

BRUNSWICK HIGH SCHOOL

Student/Family Handbook

The Brunswick School Department has developed a district-wide Student/Family Handbook with essential information about policies and procedures for all schools in the school district. This school handbook supplement contains school-specific information.

[Brunswick School Department Student and Family Handbook](#)



Home of the Dragons
2024 - 2025

BRUNSWICK HIGH SCHOOL

71 Dragon Drive
Brunswick, ME 04011
(207) 319-1910
(207) 798-5515 (fax)

Main Office / Administration	319-1910
Counseling Office	319-1912
Athletic Department	319-1920
Resource Officer	319-1923
Nurse	319-1917
Superintendent's Office	319-1900

<https://www.brunswicksd.org>

Troy Henninger
Principal

Jacob Goldstone
Assistant Principal

Kaili Phillips
Athletic Director

Katelin Urgese
Dean of Students

“The Brunswick School Department does not discriminate on the basis of race, age, color, ancestry or national origin, religion, sex, sexual orientation, genetic information, or physical or mental disability in admission to, access to, treatment in or employment in its programs and activities. More information in the district’s [Affirmative Action Plan](#).”

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WELCOME TO BRUNSWICK HIGH SCHOOL

Accredited through the State of Maine and the New England Association of Schools and Colleges

Purpose of the Handbook

This handbook is provided to help students and families become better acquainted with the High School. All students should read through the information here and share it with family members. Please show respect for students, staff, school property and personal property. Working together, Brunswick High School can be a place where everyone feels comfortable and accepted. Policies referenced in the handbook contain more detailed information. See page five for the link.

Mission Statement

Brunswick High School is dedicated to academic excellence as guided by our faculty and the Maine Learning Results. We promote respect, responsibility, ethics and acceptance of diversity. We value parental and community partnerships in helping our students to become healthy and successful lifelong learners and compassionate citizens.

Academic Expectations/Core Values:

Students at Brunswick High School will...

1. Become clear and effective communicators in reading, writing, speaking, listening, and the arts.
2. Demonstrate an understanding of the contributions of other cultures to subject areas across the curriculum.
3. Develop and expand their critical thinking and problem solving skills.
4. Use technology in all content areas.
5. Apply accumulated knowledge across the curriculum.
6. Acquire and understand research, data collection and interpretation methodologies.
7. Develop the knowledge, skills and experiences to exhibit behavior and habits necessary for a healthy lifestyle.

Brunswick School Board Policies

The Brunswick School Board and the Administrative Team have developed comprehensive policies which guide the operation of our organization and schools. Several important policies are discussed and referenced in this handbook. These policies can be reviewed in their entirety on our website:

<https://www.brunswicksd.org/page/bsd-policies>.

Please note that policies are continuously reviewed and revised. Also note that if there is a conflict between these policies and this handbook, the policies will prevail.

24-25 School Orange and Black Days Calendar

[Link to 24-25 Orange and Black Days Calendar](#)



BRUNSWICK SCHOOL DEPARTMENT 2024-2025 CALENDAR

AUGUST 2024						
S	M	T	W	TH	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	PD	PD	30	31

0 student days

SEPTEMBER 2024						
S	M	T	W	TH	F	S
1	H	3	4	5	6	7
8	9	10	ER	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20 student days

9/3 - First Day for PreK, K, 3, 6, 9 Students

9/4 - First Day for All Students

OCTOBER 2024						
S	M	T	W	TH	F	S
		1	ER	3	4	5
6	7	8	9	10	PD	12
13	H	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21 student days

NOVEMBER 2024						
S	M	T	W	TH	F	S
					1	2
3	4	PD	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	H	29	30

16 student days

11/1 - Quarter 1 ends

DECEMBER 2024						
S	M	T	W	TH	F	S
1	2	3	ER	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	H	26	27	28
29	30	31				

15 student days

JANUARY 2025						
S	M	T	W	TH	F	S
				H	2	3
5	6	7	ER	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

21 student days

1/24 - Quarter 2 ends

FEBRUARY 2025						
S	M	T	W	TH	F	S
						1
2	3	4	ER	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	

15 student days

MARCH 2025						
S	M	T	W	TH	F	S
						1
2	3	4	ER	6	7	8
9	10	11	12	13	PD	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 student days

APRIL 2025						
S	M	T	W	TH	F	S
		1	ER	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30			

16 student days

4/4 - Quarter 3 ends

MAY 2025						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	ER	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	29	30	31

21 student days

JUNE 2025						
S	M	T	W	TH	F	S
1	2	3	ER	5	6	7
8	9	10	11	12	13	14
15	16	17	18	H	20	21
22	23	24	25	26	27	28
29	30	31				

11 student days

6/6 - BHS Graduation

6/16 - last student day (if no cancellations)

6/16 - Quarter 4 ends (if no cancellations)

Last Student Day- early release day

KEY:

NO SCHOOL FOR STUDENTS OR INSTRUCTIONAL STAFF

PD - PROFESSIONAL DEVELOPMENT - NO SCHOOL FOR STUDENTS

ER - EARLY RELEASE FOR CONFERENCES

H - HOLIDAY

MAJOR HOLIDAYS NOTED:

09/02	LABOR DAY
10/02-04	ROSH HASHANAH
10/11-12	YOM KIPPUR
10/14	INDIGENOUS PEOPLES' DAY
11/01	DIWALI
11/11	VETERANS DAY
11/28	THANKSGIVING DAY
12/24	CHRISTMAS EVE
12/25	CHRISTMAS DAY
12/26-01/02	HANUKKAH
12/26-01/01	KWANZAA
01/01	NEW YEARS DAY
01/07	EASTERN ORTHODOX CHRISTMAS
01/20	MARTIN LUTHER KING JR DAY
01/29	LUNAR NEW YEAR
02/17	PRESIDENTS' DAY
02/28	RAMADAN BEGINS
03/05	ASH WEDNESDAY
03/29-03/30	EID AL-FITR
04/12	PASSOVER
04/20	EASTER
04/20	ORTHODOX EASTER
04/21	PATRICKS' DAY
05/05	BUDDHA DAY
05/26	MEMORIAL DAY
6/19	JUNETEENTH
06/06-06/07	EID AL-ADHA

