his/her consent. Any such notice should be sent to the school administrator. Under Maine law, the Auburn School Department 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’ name. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Auburn School Department to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue
Washington DC 20202-4605
Code: JRA-E1
<table>
<thead>
<tr>
<th>Bell Schedule</th>
<th>Mentor Wednesday Bell Schedule</th>
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<tbody>
<tr>
<td><strong>First Bell 7:45</strong> (5)</td>
<td><strong>First Bell 7:45</strong> (5)</td>
</tr>
<tr>
<td><strong>Block I 7:50 – 9:12</strong> (82)</td>
<td><strong>Block I 7:50 – 9:05</strong> (75)</td>
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<tr>
<td><strong>Block II 9:19 – 10:43</strong> (84)</td>
<td><strong>Block II 9:12 – 10:27</strong> (75)</td>
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<tr>
<td><strong>Block III 10:50 – 12:41</strong></td>
<td><strong>Block III 10:34 – 12:18</strong></td>
</tr>
<tr>
<td>Lunch A 10:50 – 11:10 (20)</td>
<td>Lunch A 10:34 – 10:54 (20)</td>
</tr>
<tr>
<td>Class 10:50 – 11:30 (40)</td>
<td>Class 10:34 – 11:12 (38)</td>
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<tr>
<td><strong>Lunch B 11:34 – 11:55</strong> (20)</td>
<td><strong>Lunch B 11:17 – 11:37</strong> (20)</td>
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<tr>
<td>Class 12:00 – 12:41 (41)</td>
<td>Class 11:42 – 12:18 (36)</td>
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<tr>
<td>Class 10:50 – 12:16 (86)</td>
<td>Class 10:34 – 11:54 (80)</td>
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<tr>
<td><strong>Lunch C 12:21 – 12:41</strong> (20)</td>
<td><strong>Lunch C 11:58 – 12:18</strong> (20)</td>
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<tr>
<td><strong>Block IV 12:48 – 2:10</strong> (82)</td>
<td><strong>MENTOR DAY</strong></td>
</tr>
<tr>
<td><strong>MENTOR 12:25 – 12:50</strong> (25)</td>
<td><strong>Block IV 12:55 - 2:10</strong> (75)</td>
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