



**Lisbon High School Student & Family Handbook  
2023-2024**



**GREYHOUND PRIDE IS INSIDE!**

*The Lisbon School Department is united with our community to provide a personalized, innovative education for all learners in an ever-changing world.*

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This handbook is an official notification to students and their families of their responsibilities as citizens of the Lisbon High School Community. Ignorance of these guidelines and expectations is not an excuse for non-compliance. These guidelines and expectations may be modified by administration as circumstances require and without prior notice.

This handbook is a resource for students and families to be used throughout the year. It is also available electronically on the Lisbon School Department website. Students and families are responsible for reading and following the guidelines and expectations in this handbook.

This handbook has been developed within the framework of the Lisbon School Committee policy manual. In case of a conflict between the handbook and school committee policies, the school department's policies govern.



## **Lisbon School Department Mission and Vision**

**Vision:** All students learn in different ways and in different timeframes.

**Mission:** The Lisbon School Department is united with our community to provide a personalized, innovative education for all learners in an ever-changing world.

### **Framework for the Vision and Mission**

A Lisbon student/learner will experience:

- an innovative, future focused, standards-based curriculum that prepares them for an ever-changing world.
- research-based instruction that allows opportunities to learn in different ways and different time frames.
- a shared partnership between the community, families and the school department.
- a safe and respectful learning environment.
- comfortable, up-to-date facilities with adequate space for all education needs as well as appropriate and attractive community spaces which invite public use of the schools.
- educators who have explicit performance goals and a professional development plan to achieve them.
- innovative technology tools to promote the best in 21st Century instructional practices.

*All students learn in different ways and in different timeframes*



Welcome Lisbon Greyhounds! I am excited to serve as your principal this year!

Lisbon High School has made some positive changes over the summer. Our focus this year continues to be teaching, motivating, supporting and preparing you to reach your fullest potential! High School is an opportunity to explore new offerings, be open to new ideas, and challenge yourself both academically and emotionally as you continue to learn and grow. It is important to get involved in our school community.

This handbook is designed to provide students, parents and the community with a clear understanding of the expectations for all students at Lisbon High School. The information enclosed will be a resource for you as you navigate your high school experience. It is important to carefully read the information and understand the school expectations and responses if expectations are not followed. If we all do our part, we can co-exist in an environment where all students and staff feel welcomed, safe, connected, and a part of our Lisbon High School family. We are going to have a great school year and I am excited to see all that we can accomplish as we work together!

This handbook lends as a tool to answer many questions you may have. Please do not hesitate to call the main office or email me directly for assistance if you have any questions/concerns.

Sincerely,

Susan E. Magee

Principal, Lisbon High School

## **Expectations and Code of Conduct**

## Academic Expectations

*Students at Lisbon High School will:*

- effectively communicate (read, write, speak, and listen).
- use technology and informational resources.
- use critical thinking skills to solve problems.
- aspire to gain knowledge and experience in order to pursue life goals.

## Social and Civic Expectations

*Students at Lisbon High School will:*

- demonstrate a willingness to resolve conflicts responsibly.
- assume responsibility for one's own behavior.
- model self-respect and promote unconditional respect for others.
- contribute to the well-being and welfare of others within the school community.
- demonstrate the rights and responsibilities of a democratic society.
- demonstrate positive contributions to both school and local communities.

## Code of Conduct

*Students at Lisbon High will:*

- act in a manner that will make the best use possible of their public education.
- accept responsibility for their behavior.
- develop and use problem-solving skills to resolve conflicts.
- follow established district, school, and classroom rules.
- maintain academic integrity.
- maintain appropriate dress and hygiene.
- respect others rights, beliefs, and property through actions and words.
- not act in such a manner as to place themselves or others in danger of harm or injury.
- not threaten or intimidate others.
- not engage in unlawful activities.
- not carry, bring, or use any weapon or look-alike weapon in or on district property (*See [Code JICIA](#)*).

Continued and/or willful refusal to follow safety procedures and protocols set forth by the Lisbon School Department, will result in disciplinary actions that may include, but are not limited to, warning(s), meeting(s) with parents/family, detentions/suspensions, or removal from school.

### **Conflict Between Policy and Handbook**

If there is an inadvertent conflict between this handbook and the Lisbon School Committee Policies, the Lisbon School Committee Policies will prevail. There is a copy of the School Committee Policies Handbook in the school office and on the school's website

([http://www.lisbonschoolsme.org/central\\_office/school\\_committee/policies](http://www.lisbonschoolsme.org/central_office/school_committee/policies)) for your reference.

### **Student and Staff Safety**

All students and staff have the right to feel safe and included while at Lisbon High School. Please see the Lisbon School Department's policies on the following issues:

- Harassment/Bullying (See [Code JICK](#))
- Sexual Harassment (See [Code ACAA](#), [Code ACAA-R](#) and [JICK](#))
- Hazing (See [Code ACAD](#))
- Drugs and Alcohol (See [Code JICH](#))
- Tobacco Use and Possession (See [Code ADC](#))
- Student Wellness (See [Code JL](#))
- Weapons and Violence (See [Code JICIA](#))
- Bomb Threats (See [Code EBCC](#))
- Student Questioning and Searches (See [Code JIH](#))
- Suspension of Students (See [Code JKD](#))
- Expulsion of Students (See [Code JKE](#))
- Administering Medication to Students (See [Code JLCD](#))
- Attendance (See [Maine Statue](#))

For a complete list of all of the Lisbon School Department Policies, please [click here](#))

*Lisbon Schools have the right to make changes at any time without prior notice.*

## **Rights and Responsibilities of Students and Families**

All members of the Lisbon school community—students and families have both rights and responsibilities. You can't have rights without responsibilities.