STUDENT DAYS: 176

PROFESSIONAL DEVELOPMENT DAYS: 5

STAFF CONFERENCE COMPENSATION DAYS: 2

Bell Schedule 2024-2025

Monday-Friday		Early Release Wednesday (Refer to dates labeled ER on district calendar or pg 5.)	
	Period		Period
7:40	Warning Bell	7:40	Warning Bell
7:45-9:00	Period 1	7:45-8:30	Period 1
9:00-9:10	Break	8:30-8:40	Break
9:10-9:40	Flex	8:45-9:30	Period 2
9:45-11:00	Period 2	9:35-10:20	Period 3
11:05-12:50	Period 3 A Lunch 11:05-11:25 Boudreau, Campbell, Choate, Clark, J. Driscoll, Dwyer, Field, Francis-Taylor, Groves, Hanson, Kearney-Graffam, King, Lynch (B), Marion, McCullough, Norbert, Ostrov, Perkins, Porter, Riggleman, Selberg, Smith, Stewart, Williams B Lunch 11:40-12:00 Study Halls, Abedi, Bernier, Doane, Dolan, Glover, Jeppson, Lynch (O), Merrill, Rier, Shaw, Wagner, Welch C Lunch 12:30-12:50 Region 10, Albert, Bosarge, Chapman, E. Driscoll, Duras, Farrell, Hopkins,	10:25-11:10 11:10-11:15 Lunch Pick Up	Period 4 Lunch Pick Up

	Hutchinson, Misner, Nadeau, Nichols, Nolan, Tuttle, Vannah, White, Wiley		
12:55-2:10	Period 4		

2 Hour Delay Schedule

	Period
9:40	Warning Bell
9:45-10:45	Period 1
10:50-11:45	Period 2
11:50-1:10	<p>A Lunch 11:05-11:25 Albert, Boudreau, Campbell, Choate, Clark, Doane, J. Driscoll, Field, Groves (Orange), Hanson (Orange), Kearney-Graffam, Marion, McCullough, Norbert, Ostrov, Perkins, Porter, Riggleman, Selberg, Stewart, Williams</p> <p>B Lunch 11:40-12:00 Study Halls, Abedi, Bernier, Caliola, Dolan, Dwyer, Francis-Taylor, Jeppson, King, Lynch, Merrill, Rier, Shaw, Smith, Wagner, Wiley</p> <p>C Lunch 12:30-12:50 Region 10, Bosarge, Chapman, E. Driscoll, Duras, Farrell, King, Hopkins, Hutchinson, Misner, Moore, Nadeau, Nichols, Nolan, Tuttle, Vannah, White</p>
1:15-2:10	Period 4

Brunswick High School - Personnel List by Department 2024-2025

ADMINISTRATION

4
Troy Henninger / Principal
Jacob Goldstone / Asst.
Principal
Kaili Phillips / Athletic
Director
Katelin Urgese / Dean

SECRETARIES

Alyssa
Poirier.....Main
Office
Claire
Schreiber.....Main
Office
Nancy
Davis.....Main
Office
Rita
Maines.....Athletic
Office
Kassy
Boies.....Counseling
Office
Barbara
Matkin..Counseling Office

ALTERNATIVE ED

Mike Routhier
Rie Larson

ART

ED. TECH.

Jena
Beaulieu.....Spe
c. Ed
Zachariah
Bower.....Spec. Ed
Kate
Bernier.....Spe
c. Ed
Anne
Goorhuis.....E
SOL
Adam
Gropman.....Spec.
Ed
Ryan
Guptill.....Spec
. Ed
Elle
Harrington.....Sp
ec. Ed
Debbie
Marquis.....Spec.
Ed
Teresa
McKearney.....Spec
. Ed
Sheryl
Palese.....Spec
. Ed
Andrew
Schultz.....Spec.
Ed

RTI

Paul Barron
Mark Roma

SCHOOL PSYCHOLOGIST

Summer Paradis

SCHOOL RESOURCE OFFICER

Nick Bedard

SCIENCE

Phoebe Hopkins
Trent Hutchinson
Pamela King (½ time)
Daniel Chapman
Andrew McCullough / DH
Kaitlyn Ostrov
Jessica Marion
Susan Perkins
Brian Pressley
Kelly Welch

SOCIAL STUDIES

Sarah Campbell / DH
Bender Caiola
Benjamin Clark
Connor Lynch
Michael Misner
Ana Wiley
Dirk Stewart
Pam Wagner
Amy White

Jennie Driscoll / DH
Colleen Kearney-Graffam
Brad Williams

ATHLETIC TRAINER
Christa Hendley

CAFETERIA
Kathy Wade Bulloch /
Kitchen Manager
Teresa Brockett
Kristina Brown
Rosemary Cumback
Tiffany Leeman
Robin Moran
Karin Sinclair
Mackenzie Wardach

**COMMUNITY
OUTREACH**
Rick Wilson
Molly Myers (½ time)

CONSUMER LIFE
Carla Selberg

COUNSELING
Diane Cook / DH
Mary Moore
Meredith Vogel
Perrin Gordon
Rebecca Smith

CUSTODIANS
Jesse Bishop
Catherine Gagne
Edward Jones /
Head-Night

Amy
Shipp.....Spe
c. Ed
Allan
Taylor.....Spec
. Ed
Ken
Thomas.....Sp
ec. Ed
Nate
Walrath.....Spec
. Ed
Ryan
Weed.....Libr
ary

ENGLISH
Eric Bosarge
Brandon Dudley
Hugh Dwyer
Emily Field
Sammie Francis-Taylor
Shauna Jeppson
Mary Norbert
Jon Riggelman
Thomas Sheehy
Janice Smith / DH

