

Hodgdon Middle/High School

Student Handbook

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SCHOOL PROFILE

Hodgdon Middle/High School is a six-year middle/high school serving the six towns of Maine School Administrative District Seventy (MSAD #70): Amity, Haynesville, Hodgdon, Linneus, Ludlow and New Limerick. The curriculum at Hodgdon Middle/High School has been developed to meet the needs and interests of students in grades 7-12. It is fully understood that students' needs and interests are many and varied, and demand a curriculum consisting of academic, vocational, extracurricular and co-curricular programs. Course content has been developed to provide learning tools and/or skills, which are needed in everyday life, ranging from recreation to earning a living. The courses, as much as possible, are career oriented and taught as a means to an end. Students at Hodgdon Middle/High School have the opportunity during their junior and senior years to enroll in vocational courses offered by the Region II School of Applied Technology.

MISSION STATEMENT

MSAD #70's mission is to provide quality instruction, positive learning opportunities, and a safe educational environment to ensure every student graduates as a responsible citizen who has achieved proficiency in state/district approved standards.

INSTRUCTIONAL GOALS AND LEARNING OBJECTIVES (POLICY REF: IA)

Having adopted the Maine system of Learning Results, the M.S.A.D. #70 Board of Directors is committed to the Guiding Principles expressed therein. The Board believes that each student in M.S.A.D. #70 should leave school as:

- A. A Clear and Effective Communicator Who:
 - 1. Uses oral, written, visual, artistic, and technological modes of expression;
 - 2. Reads, listens to, and interprets information from multiple sources; and
 - 3. Uses English and at least one other language.

- B. A Self-directed and Lifelong Learner Who:
 - 1. Creates career and education plans that reflect personal goals, interests and skills, and available resources;

2. Demonstrates the capacity to undertake independent study; and
 3. Finds and uses information from libraries, electronic databases, and other resources.
- C. A Creative and Practical Problem Solver Who:
1. Observes situations objectively to clearly and accurately define problems;
 2. Frames questions and designs data collection and analysis strategies from all disciplines to answer those questions;
 3. Identifies patterns, trends, and relationships that apply to solutions to problems; and
 4. Generates a variety of solutions, builds a case for the best response, and critically and diplomatically evaluates the effectiveness of this response
- D. A Responsible and Involved Citizen Who:
1. Recognizes the power of personal participation to affect the community and demonstrates participation skills;
 2. Understands the importance of accepting responsibility for personal decisions and actions;
 3. Knows the means of achieving personal and community health and well-being; and
 4. Recognizes and understands the diverse nature of society.
- E. A Collaborative and Quality Worker Who:
1. Knows the structure and functions of the labor market;
 2. Assesses individual interests, aptitudes, skills, and values in relation to demands of the workplace; and
 3. Demonstrates reliability, flexibility, and concern for quality.
- F. An Integrative and Informed Thinker Who:

1. Applies knowledge and skills in and across English language arts, visual and performing arts, foreign languages, health and physical education, mathematics, science, social studies, and career preparation; and
2. Comprehends relationships among different modes of thought and methods associated with the traditional disciplines.

In addition, M.S.A.D. #70 is committed to the principle that each student should leave school as:

- G. A Health Oriented Person Who:
1. Chooses physical activity on a regular basis and maintains a healthy body
 2. Challenges him/herself mentally;
 3. Knows the importance of interaction between mind and body; and
 4. Recognizes and deals with stress.

STUDENT RIGHTS AND RESPONSIBILITIES (POLICY REF: JI)

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- A. The right to equal educational and extracurricular opportunity;
- B. The right to freedom from discrimination and harassment because of race, color, sex, religion, ancestry, or national origin, or disability; the responsibility not to discriminate against others;
- C. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the Board; the responsibility to attend school as required by law;

- D. The right to due process with respect to suspension, expulsion, or an administrative decision which a student believes has injured his/her rights;
- E. The right to free inquiry and expression and to voice grievances within the bounds of reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission;
- F. The right to privacy regarding the content of student records, as defined by the Family Educational Rights and Privacy Act; the responsibility to observe reasonable rules regarding these rights;
- G. The right to dress within reasonable guidelines related to health, safety, and the avoidance of potential disruption; as per student handbook and policy; and
- H. The right to access school rules and, when necessary, an explanation of these rules from school personnel; the responsibility to observe school rules and regulations essential for permitting others to learn at school.