Lisbon High School students and families have the right to:

- feel safe at school.
- a challenging, relevant, engaging, and equitable education.
- learn in a classroom environment free of disruptions and distractions.
- express their opinions appropriately.
- a healthy environment that is smoke, alcohol, and drug free.
- access school resources and facilities under appropriate supervision.
- expect courtesy, fairness, and respect from fellow students and school staff.
- be informed of classroom and school expectations.
- participate in co-curricular activities and athletics if eligible.
- appeal school decisions that impact them.

Lisbon High School students and families have the responsibility to:

- be responsible, caring, and honest.
- attend school and do their best to learn.
- make sure that individual expressions do not interfere with the rights of others.
- abide by State laws, Federal laws and school policies.
- respect and protect school property as well as the property rights of others.
- treat others with respect and courtesy.
- adhere to school appeal procedures.



## Academics

### Minimum Course Load

Each quarter, a student must enroll in a *minimum* of five (5) one-credit courses or the academic equivalent. Any exceptions must be approved through administration.

### Marking Procedures

Lisbon High School's use of Standards-Referenced Grade reporting is focused on providing students, parents, teachers, school leadership, and the community with the most accurate and useful information possible regarding student progress. All courses have clearly identified content standards that are individually assessed and reported using a 1 to 4 scale:

Standard Score	Demonstration of Learning
4	The student demonstrates all of the foundational and complex knowledge and skills and goes beyond what was taught in the class to apply knowledge.
3	The student demonstrates all of the foundational and complex knowledge and skills.
2	The student demonstrates the foundational knowledge but not the complex knowledge and skills. Teacher remediation may be necessary.
1	With help, the student demonstrates some of the foundational knowledge and skills but not the complex knowledge and skills. Teacher remediation is necessary.
0	<p>The student did not complete the work as assigned and/or does not demonstrate any foundational skills.</p> <p>Grades of zero may be coded as either:</p> <ul style="list-style-type: none"> <li>● Student chose not to complete the required assignment; remediation necessary</li> <li>● Student was unable to complete the assignment due to absence; schedule assignment completion with teacher</li> </ul>

*\*The Lisbon High School Standards- Referenced Grade reporting should not be mistaken with a traditional 4.0 grade point average (GPA) scale. Additionally the Standard-Referenced Grade reporting cannot be translated to correspond with the traditional 0-100% scale.\**

A grade is given for every course. Credit is given only for successful completion (2.5 or better) of a course. If a student fails a required course, below a 2.5, he/she must retake that course to receive credit. An incomplete will be given under certain circumstances and needs to be approved by the administration.

*Incomplete work at the end of a marking period must be made-up within no more than five (5) school days or a failing grade will be recorded.* Under extenuating circumstances, an extension may be approved by the Principal after consulting with the involved student and faculty member(s).

## PowerSchool

PowerSchool will be used as our sole student information system. Progress reports will not be sent home in the mail. Families can access daily announcements, as well as, their student’s attendance records and/or academic progress through PowerSchool. This can be found on the [Lisbon School Department website](#) under the “parent resources” tab. Passwords and account information for Powerschool will be mailed home at the beginning of the school year. These can also be obtained anytime throughout the year by contacting the main office.

## Graduation Requirements

Credits and course graduation requirements are determined by the number of credits earned and the courses required by state law and local school regulations. (See [Code IKF](#)) Students must be in attendance during senior year and must earn the required number of credits to graduate. Seniors who have not met all academic requirements for graduation will not be permitted to take part in the Senior Activities to include Senior Assembly, Scholarship Night, Graduation exercises, or Project Graduation.

## Extra Help

Students who have been absent and/or who are having academic difficulty should report to their teachers for individual extra help. Teachers are available by appointment to meet before or after school for extra help. Students should make an appointment with their individual teacher. It is the responsibility of *students* to get extra help from their teachers on a regular basis.

## Report Cards and Academic Progress

Report Cards are issued four (4) times a year. They contain standards referenced grading for each course and the attendance records for each student. Grades and academic progress are constantly updated in Powerschool. Families may check this at any time through the Parent Portal on Powerschool. Quarterly grades for purposes of athletic and/or co-curricular activities will also be posted there. If you need access to Powerschool and/or to create an account, please contact the main office.

## Midterms & Final Exams

Lisbon High School will offer Midterms and Finals assessments for sophomore, junior and senior students in Academic and Honors Core classes only. These assessments provide an opportunity for students to understand the impact of a high-stakes experience. Despite the fact that the practice of using these assessments does not align with standards/proficiency-based academics, Lisbon feels it is important to prepare students for the rigorous expectations of life and career readiness.

Midterms and finals *will not* be offered in an alternative schedule. These assessments are to be given during the regularly scheduled class period.

## Honor Roll

Honor recognition will be awarded on two levels using the following criteria:

- High Honor will be awarded for a cumulative GPA of 3.5-4.0 average or higher.
- Honor Roll will be awarded for a cumulative GPA of 3.0-3.4 average or higher.
- A score of lower than 3 in any class will disqualify a student from honor/high honor status.
- A student must be enrolled in a *minimum* of five (5) graded credits for the quarter.

## Honor Roll/Cum Laude

We honor and recognize Cum Laude students based on the following system:

- Summa Cum Laude (Highest Honors) average of 3.5-4.0
- Magna Cum Laude (High Honors) average of 3.2-3.4
- Cum Laude (Honors) average of 3.1

\*\*This is cumulative GPA

## Attendance Requirements and Procedures

Attendance covers a variety of topics from being absent with a communicable disease to being truant from school. Penalties associated with unexcused absences and tardiness are addressed in *Attendance Issues*.

Attendance is taken during each period of the school day.