ESOL TEAM
Patrick Abedi
Brian Banton
Culture Broker - Yousuf
Alokozay

GROUNDKEEPERS
Todd Bartlett
Cindy Hilton /
Headsgroundskeeper
Jeffrey Souza

SPECIAL EDUCATION
Charles Arcand
Sam Bernier
Carly Cavallari
April Doane
Patrick Hurley / DH
Tiffany Jones
Mary Kunhardt
Kimberly Merrill
Sara Nichols
Kevin Shaw
Malene Schultz (½ time)
Tim Woolworth

SPEECH THERAPIST
Darcee Pantaz (1/2 time)

TECHNOLOGY EDUCATION
Edward Driscoll

TECHNOLOGY DEPT
Dan Dearing
Josh Gower

WORLD LANGUAGE
Julie Boudreau
Maria Rier
Louise Duncan / DH
Cecilia Nolan

Revised August 23 2024

Shawn Moore
Karen Sewall
Trent Trombley
Paul Molnar
Dan Sylvester / Head
-Day

DISTRICT

Rebecca Paradee -
BCBA
Jane Morse - IEP
Coordinator

Leo Theberge / Maintenance

LIBRARY/MEDIA

Daurene Jerome / DH

MATH/BUSINESS

Brian Choate

Sandra Dolan / DH
Sam Farrell
Don Glover
Paula Groves
Todd Hanson
David Lowe
Clark Porter
Mark Stapleton

MUSIC

Ashley Albert
Brandon Duras

NURSE

Jennifer Strout

PHYSICAL ED./HEALTH

Greg Nadeau
Kathryn Tuttle / DH
Stacey Vannah

83 faculty + 16 ed techs + 6 secretaries + 1 SRO + 2 district + 2 tech dept + 8 custodians
+ 8 café + 4 groundskeepers = 130

Attendance

Please refer to the district attendance policy for more information on overall school attendance. Below are the specific Brunswick High School procedures.

Attendance Philosophy

Regular school attendance is essential for a successful education, a value shared by both family members and school staff. Every student is expected to attend every class each day, including study hall, and to arrive on time for all classes, study halls, and school activities. School personnel will diligently monitor attendance and collaborate with families to address any issues promptly and effectively.

Students are responsible for completing any missed work and assignments, regardless of the type of absence. It is essential that all missed schoolwork be made up to the satisfaction of the teacher.

While it is acknowledged that absences may sometimes be necessary, such absences can result in missed instruction, class discussions, and group work that are challenging to fully replicate through make-up assignments. To address this, teachers and students will work together to create a plan that allows students to access the missed instruction. This plan may include additional assignments and time spent outside of regular school hours to ensure that students stay on track.


Attendance Procedure

The warning bell rings at 7:40 A.M. Attendance will be taken daily when the 7:45 A.M. bell rings. Attendance is taken for each class throughout the day. The automated messenger system will notify parents/guardians each day of absences from school or individual classes.

Absences

Students between the ages of 6 and 17 are required to attend school in Maine. Details of this requirement are in policies JEA: Compulsory Attendance and JHB: Truancy. If a student will be absent, the family must call the student's school before the absence or provide a note after the absence with the reasons for the absence. Per Maine law, there are six reasons an absences may be excused:

1. Personal illness

2. Appointments with health professionals that cannot be made outside of the regular school day
3. Observance of recognized religious holidays when the observance is required during a regular school day
4. Emergency family situations
5. Planned absences for education or personal purposes which have been approved.  Planned student absence form
6. Education disruptions resulting from homelessness, hospitalization, or other unplanned yet authorized placement out of the school district.

If the reason for the absence is one of the allowable six reasons, the absence will be considered excused. If no reason is provided or if the reason for the absence is not allowable, the absence will be considered unexcused. If there are excessive excused absences, the school may request additional information about those absences in order to comply with Maine truancy reporting obligations. If a family is planning an extended absence of five or more days, they should communicate this plan to the school office one week in advance. This is so the family and the teachers can develop an educational plan so the student is able to maintain their academic progress. Students and families with extenuating circumstances related to absences should consult with their school's administrators, nurse, or counselors. Students absent from school or who are ill and dismissed from school are not allowed to participate or be a spectator in school-sponsored activities on that day

Unexcused Absences

When a student is absent from school with family knowledge and approval, but the absence is not covered by the above situations, it is considered to be an unexcused absence. These may include (but are not limited to) travel time before and after holidays, trips and family vacations, hunting trips, and non-school activities during school time.

Intervention Matrix for Excessive Unexcused Absences:

Number of Unexcused Absences	Intervention	Responsible Person
Up to 5	- The subject teacher contacts the family via phone and email.	Subject Teacher (Cc: Assistant Principal)
At 5	- The subject teacher informs the School Counselor via email. - Referral to Student Assistance Team (SAT). - SAT sends a postcard home. - School Counselor meets with the student and contacts the family via phone/email.	Subject Teacher School Counselor (SAT)
At 10	- The subject teacher submits a referral form to SAT. - SAT develops an attendance plan and shares it with the teacher, student, and family. - Truancy letter sent to the family, student, and Superintendent. - Superintendent sends a truancy letter.	Subject Teacher SAT Superintendent
At 15	- Administration meets with the family to create an academic recovery plan.	Administration

- **Truancy**

When a student is absent without approval by the family or the school, they are considered truant. Truancy is defined: *A student is considered truant if they have completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year. Requirement: Persons 6 years of age or older and under 17 years of age shall attend a public day school during the time it is in regular session.*

- **Tardy**

It is important to be on time for each class and activity. Any student who reports to first period after the attendance has been sent to the office will report to the main

office for a tardy slip. If a student has 5+ unexcused tardies to school in a month, the teacher will contact the assistant principal.

Students are responsible for completing missed work and assignments for all types of absences. All schoolwork must be made up to the satisfaction of the teacher.