The Board has the authority to make, or delegate to its staff to make, rules and regulations regarding the orderly operation of the schools.

This board policy is designed for educational and informational purposes and is not intended to create, expand, or restrict any student rights or responsibilities.

ATTENDANCE POLICY AND PROCEDURE (POLICY REF: JE)

ATTENDANCE POLICY AND PROCEDURE

Consistent and regular school attendance is essential for students to make satisfactory academic progress. In many classes, the most valuable learning takes place during class discussions and exchanging of ideas. Make-up work is never sufficient to correct the loss of academic learning that takes place in the classroom. The primary responsibility for a student's regular attendance rests on the shoulders of the student and the family. Although the Board of Directors realizes that occasional absences from school are necessary, these instances must be kept to an absolute minimum.

Excused absences:

State of Maine law, title 20A, Section 500 2, states "a person's absence is excused when the absence is for any of the following reasons:

1. Personal illness;
2. Appointments with health professionals that cannot be made outside the regular school day;
3. Observance of regular religious holidays when it is required during the regular school day;
4. Emergency family situations;
5. Planned absence for personal or educational purposes that has prior administrative approval."

Students are responsible for having a written note or a phone call of excuse from a parent or guardian within two days of returning to school or the absence will be considered unexcused regardless of the reason. All work, regardless of cause of absence, must be completed within 2 days of return to school.

Excessive Absence:

Excessive absence is defined as unexcused absences in excess of 3 days per ranking quarter in any class. When a student misses class because of field trips, assemblies, athletic events, testing, suspension or any other such activities that the principal deems necessary these absences will not be counted against the student.

Procedure and Consequences for Excessive Absences:

1. When a student accumulates three unexcused absences per ranking quarter in any class both the student and parent will be notified by letter. The student will receive a grade of 65 or his/her earned grade, whichever is lower, will be recorded.

2. When a student exceeds the attendance limits, the student or parents may request a hearing before the Attendance Committee consisting of the Principal, Guidance Director, Attendance officer and Teachers. This committee will have the authority to retain the grade of 65 for the quarter or grant back the original grade based upon the facts presented.
3. With the approval of the teacher, a student may earn back days by doing extra work in the classes from which they were absent. The ability to do so will be determined at the attendance hearing.
4. Any student that exceeds 20% absenteeism (excused or unexcused) in any class may lose credit in that class.

Tardiness to school:

Unexcused tardiness will not be accepted. When a student accumulates four unexcused tardies to school per ranking period, an hour of detention will be issued. For each four after this they will receive two hours of detention.

Tardies will re-start at zero at the beginning of each quarter.

MAKE-UP WORK

All work, regardless of cause of absence, must be completed within 2 days of return to school. **It is the student's responsibility to meet with the teacher to determine what make-up work is required.** Because classes will meet every other day, students are expected to meet with all of their teachers on the day they return to school.

TARDINESS

Students participating in extracurricular activities must be present at least a half a day. Students with an unexcused tardy may not participate in extracurricular activities that day. Title 20, Chapter 105, Section 914 of the Maine State Law relating to public school states: "If a child without sufficient excuse is habitually and willfully absent from school or fails without such excuse to attend school for ten full sessions or for seven half-day sessions within any period of six months, or failing to attend school, without regular and lawful occupation, and growing up in ignorance, he shall be deemed an habitual truant and subject to the penalties provided in Title 15, Chapter 401 to Chapter 409." An unexcused tardy will be made up during lunch detention for the number of minutes missed.

DISMISSALS

All dismissals will be given in the main office, preferably before the attendance bell in the morning. Students must have either written permission or have the parent or guardian call before a dismissal slip will be issued. If more than half the class is missed it will count as an absence for that class.

HOMEWORK (POLICY REF: IKB)

The MSAD #70 School Board realizes that the assignment of homework is essential for the full development of each student in each subject area. The amount of time a student spends learning a skill, directly affects his/her

ability to master this skill. Homework teaches students to be responsible, to manage their own time and to set goals and work to achieve them. Asking students to spend out-of-class time working in a specific skill or subject also allows teachers more class time to teach.