## Notification of Attendance

It is imperative that families notify the school prior to 7:30 a.m. if their child will not be in attendance during that particular school day. Should the school not receive a call from the student's parent/guardian, the school will send a robo call to the parent/guardian to verify the student's absence. All students participating in any after school activities (i.e. sports, clubs, etc) MUST be in attendance (on time) for the entire school day. Exceptions to this can only be made through the athletic/co-curricular director and/or administration.

## Excusable Absence/Tardy/Dismissals

- Personal illness with parental notification to the school
- Appointments with health professionals that cannot be scheduled outside the regular school day with a note from the professional's office for the school
- Observing recognized religious holidays
- Family emergency
- Planned absences for personal or educational reasons that have been approved by the administration one week prior to the absence and the planned absence form is completed (i.e. family trips, educational visits, college visits, health related reasons, etc.)

\*See information about planned absences below

## Planned Absences

If families know their child is going to be absent from school ahead of time, please let the main office know ASAP. The student then has responsibilities that are essential **prior to the planned absence**:

- Obtain a planned absence form from the main office
- Have this form signed by each one of their teachers and collect **all** assignments to be covered during the time of the absence
- Complete all work (assessments, assignments, etc.) within **one week (5 school days) upon return to school to receive credit.**

If any part of this process is not completed in the specified timeframe, the absence will not be considered excused.

## Procedures for Returning After Illness

- Students absent due to communicable disease or illness of three or more days **must** bring a physician statement and/or receive approval from the School Nurse prior to re-admittance into school.

## Unexcused absence/tardy/dismissals

The following list includes, but is not limited to, absences that would be considered unexcused:

- Parents/guardians fail to have contact with the school
- Parents/guardians fail to notify the school within one week of a planned absence (\*see policy below)
- Non school related activities
- Unspecified “*personal reasons*”
- Missing the school bus/having no ride
- Having a study hall (tardies or dismissals)
- Work/job
- Missed alarm
- Line was too long at a food/beverage establishment

\*\*Please contact the school within two days if you feel your child’s absence/dismissal/tardy has been mislabeled.

## Make-up Work

Students who are absent are responsible for making up **all** missed work. Student employment, athletics, co-curricular activities and other responsibilities, are not acceptable reasons to neglect completing make-up work. On the first day back from a school absence, students must make arrangements with their teachers for when and how to complete their missing work. Failure to comply with this policy will result in receiving a zero for the work missed.

## Retakes

Retake policy is at the discretion of the teacher based on the assignment/test/quiz. Any retake permitted must be completed within 2 weeks of the posted grade. Failure to do so may result in a zero and/or impact eligibility for athletics and co-curricular activities.

## Dismissal Procedure

- Students who are dismissed from school are to check-out in the Main Office and wait for their rides at the main entrance of the building.
- Students will be released only to family members and/or other persons specifically authorized in writing (or verifiable) by parents/guardians to pick up students.
  - *Should any question arise regarding a student’s dismissal from school, the Main Office may require parental/guardian confirmation prior to allowing any student to sign-out and leave school.*
- Students who are ill during the day must report to the School Nurse or front office personnel for dismissal. A student who is dismissed by the School Nurse or front office personnel **must** be picked up by the parent/guardian or person designated by the parent/guardian when notified.
  - A student may walk home or be dismissed at the discretion of the nurse and with the parent’s/guardian’s permission.

- If a student is dismissed for an appointment that cannot be made outside of the school day, the student will be allowed to return to school that same day. This also applies to after-school practices, games, and any other co-curricular activities (documentation **will be** requested).
- Students who are 18 years old or older **are required** to have all notes signed by their parent/guardian unless they are emancipated. (Documentation of emancipation is required in such circumstances).

**Please Note:** A parent/guardian, who wishes the school to comply with the provisions of a court order to restrict access to a child, is responsible for providing a certified copy of such order to the school. (See [Code JLIB](#))

### **Truancy**

Truancy is defined as being out of school **without** an excusable absence (10 full days of unexcused absences or 7 consecutive unexcused school days during the year). Each day of truancy counts as a class cut in every class missed. (See [Code JHB](#))

### **Student Discipline** (See [Code JK](#))

All students are expected to conduct themselves with respect for others and in accordance with Lisbon School Committee policies, school rules, and applicable state and federal laws. Disciplinary action will be taken against students who violate policies, rules, or laws and/or whose conduct directly interferes with the operations, discipline or general welfare of the school. For a full list of disciplinary actions, policies, and procedures, please [click here](#).

### **Cheating**

Any form of cheating, including, but not limited to: the use of smart watches/smart phones/smart devices, copying answers, etc. will result in the student's family being notified and disciplinary actions will result. Cheating may also result in a zero and/or the student being required to redo the original assignment.

### **Plagiarism**

Plagiarism is defined as stealing another's work without giving proper credit. It is a serious form of cheating. To prevent this, Lisbon High School will begin using [Turnitin](#) starting in the fall of 2023. Failure to follow the correct citation form results in plagiarism. Students who are suspected of plagiarism will be responsible for providing hard copies of all sources used. A committee of teachers and administrators may be involved in making the final determination of whether or not a student has plagiarized. A student who has plagiarized will be required to redo the assignment. A letter notifying families will be sent home and a meeting may be requested. Additional disciplinary consequences in the disciplinary section may apply. (See [Code EGAD](#))

## Vaping

All LHS bathrooms and lockers rooms are equipped with vape detectors. Administrators receive notifications when vape detectors are tampered with or sense vaping activity. Any student that is present in the bathroom when the vape detector alerts administration will be searched and parents will be notified. When this happens, the following process will occur:

### ● First Offense

- If a student is searched and is found to be in possession of any items/paraphernalia that violates school policy, a three (3) day suspension will occur.
- If a student is present in the bathroom when the vape detector alerts administration and *nothing* is found during the search, the student will receive a warning.