Athletics

Please refer to the [BHS Student-Athlete and Family Handbook](#)

Notice Regarding Protection of Pupil Rights Amendment

The Brunswick School committee in accordance with The Protection of Pupil Rights Amendment (PPRA) has adopted Policy ILD, which states that no student shall be required as part of a program funded by the U. S. Department of Education, to submit to any survey or evaluation that would reveal information that might invade students' privacy. Protected information could include political affiliations, religious practices, psychological problems, and income. Consult the actual policy for more examples.

In so far as practical, the high school will directly notify parents/guardians annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents/guardians shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation.

Late Arrival and Early Dismissal

Juniors and Seniors are eligible for the privilege of Late arrival OR Early dismissal. Juniors and Seniors will need to be enrolled in at least six classes with a minimum grade of 80% or higher and have at least 10 community service hours. This privilege can be revoked if grades fall below the minimum standard or for discipline issues. Parents can also revoke this privilege. Forms are found in the Main office or in the links below.

- [Early dismissal/Late arrival form](#)

Powerschool

[This link](#) will provide the resources needed to view student grades and attendance. Login information is also available using the link above. Parent login information can be acquired through your student's guidance counselor. Parent login information is sent home to parents at the beginning of each year.

Emergency Information and Notifications

Crisis Response Policy

Informed by Policy

EBCA-E

[Comprehensive Emergency Management Plan](#)

The Brunswick School Board requires that each individual school shall, in accordance with administrative guidelines developed by the superintendent of schools and building principals, prepare and have in place a Crisis Response Plan.

The Crisis Response Plan will be in writing and available at all times in the principal's office of each school. Crisis Response training/drills will be conducted twice per year in each school.

Report Cards and Grading

Academic Opportunities and Requirements

Brunswick High School offers a comprehensive program of academic excellence that affords students the opportunity to realize their potential and make a valuable contribution to society. The [Course of Study](#) booklet provides in depth information on graduation requirements, possible pathways to graduation, explanations of the grading system and individual course descriptions.

Course Levels

Courses are offered at a variety of levels with instruction, activities, and assessments differentiated for student success. These are on a continuum from Preparatory to Academic to Honors and to Advanced Placement.

Graduation Requirements Policies IKF/IKF-R

Informed by

Please refer to the Course of Study booklet on the Brunswick High School website or the link provided above for updates regarding graduation requirements.

Seniors must fulfill all senior obligations and graduation requirements in order to participate in graduation activities including graduation ceremonies.

**Student Academic Honors
IKC/IKC-R/IKF**

Informed by Policies

Please refer to the Course of Study booklet in the link provided above or on the Brunswick High School website for updates regarding Academic Honors, Class Rankings and Grade Point Average.

Honor Roll

The following criteria must be met in order for a student to be eligible for Honor Roll Status:

- Be enrolled in a minimum of six courses/experiences each semester.
- Have no grade lower than 80 in all numerically graded courses for Honor Roll status.
- Have no grade lower than 90 in all numerically graded courses for High Honors status.

Award honors of Cum Laude (weighted GPA of 3.0 and above), Magna Cum (weighted GPA of 3.3 and above and Summa Cum Laude (weighted GPA of 3.7 and above) will be used in recognizing students at Graduation.

Grading System

A+ 98 - 100	B 83 - 86	C- 70 - 72	F Fail 0-59
A 93 - 97	B- 80 - 82	D+ 67 - 69	P Pass
A- 90 - 92	C+ 77 - 79	D 63 - 66	AU Audit
B+ 87 - 89	C 73 - 76	D- 60 - 62	I

Incomplete

WP Withdraw Pass
WF Withdraw Fail

**Class Ranking/Grade Point Averages
File: IKC**

Informed by Policy

The Brunswick School Board acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary students. Students' weighted GPA (seven consecutive semesters) will be used to select a valedictorian and salutatorian.

Beginning with the graduating class of 2021, students will be awarded honors of Cum Laude, Magna Cum and Summa Cum Laude for each graduating class. The designations are Summa Cum Laude 90-100 (weighted GPA of 3.7 and above), Magna Cum Laude 87-89 (weighted GPA of 3.3 and above) and Cum Laude 83-86 (weighted GPA of 3.0 and above).

Adding and Dropping Courses

Course schedules can be adjusted through the last week of school and by appointment during the summer. If needed, additional adjustments may be made at the beginning of each semester. If a student withdraws from a course after the fourth week of the second or fourth quarters, the student's report card will show "Withdrawn" and the grade at the time of withdrawal; the grade at the time of withdrawal will be considered the grade for the corresponding quarter and will be factored into the semester grade as well as the student's grade point average.

School Visitors

Student Visitors

All visitors must report immediately to the main office to sign the visitor's register and to receive an approved pass which must be worn at all times. Permission to visit classes with a Brunswick High School student will not normally be granted to students from neighboring schools. If a student feels they have a legitimate request, e.g., possible transfer to BHS, the following procedure must be followed:

1. Permission from each teacher must be obtained in twenty-four (24) hours prior to visit.
3. The Brunswick student will report to the main office with his/her guest to introduce the visiting student to an administrator and to obtain a visitor's pass.
4. Guests will be introduced to classroom teachers prior to the beginning of the class period.
5. Visitors should park in the visitor's parking slots in the first parking lot and must sign in with the main office. Visitors will receive a badge and must report to a specific location

Conduct

Academic Dishonesty Procedure

Brunswick High School students are expected to understand that dishonesty on tests, quizzes, papers, projects, assignments, and homework constitutes cheating and is an extremely serious matter.

Academic Dishonesty is unfair to the students who earn their marks through their own hard work and effort, and undermines the integrity of grades.

Academic Dishonesty is cheating. Cheating, including plagiarism, is the act of taking someone else's work and presenting it as your own.,

Academic Dishonesty consists of offering and/or receiving information under circumstances when such offering and/or receiving such information is prohibited, and includes, but is not limited to the following:

1. Copying and/or offering homework verbally, in written form, or by electronic means or obtaining homework answers from answer guides in texts.
2. Copying and/or offering answers on tests, quizzes or other assignments verbally, in written form, or by electronic means.
3. Pressuring other students to cheat.
4. Paying someone else money or any other form of payment to do work for you and/or accepting such payment to do work for another student.
5. Bringing in and/or using unauthorized information during class time, including information stored in a phone, watch, calculator or other electronic device.
6. Having anyone, including parents/guardians or tutors, complete assignments and submitting the work as one's own.
7. Presenting collaborative work as independent work.
8. Fabricating data, information, or sources; attempting to pass off fabricated material as original work.
9. Submitting images and/or documents in whole or in part from the Internet or other sources without citation of the source(s), effectively claiming the work of another as one's own.
10. A student's name on a paper is regarded as an assurance that the paper is original and is the student's own work. Therefore, the submission of any work copied from another student will be considered Academic Dishonesty.

11. Consulting Sparknotes, Cliffs Notes, or other similar summaries or book guides without a teacher's specific authorization, whether in print or electronic form, may be considered Academic Dishonesty. Students are reminded that their teachers are here to help students overcome reading and writing challenges, and that there are no shortcuts to becoming better readers and writers.
12. To be clear, it is emphasized that Academic Dishonesty includes the facilitation of Academic Dishonesty – in other words, a student who helps or attempts to help another student engage in Academic Dishonesty will be deemed to have engaged in Academic Dishonesty themselves, as well. Examples of this include but are not limited to the following: Student A gives Student B a specific answer to a homework assignment when Student A knows that such assistance is prohibited; Student A shares their lab report with Student B for Student B to submit when Student A knows that such sharing is prohibited; Student A shares one of their papers or essays with Student B and Student B submits it as their own when Student A knows that such sharing is prohibited – in each of these circumstances, both Student A and Student B will be deemed to have engaged in Academic Dishonesty.
13. The rules regarding Academic Dishonesty apply to all work, including drafts and outlines that are submitted prior to a final submission.

Academic Dishonesty may be accomplished by any means whatsoever, including, but not limited to, the following: fraud, duress, deception, theft, talking signs, gestures, copying from another student, unauthorized collaboration, and the unauthorized use of study aids, memoranda, books, electronic programs, data, or other information.

Plagiarism is cheating and constitutes a form of Academic Dishonesty. Plagiarism involves copying another's work and submitting it as if it were the original work of the student. Presenting as one's own, the words, the work, the ideas or the opinions of someone else without proper citation and acknowledgement constitutes plagiarism, as does borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper citation and acknowledgement. Plagiarism is commonly defined as the use of another person's thoughts and ideas – whether taken from a paper, speech, article, film, music, image, or online source – whether intentionally or accidentally, in whole or in part, and presenting it as your own work. Whether a source is copyrighted or not, printed or recorded, or a paper prepared by another student, if it is used without citing and recognizing the source, plagiarism has been committed. Simply put, plagiarism is the act of using another person's words or ideas without giving credit to that person.

In order to be found to have committed an act of Academic Dishonesty, it is not necessary for the school to prove that the student **intended** to commit the act. In this regard, Academic Dishonesty can occur accidentally when, for example, a student cites information incorrectly or forgets to cite it at all – this will still be considered plagiarism. A student's intent or lack thereof to cheat and/or commit plagiarism is not a defense to a claim of cheating and/or plagiarism.

Test Dishonesty is cheating and constitutes a form of Academic Dishonesty. Test Dishonesty is the use of any means not specifically accepted by the teacher to obtain answers to a test or quiz. Test Dishonesty includes giving, receiving, passing or using in any way information about a test or quiz, whether in oral, written, gesture, or electronic form. The unauthorized use of cell phones, watches and/or other electronic devices which store information during tests or quizzes will be considered cheating.

Artificial Intelligence (A.I) is a serious concern in many curricular areas at Brunswick High School. This form of Academic Dishonesty can be difficult to detect. Teachers are becoming more aware of this form of cheating. Students need to be aware if they are caught using A.I. to plagiarize the consequences will be followed.

Academic Dishonesty Consequences

First Offense:

- The student will be notified of the violation. The student will receive due process. Clear evidence must be found to be considered Academic Dishonesty
- The parents/guardians will be notified of the violation.
- The student's guidance counselor and assistant principal will be notified of the violation.
- Honor societies will be notified of the violation.
- The student will receive a zero (0) on the assignment, however an alternative assignment may be completed for no more than 50% of the grade.
- An "Academic Dishonesty 1st Offense Warning" will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of student leadership positions, and loss of candidacy for or membership in Brunswick High School Honor Societies.

Second Offense:

- The student will be notified of the violation. The student will receive due process. Clear evidence must be found to be considered Academic Dishonesty

- The parents/guardians will be notified of the violation.
- The student's guidance counselor and assistant principal will be notified of the violation.
- Honor societies will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and may not be allowed an opportunity to make-up the assignment.
- If the second offense occurs in the same course as the first offense, additional consequences in that course may be imposed.
- The student may be ineligible for awards.
- The student may be ineligible for scholarships.
- An "Academic Dishonesty 2nd Offense" will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of the privilege to participate in school activities, loss of student leadership positions, and loss of candidacy for or membership in Brunswick High School Honor Societies.

Third & Subsequent Offenses:

- The student will be notified of the violation. Clear evidence must be found to be considered Academic Dishonesty.
- The parents/guardians will be notified of the violation.
- The student's guidance counselor and assistant principal will be notified of the violation.
- Honor societies will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and will not be allowed an opportunity to make-up the assignment.
- If the third offense occurs in the same course as one of the prior two offenses, the student's grade for the quarter will be lowered by one full letter grade.
- If the third offense occurs in the same course as both of the prior two offenses, the student will receive an F in the course for the semester, potentially impacting graduation and athletic eligibility.
- The student will be ineligible for awards.
- The student may be ineligible for scholarships.
- An "Academic Dishonesty 3rd Offense" will be documented in PowerSchool.
- The student will lose any student leadership positions held.
- The student will not be considered as a candidate for Honor Societies.
- The student will have membership in Honor Societies rescinded.