### ● Second Offense

- If any items/paraphernalia that violates school policy, are found in the student's possession the following will occur:
  - Three (3) to five (5) days suspension
  - Police notified
  - Meeting with student, family, and administration before the student is allowed to return to school
- If a student is present in the bathroom when the vape detector alerts administration and *nothing* is found during the search, the following will occur:
  - One (1) day suspension.

### ● Third Offense

- If a student is present in the bathroom when the vape detector alerts administration and *nothing* is found during the search, the following will occur:
  - Three day (3) day suspension
  - Use only the single stall bathrooms moving forward
- If any items/paraphernalia that violates school policy, are found in the student's possession the following will occur:
  - Five (5) to ten (10) days suspension
  - Police notified
  - Meeting with the student, family, and *Assistant Principal* before the student is allowed to return to school.
  - Use only the single stall bathrooms moving forward
  - Referral to the Superintendent for expulsion

## Restorative Practices

Lisbon High School will foster the Restorative Practices approach to discipline while upholding school policies. Relationship building and restorative dialogue continue to be a focus at the high school. Restorative Practices will be used to support current disciplinary procedures as outlined in this handbook and as deemed appropriate based on the infraction (case specific).

### **Administrative/Office Detention**

Office detention is held between 2:15 p.m. and 3:15 p.m. on designated days (Monday, Tuesday and Wednesday). Failure to report to an office detention or adhere to office detention expectations, may result in an in-school suspension on the next school day. Work, athletics, co-curricular activities, etc. are NOT reasons to miss a scheduled office detention. A late bus for students requiring transportation will be provided on these days. (See [Code JKB](#)). The following also applies to administrative/office detentions:

- Students late to detention will not be admitted and will be considered as skipping detention.
- Students arriving without school work or reading material will not be admitted and will be considered as skipping detention.
- Students may not eat, sleep, converse, or use electronic devices, other than a school laptop for a specific educational purpose.
- Students removed from detention for unacceptable conduct will be considered as having skipped detention.
- Students who are chronically absent, excused or unexcused, on office detention days may be assigned to in-school suspension.

### **Suspension and Expulsion**

Exclusion from the educational program, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this high school. In all cases involving suspension/expulsion, due process is observed. (See [Code JKD](#) and [Code JKE](#)).

### **Law Enforcement Agencies**

Lisbon High School has a school resource officer (SRO). They will be notified when deemed advisable by the administration for the protection of the student, other persons, and public or private property. Lisbon High School is committed to providing a safe and stable environment, conducive to learning. We will use any and all the resources available to reach this goal.

### **School Counseling Office**

Each student is assigned a school counselor. To receive the best possible service, students should sign up in advance for an appointment with their school counselor. Students are expected to have a pass, which they obtain prior to the visit, when they arrive in the school counseling office. Students may visit the school counseling office for the following reasons:

- To speak with their school counselor about academic or social/emotional/issues
- Student scheduling
- Check on scholarship information
- Research information regarding colleges and/or post-secondary opportunities
- Coordinate tutoring on an as-needed basis with support from the National Honor Society
- Resources for substance abuse/mental health supports

### Visitation by Outside Representatives

Representatives from the Armed Services, job industry, colleges, and specialized schools visit Lisbon High School to inform and interview interested candidates for their respective fields. School counselors and the main office make the arrangements for these visits to offer students a full range of future opportunities.

- Announcement of these events will occur in the weeks leading up to them via advocacy blocks, morning announcements, and Powerschool.
- Students interested in these opportunities *MUST obtain a pass to attend PRIOR to the event date* and check in with their teacher regarding the content and assignments for the work they will miss while at the event.

### Post-Secondary Enrollment Options

The Lisbon High School counseling office is pleased to offer Lisbon High School students a number of post-secondary enrollment opportunities for students. They include: *dual enrollment opportunities, college courses from local universities and the community college system, virtual high school, etc.* Students can take more than any one of these options at any given time. Any student who wishes to take advantage of any of these opportunities are encouraged to make an appointment with their school counselor to learn more. (See [Code IHADA](#))

### Substance Abuse

Lisbon High School does not currently have a substance abuse counselor. However, referrals to other organizations that can effectively deal with substance abuse issues can be initiated by the School Counselors or the School Nurse.

### Special Education & 504 Services

Consistent with state and federal laws, “all reasonable efforts shall be made to meet a student’s needs within the context of the services which are part of the regular education program.” Efforts are made to modify the regular program to meet such needs; for example, adjusting course levels, providing extra help, and utilizing peer counselors. If, despite school modifications, a student is still not progressing, referrals can be made through administration, the school counseling office or Special Education Department for an *Individualized Educational Plan* (I.E.P.) or 504 plan to determine if the student is eligible for either of these services. (See [Code IHBAA-R](#) or [Code IMBB](#)).

### School Nurse

School nursing services focus on the prevention of disease and the promotion of health and first aid. A variety of health services are provided to students. These services include:

- Health assessments and record maintenance
- Vision/hearing screening
- Readmission to school after illness from a communicable disease
- Crisis intervention for acute illness, injury, or emotional distress
- Dispensing medication (prescribed or over the counter) (See [Code JLCD](#))



There are other individual services that the school nurse may assist students with regarding any special or personal health problems that they may have and need to share with the school. The school nurse is available during the school day. The nurse's office is located next to the library.