All offenses are cumulative across subject matters/courses and throughout school years, from freshman through senior year. For example, an initial infraction freshman year in English would qualify as a first offense, a subsequent infraction sophomore year in social

studies would constitute a second offense, a subsequent infraction junior year in math would be the third offense, etc.

(Citing Falmouth High School for helpful information in coming up with the Academic Dishonesty Procedure for BHS)

Disciplinary Action

Informed by Policy JK

Disciplinary action will be fair and consistent with the misconduct involved.

Teachers and administrators will attempt to contact parents/guardians whenever possible. These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Discipline at Brunswick High School may be progressive in nature for repeat offenses.

Detention

Teachers or administrators may require a student to spend sixty (60) minutes after school for minor problems. A twenty-four hour notice may be granted if requested by the student to make arrangements for transportation. Failure to make up detention after parents/guardians have been notified may result in in-school suspension.

In School Suspension/Academic Support

In School Suspension (ISS) allows the student who has demonstrated behavior that disrupts the educational process of others, yet does not warrant removal from school, to have their behavior modified and to try and correct the issue at hand that caused them to be placed into this setting.

Suspension

A student will not be allowed in school for up to ten days for more serious or repeated offenses. Some first offenses, such as fighting, weapons violations, involvement with drugs or alcohol, extreme defiance, and theft will result in suspension. While students are suspended, they are not allowed on school property, day or evening. If the suspension spans a weekend, students are not allowed to attend any weekend events. Suspended students will have work provided from classes to be picked up by a parent or guardian. Students shall be responsible for any schoolwork missed. After readmittance to school they shall be permitted to take tests, quizzes or any other form of evaluation affecting their grade.

Expulsion

When all other methods have not been successful or in the case of offenses that are extreme in nature, students may be recommended for expulsion.

PERSONAL ELECTRONIC DEVICE USE PROCEDURES

Per District Policy:

All classrooms have phones. If a student needs to contact home for something other than sickness, in which case the student should report to the nurse's office, students should ask the teacher or advisor to use their phone.

Brunswick High School Cell Phone Practices

Brunswick High School recognizes both the challenges and potential benefits associated with cell phone use in an educational setting. While cell phones can be a source of distraction, impeding interpersonal connections and communication within our school community, they can also be valuable tools when used effectively to support student learning and the development of essential life skills.

With these considerations in mind, Brunswick High School aims to help students develop healthy habits and appropriate boundaries for cell phone use.

Permitted Cell Phone Use

Students may be in possession of cell phones under the following conditions:

- **Before and After School:** Cell phones and headphones may be used before 7:45 AM and after 2:10 PM.
- **During Non-Instructional Time:** Cell phones may be used in the hallway during passing periods and lunch.
- **Instructional Time:** Cell phones are not to be used during class time unless explicitly permitted by a teacher or staff member for academic purposes.
- **Detention:** Cell phones and wireless headphones are not permitted during detention.

Note: The school is not responsible for lost, stolen, or damaged devices, or any financial obligations resulting from the use of cell phones or wireless headphones.

Consequences for Misuse

The following steps will be taken in response to violations of the cell phone policy, with offenses reset every 45 school days:

1. First Offense (Per Week)

- Warning from the classroom teacher.

2. Second Offense

- The staff member will confiscate the phone and deliver it to the office.
- The student may pick it up at the end of the school day.

3. Third Offense

- The staff member will confiscate the phone and deliver it to the office.
- The student may pick it up at the end of the school day.
- Administration will meet with the student and contact the student's parent/guardian.

4. Fourth Offense

- The staff member will confiscate the phone and deliver it to the office.
- A call will be made to the student's parent/guardian, requesting that an adult pick up the phone.

5. Fifth Offense

- The student will be asked not to bring a cell phone to school for a period of two weeks.
- If a parent insists that the student needs the phone, it must be dropped off at the office in the morning and retrieved at the end of the school day.

Further offenses will be handled by building administration on a case-by-case basis.

Chemical Abuse Procedures

[BSD Chemical Abuse Policy](#)

[BHS Athletics and Extracurricular Chemical Abuse Procedure](#)

Drugs and Alcohol Possession

JICH/ JLCD

[Drug Alcohol Possession Policy](#)

Informed by Policies

The chemical use and abuse procedures established by the school board will be implemented. Involvement with and/or in the presence of drugs or alcohol in school or at any school sponsored activity including field trips, will not be tolerated. Violators will be

suspended from school for up to ten (10) days with a minimum of five (5) days served and possible referral to the Superintendent of Schools for long-term suspension or expulsion. The student will be referred to the Substance Abuse Team for appropriate intervention.

Tobacco Use and Possession

Informed by Policies ADC

/ADC-R/JK

Tobacco Use and Possession Policy

The use, possession, sale, dispensing or distribution of tobacco products, including electronic cigarettes and vapes, by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times. Those students who choose to smoke at Brunswick High School will be subject to the following consequences:

A. First Violation

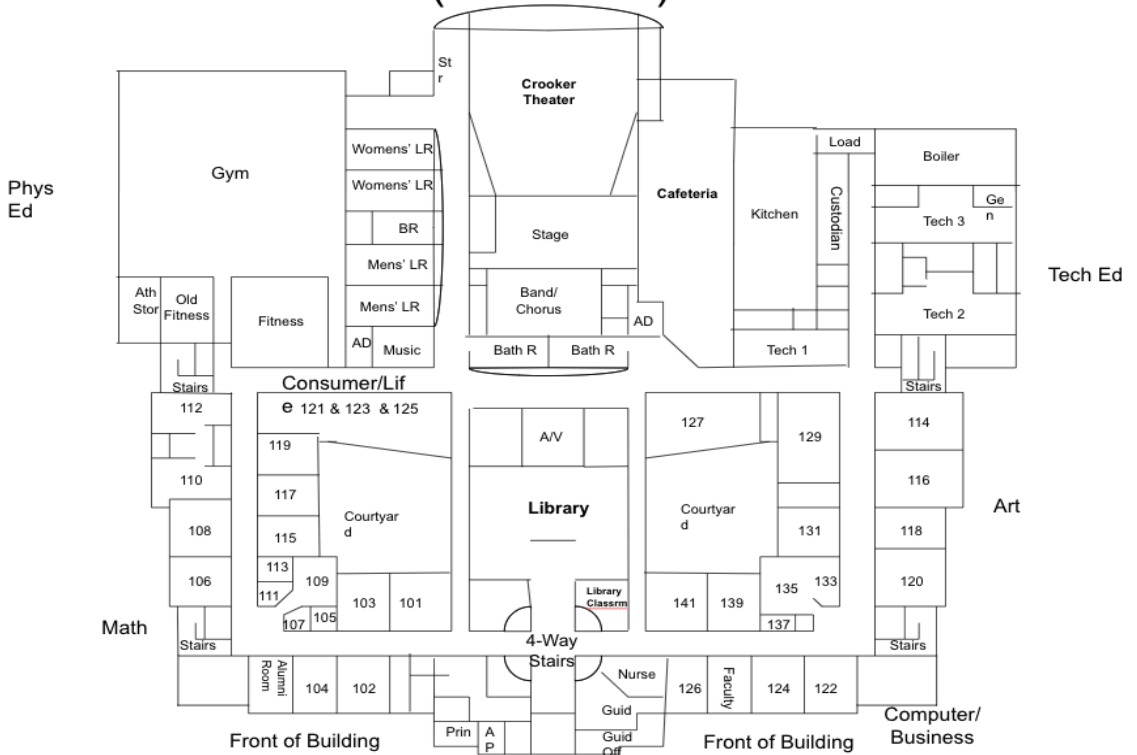
1. Parents/legal guardians shall be notified regarding the tobacco violation.
2. The student will engage in a learning-based consequence determined by administration
3. The tobacco and/or paraphernalia will be confiscated
4. The student will not be allowed to participate in any extracurricular activities.

B. Second Violation and Beyond

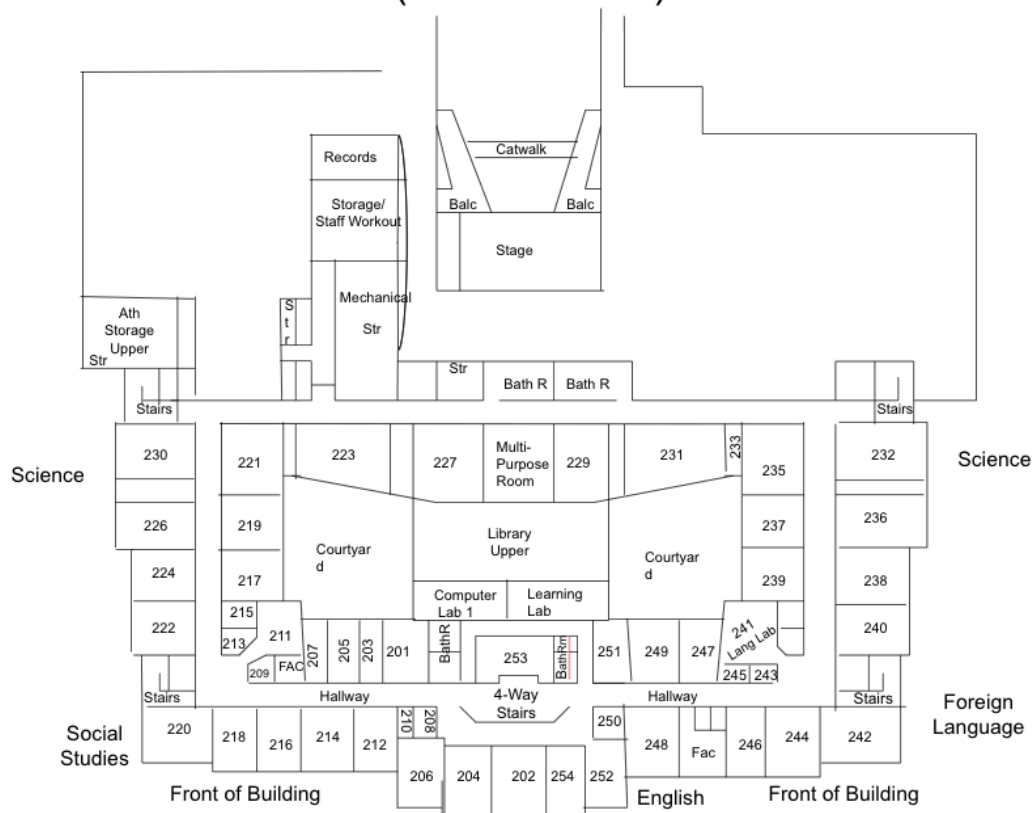
1. Parents/legal guardians shall be sent written notice regarding the tobacco violation.
2. Up to ten (10) days suspension may be issued/in school suspension may be assigned.
3. The tobacco and/or paraphernalia will be confiscated
4. The student will not be allowed to participate in any extracurricular activities.
5. The student will engage in a learning-based consequence determined by administration

Facilities

Brunswick High School (First Floor)



Brunswick High School (Second Floor)



Learning and Teaching

Flex

All BHS students are assigned to a FLEX group with a staff advisor. FLEX time happens daily. The purpose of FLEX groups is to ensure that every student has at least one BHS staff member who knows them well. Flex groups also foster close connections among a group of students who may not otherwise get to know one another.

BHS Graduation Requirements

[BHS Graduation Requirements](#)

Diploma Requirements for Students Graduating in the Class of 2021 and Beyond: In accordance with Maine law and the Brunswick School Department, awarding of a diploma from Brunswick High School will be contingent on the demonstration of meeting the minimum credit requirements outlined below, and meeting the cross-content performance standards of the Maine Guiding Principles. The student must also fulfill any other requirements specified in this [policy](#).