### **Medications**

Students are not allowed to be in possession of any medications (over-the-counter or otherwise) during the school day. If any medication is to be given at school, the following conditions must be met:

- Parents/guardians must deliver and pick up all medication from the School Nurse's Office or Main Office. Only under special circumstances will a student be allowed to transport medication. This must be requested by a parent/guardian and approved by the School Nurse. (Example: eye and ear drops, ointments, etc.)
- Medication must be sent in the original prescription or over-the-counter bottle and clearly labeled with the name of student, dosage, and time to be given.
- Written instructions signed by a family physician and/or parent/guardian is required and must include: name of student, name of medication, dosage, time to be given, reason for medication, specific areas to apply if ointment, possible side effects if known, and termination date.
- Any remaining medication not picked up at school by a parent/guardian at the end of the school year will be disposed of by the School Nurse.
- Parents/guardians will be responsible for informing the School Nurse **in writing** of any changes in medication, administration instructions, or the health of the student.
- Under special circumstances, age-appropriate students may be allowed to carry inhalers, EpiPens<sup>®</sup>, or other medications needed for emergency situations. This needs to be requested in writing by the student's physician, the student's parent/guardian, and approved by the School Nurse. (See [Code JLCD](#))

### **Standing Orders for Care of Minor Health Related Issues**

As part of normal care of minor injuries and discomfort, Lisbon School Department policies and procedures will be followed for any over the counter distribution of medication. Parents/Guardians are required to update health information in Powerschool each year prior to the start of school.

## **Library and Media Center**

The Lisbon High School library provides students with access to information and resources via the interlibrary loan and the internet, as well as a place for independent reading and learning activities.

### **Hours of Operation**

The library is open during the school day with exceptions of certain periods in which it will be closed. It is open before and after school between the hours of 7:00-7:30 and 2:00-3:30. Students have an opportunity to reserve materials and resources from the library on an ongoing basis.

### **Returning Materials**

Students are fully responsible for materials signed out in his/her name. A student/parent or guardian must pay for any materials that are lost, stolen or damaged. If a lost item is subsequently returned, the student will be refunded (less any outstanding fines or damage assessment). Students will not receive their diploma or participate in graduation ceremonies until their outstanding bills are paid in full.

### **Technology**

With access to computers and people all over the world, also comes the availability of material that may be objectionable or offensive to some people—and of little or no educational value in the context of the school setting.

Although appropriate efforts will be made to protect users from any misuses or abuses, ultimately, the user is responsible for following the [Device User Agreement](#) which MUST be signed by both the student and parent/guardian.

The Lisbon School System makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. If students choose to bring in personal laptops or electronic devices, the school will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information or software obtained through its services. (See [Code IJNDB](#) and [Code IJNDB-R](#)).

### **Cell Phones/Electronic Devices**

Current research consistently suggests that electronic devices (used for a non-educational purpose) have a negative impact on the efficacy of student learning outcomes in schools. Therefore, it is highly encouraged that students leave all electronic devices, including cell phones, smart watches, etc. at home.

Electronic devices *are not* to be used in study halls or during class. Students may have the privilege of using their electronic devices during their lunch block and in the hallways (during scheduled passing time only) as long as they are following school rules and expectations. Students may be asked at any time to put away and/or turn in their electronic devices. The following are additional expectations for electronic devices:

- Electronic devices must be switched in the “off” position (silent mode) during the school day.
  - Main office phones will be available for students to contact families if necessary during the school day.
- Social media of any kind is not allowed during the school day.

- Students will be required to leave electronic devices in the classroom when leaving the room (i.e. using the bathroom, getting a drink, etc).

Students in violation of these expectations will face disciplinary consequences.

- If students are referred to the office for disciplinary reasons, they will be required to turn in their electronic devices. These devices must be turned off at the time of submission.

**Please Note:** *Students are prohibited from taking pictures or video on school grounds or on school provided transportation. Students may request to take pictures or video from teachers or administration. Recording of student altercations is especially egregious and will result in the confiscation of the device and suspension.*

\*Failure to comply with cell phone/electronic device expectations, or to turn them in upon request of a staff member, will result in disciplinary action.

## **Transportation**

### **Student Vehicles**

Students who drive their own personal licensed vehicles to school are expected to follow all laws and regulations. Failure to do so may result in disciplinary action.

- Please note: Students are not allowed to go to their vehicles during the school day unless accompanied by an administrator or teacher.

### **Late Bus**

The Late Bus runs on **Monday, Tuesday, Wednesday, and Friday**. If a student remains after school and needs to board the late bus, the student **must get a pass from the teacher/activity they stayed for.**

### **Late Bus Schedule**

Lisbon High School students needing to ride the late bus should be ready to leave by **3:30 p.m.** No exceptions will be made to this schedule. Two buses will be provided: Lisbon and Lisbon Falls.

- Please note: bus stops may not follow students' a.m/p.m traditional bus routes

### **Bus Expectations**

Any disciplinary issues that occur while riding the bus will be handled appropriately by the high school administration and director of transportation. These may result in loss of privileges to ride the bus.

### **Items Prohibited on School Buses**

Any items that do not fit into a backpack will need special permission from the bus driver and/or director of transportation.

### **Video Cameras on Transportation Vehicles**

The School Committee recognizes the school unit's continuing responsibility to maintain order on school transportation vehicles to ensure the safety of staff and students. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school, extracurricular activities and field trips. When the resulting videotapes are used as a basis for discipline, parents/guardians will be notified and given the opportunity to view the portion of the footage pertaining to the alleged violation. (See [Code EEAEF](#))

## Student Privileges

### Senior Privilege Policy

Seniors who earn privileges will adhere to the following guidelines.

- Seniors may only earn senior privileges for the first quarter of their senior year based on their junior year fourth quarter grades, attendance, and citizenship.
- Senior privileges will be determined following the close of grades each quarter.
- Seniors must be enrolled in a **minimum of five (5)** classes or have approval from administration to be awarded privileges.
- Seniors must maintain a **3.0 in all of their classes** to be awarded and/or maintain their senior privileges.
- Privileges may be taken during study hall and lunch based on their current course of study.
- Seniors wishing to utilize their privileges **MUST** sign in and out at the main office when leaving and entering back into the building. This is the **ONLY entrance** students will be allowed to use.
- **SENIORS MUST REMAIN OUT OF THE BUILDING FOR THEIR ENTIRE PRIVILEGE** (lunch or study hall). This means they must leave at the start of their “privilege” block. If students return early, they will be asked to sit in the lobby until the bell rings for them to attend their next class. Exceptions will only be made if seniors have a signed pass from a teacher noting a specific reason they must return early or leave for their privilege late.
- Seniors are expected to be positive, productive citizens and role models for their peers to maintain their privileges. This means they will be **on time** for school **and** their classes at all times, not have any unexcused absences/unexcused tardies, and **will not** receive any disciplinary referrals from their teachers **or** administration. Failure to do so will result in the loss of privileges for the remainder of the quarter and/or the remainder of the year depending on the severity of the infraction. This applies to academic classes, extracurricular activities, and athletics.
- Seniors **MUST attend their advocacy blocks consistently** on either a red or white day, which includes RTI/Enrichment days. Seniors will choose which color day (red or white) they will attend and inform their teacher. Any unexcused absences/unexcused tardies will result in the loss of privileges for the remainder of the quarter and/or the year, depending on the severity of the infraction.
- Seniors **MUST attend all scheduled** assemblies, class meetings, pep rallies, and other events that may occur during the school day. Attendance for these events will be taken in advocacy blocks. Any unexcused absences/unexcused tardies will result in the loss of privileges for the remainder of the quarter and/or the year, depending on the severity of the infraction.
- **Students utilizing their privileges should NOT be bringing in food and beverages for other students.** Failure to do so will result in the loss of privileges for the remainder of the quarter and/or the year, depending on the severity of the infraction.

**Please Note:** *Students choosing NOT to utilize their privilege MUST report to their scheduled study hall or lunch block. Failure to do so will result in the loss of privileges for the remainder of the quarter and/or the year, depending on the severity of the infraction.*

*Grades, attendance, and discipline records will be checked every two weeks. If at any time the policies for senior privileges have been violated, it will result in a loss of privileges for the remainder of the quarter.*

## Junior Privilege Policy

Juniors who earn privileges will adhere to the following guidelines.

- Juniors may only earn junior privileges for the second semester of their Junior year based on their quarterly grades, attendance, and citizenship. (\*Quarterly grades will start with the 2nd quarter).
- Junior privileges will be determined following the close of grades each quarter.
- Juniors must be enrolled in a **minimum of five (5)** classes or have approval from administration to be awarded privileges.
- Juniors must maintain a **3.0 in all of their classes** to be awarded and/or maintain their Junior privileges.
- Juniors must have earned a **minimum of 12 earned credits** to qualify for junior privileges prior to the start of their second semester.
- Privileges may be taken during study hall and lunch based on their current course of study.
- Juniors wishing to utilize their privileges **MUST** sign in and out at the main office when leaving and entering back into the building. This is the **ONLY entrance** students will be allowed to use.
- **Juniors MUST REMAIN OUT OF THE BUILDING FOR THEIR ENTIRE PRIVILEGE** (lunch or study hall). This means they must leave at the start of their “privilege” block. If students return early, they will be asked to sit in the lobby until the bell rings for them to attend their next class. Exceptions will only be made if Juniors have a signed pass from a teacher noting a specific reason they must return early or leave for their privilege late.
- Juniors are expected to be positive, productive citizens and role models for their peers to maintain their privileges. This means they will be **on time** for school **and** their classes at all times, not have any unexcused absences/unexcused tardies, and **will not** receive any disciplinary referrals from their teachers **or** administration. Failure to do so will result in the loss of privileges for the remainder of the quarter and/or the remainder of the year depending on the severity of the infraction. This applies to academic classes, extracurricular activities, and athletics.
- Juniors **MUST attend all of their advocacy blocks consistently**, which includes RTI/Enrichment days. Any unexcused absences/unexcused tardies will result in the loss of privileges for the remainder of the quarter and/or the year, depending on the severity of the infraction.
- Juniors **MUST attend all scheduled** assemblies, class meetings, pep rallies, and other events that may occur during the school day. Attendance for these events will be taken in advocacy blocks. Any unexcused absences/unexcused tardies will result in the loss of privileges for the remainder of the quarter and/or the year, depending on the severity of the infraction.
- **Students utilizing their privileges should NOT be bringing in food and beverages for other students.** Failure to do so will result in the loss of privileges for the remainder of the quarter and/or the year, depending on the severity of the infraction.

**Please Note:** *Students choosing NOT to utilize their privilege MUST report to their scheduled study hall or lunch block. Failure to do so will result in the loss of privileges for the remainder of the quarter and/or the year, depending on the severity of the infraction.*

*Grades, attendance, and discipline records will be checked every two weeks. If at any time the policies for senior privileges have been violated, it will result in a loss of privileges for the remainder of the quarter.*

## General Information

There are many facets to organizing and operating a high school. This section is an assortment of other pertinent information listed for your convenience.

### Cancellation of School

On days when there is no school, notification will be sent in the following ways:

- Via the automated Central Office telephone notification system.
- School department website at [lisbonschoolsme.org](http://lisbonschoolsme.org).