A. The following minimum requirements represent a basic program through which a student may earn a diploma from Brunswick High School (21.5 credits required):

- English 4 credits
- Mathematics 3 credits
- Science 2 credits
- Social Studies 3 credits (Required: World Studies II and US History; and also starting with the class of 2025, The Rights and Responsibilities of US Citizenship (1/2 credit) and Economic Skills and Community Service Learning (1/2 credit)
- Physical Education 1 credit
- Health 0.5 credit
- Visual & Performing Arts 1 credit
- Electives 7 credits

B. All students, regardless of pathway, will be required to complete a minimum of 30 hours of approved community service hours as outlined in IKF-R prior to graduation.

C. All students must be enrolled in a minimum of six courses or their equivalent. The Principal may waive this requirement when in his/her judgment extenuating circumstances warrant such a waiver.

D. Beginning with the graduating class of 2021, students will be awarded honors of Cum Laude, Magna Cum and Summa Cum Laude for each graduating class. The designations are Summa Cum Laude 90-100 (weighted GPA of 3.7 and above), Magna Cum Laude 87-89 (weighted GPA of 3.3 and above) and Cum Laude 83-86 (weighted GPA of 3.0 and above).

Response to Intervention: Response to Intervention (RTI)

Brunswick High School RTI teachers help students who are experiencing difficulties in school. Through a systematic process, RTI receives referrals and assists students through assessment, action planning, coordination of services, and ongoing evaluation.

Teacher Qualifications

No teacher is eligible to teach in the Brunswick schools who does not hold a valid Maine Teachers' Certificate for the type of position in which he/she is employed. Evidence of a valid Maine Teachers' Certificate must be presented before the opening of the school year in September to the Superintendent of Schools

Students Transferring

Transfer students will be required to meet Brunswick High School graduation requirements to qualify for a diploma. All transcripts presented by transfer students will be reviewed on an individual basis. As there is no uniformity in grading systems, every transcript will be examined and grades converted, when necessary, to align with the Brunswick High School grading system as approved by the Brunswick School Board. Grade placement will be based on school board policy.

Resources and Services

Maine Unified Special Education Regulations

Maine Unified Special Education Regulations, Chapter 101, governs the provision of equal educational opportunities for all Maine students with disabilities between the ages of 5 and 20 enrolled in public schools. Each school unit must ensure that students with disabilities are provided a free appropriate public education (F.A.P.E.) in the least restrictive

educational environment, per state regulations, as well as the federal Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

Counseling Services

Brunswick High School offers a variety of counseling services:

- Counselor **Mary Moore**: 7:30-3:30
- Counselor **Diane Cook**: 7:30-3:30
- Counselor **Scott Bradley**: 7:30-3:30
- Counselor **Christina Ring**: 7:30-3:30
- Social Worker **Mary Kunhardt**: 7:30-3:00 Phone: 844-2407
- Social Worker **Meredith Vogel**: 7:30-3:00 Phone: 844-2409
- Social Worker **Malene Schultz**: MT (W AM only) Phone: 207-319-1910 Ext. 2245

Sexual Assault Support Services of Midcoast Maine

BHS has partnered with Sexual Assault Support Services of Midcoast Maine (SASSMM) to offer support services to all students. SASSMM is a local organization providing free, confidential services to any individual or community impacted by sexual violence. All community members are welcome to call SASSMM's 24/7, free, confidential Helpline: 1-800-871-7741. SASSMM also offers an insurance policy. The school makes a limited medical insurance policy available to families. If interested, families can get the forms for this insurance in the main office at the beginning of the school year.

Library/Media Center

- [Library Selection Materials and Adoption](#)
- <https://www.brunswicksd.org/o/bhs/page/services-available>

Co-Curricular Activities

Club/Activity	Advisor(s)
Acapetal Mixed Acapella Group	Mrs. Albert
ACE (Architecture, Construction,	TBA

Engineering)	
Artery	Mr. Williams
Better Together Book Club	Mrs. Jerome
Bowdoin College Mentoring	Mrs. Ring
Brunswick HS Fish and Game Club	Mr. Hutchinson
Broadcasting Club	Mr. Weed
Cinema Club	Mr. Weed
Civil Rights Team	TBA
Creative Writing Club	Mr. Bosarge
Dragon Spirit Yearbook	Mrs. Driscoll
Disc Golf	Mr. Bosarge & Mr. Williams
Environmental Club	Ms. Hopkins & Mr. Hutchinson
Feminist Club	Mrs. Jerome
Garden Club	Mr. Riggleman
Interact Club	Mrs. Ostrov
Math Team	Mr. Porter (Varsity) & Mr. Choate (JV)
Outing Club	Mr. McCullough & Mrs. Marion
Mock Trial Club	Mr. Lynch
Pep Committee	Mr. Lynch
Pride	Ms. White and Ms. Poirier
Science Bowl Team	Ms. Hopkins
Sources of Strength	Ms. Schultz

Spice Guys Tenor/Bass Acapella Group	Mrs. Albert
Student Government	Mr. Lynch
UNIFIED Club	Mr. Hurley
Vice Versa Treble Voice Acapella Group	Mrs. Albert
Young Historians Club	Mrs. Wiley

Honor Societies:

National Art Honor Society	Math Honor Society	Tri-M National Music Honors Society
French Honor Society	National Honor Society	Spanish Honor Society

Parent/Guardian Groups

Music Boosters	Individual Sports Booster Groups	
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Every effort has been made to avoid conflicting statements between the Brunswick High School Student-Parent/Guardian Handbook and Brunswick School Department Policy. If such conflict does occur, the policy will govern. Parents, Guardians and students are encouraged to reference the entire Board Policy with any questions. They can be found on the Brunswick School Department website.

<https://www.brunswicksd.org>

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