Should school be canceled for any reason, all school activities, practices, games, meetings that are scheduled for that day will also be canceled. (See [Code EBCD](#))

### School Dances

Lisbon High School will sponsor and encourage dances and other organized school functions in order to provide students with socializing experiences in a safe, controlled environment. The following rules & expectations pertain to all school dances and functions:

- Only registered Lisbon High School students in good standing will be permitted to attend school functions. Good standing includes, but is not limited to:
  - Academic performance
  - No ongoing disciplinary issues
  - Attendance

Please Note: *Final determination will be made by administration.*

- A Lisbon police officer will be hired to be on-duty throughout the function
- All school rules and policies will be followed by all students including the students' guest
- Students must arrive within one hour after the start of the function to be admitted
- Once a student leaves the building, they will not be readmitted or to remain on school grounds
- Students that do not attend school the day of the dance/function will not be permitted to attend; Students MUST be in attendance by 8:00am for the remainder of the day to attend.
- Suspended students (or their guests) will not be admitted (\*see guest policies below\*)

### Guests

Students in good standing may bring a guest to a school dance/function with completion of form (see main office staff) and proper approval from administration. [The form](#) must be turned in at least 48 hours (two days) prior to the dance. Failure to do so will result in the loss of the privilege of bringing a guest.

Please Note: *Policies for school sponsored athletic/co-curricular activities will be addressed through the athletic/co-curricular handbook and addressed from the director and/or administration.*

## Dress Code

It is the mission of Lisbon High School to provide our students with a productive and effective learning environment by preparing our students for professional expectations beyond high school. We expect that all students dress appropriately and ask families to support us with this matter. The following are the dress code guidelines for Lisbon High School:

- Articles of clothing and/or hats are not to display logos, statements, pictures and descriptions that are/include/promote:
  - sexually explicit in nature
  - profane or suggestive slogans
  - drugs/alcohol/tobacco/guns/firearms or any other illegal activity
- Revealing apparel is not allowed. This includes, but is not limited to:
  - halter tops
  - tube tops
  - backless shirts
  - see through clothes
  - low cut or off the shoulder shirts exposing midriff/chest)
  - visible undergarments

**Please Note:** *Crop tops will only be permitted if it covers the majority of the midsection (Approximately 2-3 fingers width of the midsection may be shown)*

- Undergarments should not be visible
  - Shorts, dresses, skirts, etc. must fully cover the body as appropriate
- The following accessories and/or articles of clothing are also prohibited:
  - Chains/spiked accessories are prohibited
  - Hoods worn on the head
  - Blankets
  - Shoes with wheels on them

**Please Note:** *Administration reserves the right to make the final determination if attire not listed above is deemed appropriate for the school setting. Parents requiring accommodations for religious beliefs, disabilities, or medical purposes should contact the building principal.*

## Food and Drinks

- Students may be permitted to eat or drink in a classroom *at the discretion of their respective teacher*.
- Students are NOT to supply food or beverages to other students for safety and health purposes.
  - Trays of outside food and beverages for others are STRICTLY PROHIBITED.
    - If students bring these in:
      - **First Offense**—the tray will be held in the main office and accessible to the students during their lunch period
      - **Second Offense**—
        - The tray will be held in the main office upon arrival for pick up at the end of the day
        - Call home
        - Disciplinary actions as deemed appropriate by administration
- Students are NOT to use/order Doordash, Uber Eats, or other delivery services during the school day.
- Under no conditions should partially consumed food or beverages be allowed to be stored in student lockers.
- Glass bottles of any kind are NOT permitted

\*Failure to comply with these expectations will result in disciplinary action.

## Lockers

- All incoming Freshmen will be assigned a locker at the start of the school year. Any other students will be provided a locker upon request to the main office.
- All Students participating in sports or afterschool activities will be allowed to store their belongings in the locker rooms and use the locker rooms after school.
  - Students are to only drop off athletic gear in the locker room before school.

Lockers are the property of the Lisbon School Department and are subject to reasonable cause searches. Students are not allowed to share lockers.

## Lost and Found

Lost personal articles may be picked up in the Main Office. Students will be notified when school personnel will donate unclaimed items periodically.

## Personal Property

The school is not responsible for the loss or theft of personal property and valuables.

## Student Surveys and Other Distributed Material

Any survey/material that is to be distributed to members or any particular group of our student body must be reviewed and approved by the administration of the high school before distribution. This also includes messages on items of clothing or materials distributed and/or worn by students.



# 2023-2024 Lisbon School Calendar

**AUGUST 2/2**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	P	P	30	31		

August 25 Kindergarten Orientation  
30 First Student Day (Grades K-9)  
31 First Student Day (Grades 10-12)

**JANUARY 21/98**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 4 Labor Day – NO SCHOOL  
October 6 Professional Day – NO SCHOOL  
9 Indigenous Peoples Day  
NO SCHOOL

**FEBRUARY 16/114**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	1/2	17
18	19	20	21	22	23	24
25	26	27	28	29		

November 10 Veterans Day - Observed  
NO SCHOOL  
22 1/2 Day of School  
23-24 Thanksgiving  
NO SCHOOL  
December 22 1/2 Day of School (Students/Staff)  
25-29 Holiday Break  
NO SCHOOL

**SEPTEMBER 20/22**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**OCTOBER 20/42**

S	M	T	W	Th	F	S
1	2	3	4	5	P	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 1 New Year's Day  
NO SCHOOL  
15 Martin Luther King, Jr. Day  
NO SCHOOL  
February 16 1/2 Day of School (Students/Staff)  
19-23 February Break  
NO SCHOOL

**MARCH 20/134**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	P	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**NOVEMBER 19/61**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	1/2	23	24
25	26	27	28	29	30	

~~March 19 Professional Day - NO SCHOOL~~  
April 12 1/2 Day of School (Students/Staff)  
15-19 April Vacation  
NO SCHOOL  
May 27 Memorial Day  
NO SCHOOL  
June 4 Last Student Day (No Snow Days)

**APRIL 17/151**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	1/2	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**DECEMBER 16/77**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	1/2	23
24	25	26	27	28	29	30
31						

**O = RED DAYS**  
\* Storm make-up days, if needed:  
June 5, 6, 7, 10, 11

**MAY 22/173**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Legal Reference: Title 20-A MRSA §4802, 4803, and 4804

- 1/2 1/2 Day of School (Students/Staff)
- P Professional Development Days (5)
- Holidays/Vacations/NO SCHOOL



Lisbon High School Graduation: **June 2, 2024**

Adopted: March 13, 2023

**JUNE 2/175**

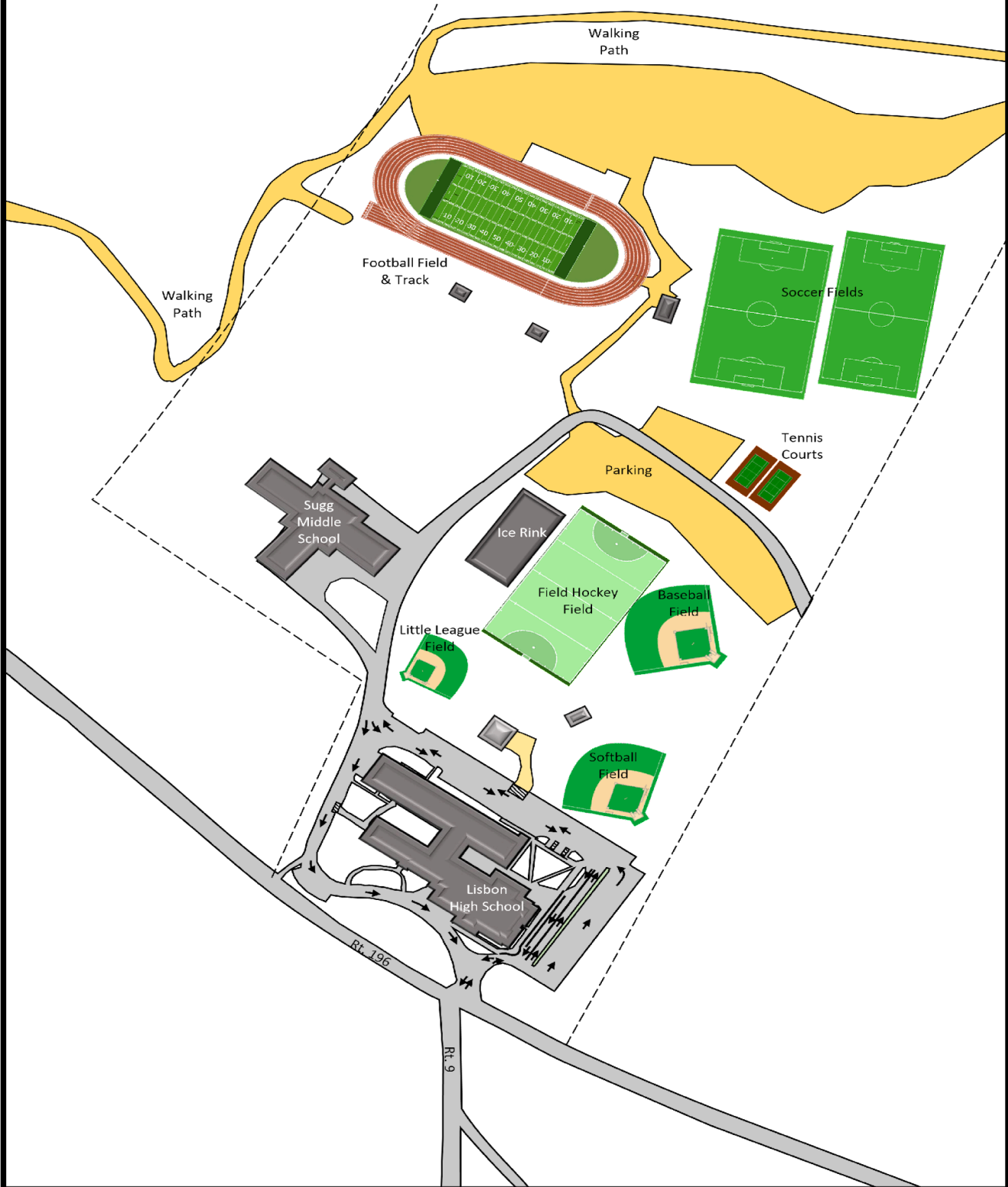
S	M	T	W	Th	F	S
						1
2	3	4	*	*	*	8
9	*	*	P	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**LISBON HIGH SCHOOL BELL SCHEDULE 2023-24**

We will alternate on a RED and WHITE day schedule.

<b>Time</b>	<b>Schedule</b>
7:15-7:27 (12 min)	Breakfast in cafeteria, go to Advocacy to get laptop for the day
7:30-8:46 (76 min)	Period 1
8:49-10:03 (74 min)	Period 2
10:06-10:36 (30 min)	Advocacy/RTI/Enrichment
10:39-12:32 (113 min)	Period 3/Lunches  Lunch A      10:39 to 11:09      (30 min.) Period 3A      11:12 to 12:32  Period 3B      10:39 to 11:13 Lunch B      11:16 to 11:46      (30 min.) Period 3B      11:49 to 12:32  Period 3C      10:39 to 11:59 Lunch C      12:02 to 12:32      (30 min.)
12:35-1:47 (72 min)	Period 4
1:49-2:00 (11 min)	Return to ADVOCACY to check-in and return laptops  Dismissal- Buses will be dismissed at 1:55, Walkers/parent pick up/student drivers will be dismissed at 2:00

# LISBON HIGH SCHOOL MAP OF GROUNDS





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2 Sugg Drive  
Lisbon Falls, ME 04252  
(207) 353-3030  
Fax: (207) 353-3047  
[LHS Website](#)