The School Board also realizes that homework has to take on many different forms depending on the subject being taught; therefore, the assignment of such work is left to the discretion of the individual teacher. The School Board charges each faculty member with assigning the amount of outside study necessary to meet the course goals and objectives.

Each teacher should evaluate his/her homework policy each ranking period, based on student progress and parent response. If necessary, that approach should be modified in order to meet the established standard.

MIDDLE/HIGH SCHOOL BUILDING HOURS

Hodgdon Middle/High School is open in the mornings at 7:00 a.m. and closes at 4:30 p.m. Monday through Thursday and at 3:00 p.m. on Friday. Any student or group of students remaining in the building after 2:30 p.m. must be supervised by a member of the faculty. Maintenance personnel are not to assume this responsibility.

ELEMENTARY SCHOOL VISITATIONS

Hodgdon Middle/High School students may visit the elementary school with permission from both the elementary and high school administration.

LEARNING CENTER

The Learning Center is provided during school hours for the purpose of studying or completing homework assignments. Students are responsible to bring academic work and necessary materials to the learning center.

LIBRARY SERVICES (POLICY REF: II AC)

The Hodgdon Middle/High School Library is an important part of the total school program. It serves as a center for research, study, and recreational reading. Students are encouraged to optimally use the library during their six years at Hodgdon Middle/High School. The library will be open daily from 7:45 a.m. to 3:00 p.m.

STUDENT BEHAVIOR IN LIBRARY

1. The library will be used as a quiet area at all times;
2. Students are expected to come to the library with an academic purpose. Students may be asked to return to class if they are not using the library services as outlined in this handbook;
3. Frequent disturbances by a student in the library may result in the loss of privileges for an extended period of time to be determined by the Librarian and/or the administration;
4. Before leaving the library students should return borrowed material to its proper place.
5. Students must clean up after themselves during lunch. Failure to do so will result in not being allowed to have lunch in the library.

OVERDUE LIBRARY MATERIALS

Students with overdue books and periodicals will not be allowed library privileges until such time as the overdue materials have been returned or lost items are paid for.

GUIDANCE DEPARTMENT

The Guidance Program at Hodgdon Middle/High School offers assistance to students in various ways and through varied programs.

COUNSELING:

1. Counseling is available for each student. Students are encouraged to schedule appointments with guidance during the

learning center or free time to receive assistance with academic, social, or personal issues.

2. Reference materials, which relate to all types of post-secondary schools and occupations, are available. Students may obtain information relative to college and vocational schools as well as many occupational training programs. Information is also provided to post- graduates and other adults when requested. Materials relative to college costs and college financing are also available;

3. Our Guidance Department is concerned with preparing our students to become more familiar with the world of work and better prepared to cope with today's ever-changing conditions in the workforce. Counseling, as well as job placement, is provided in conjunction with Jobs for Maine's Graduates.

ACADEMIC FAILURES

Students who are failing more than one subject in the middle or at the end of a ranking period will be recommended to attend the After School Program or until such time as satisfactory academic progress is made. If a student fails a subject for the year they may be recommended to attend summer school.

ADVISORY

All students in grades 7-12 will be assigned an Advisor and will attend advisory each day. The purpose of Advisory is to create a small group of students that are well connected to an adult at school. The advisor will be an advocate for the student but does not replace the Guidance Counselor. This adult will help the students engage in their educational process by developing a personal learning plan that meets their individual needs. There is a curriculum for each grade level that focuses on Career Preparation and leads to being both college and career ready upon graduation. This will be a one quarter credit per year with the expectation that there will be a mandatory sophomore and senior presentation involved.

RANKS AND HONOR ROLL

Report cards will be issued every twelve weeks. The following ranking system will be used:

A	95-100
A-	90-94
B	85-89
B-	80-84

C 75-79

C- 70-74

Below 70 is a failing grade and no credit will be given.

Honor Rolls are announced at the end of each ranking period. A student must be taking six credits each year and must receive a passing grade in all courses for placement on the honor roll. The grade requirements are:

93-100 Average High Honor Roll

85-92 Average Honor Roll

Progress Reports: Mid-quarter progress reports are calculated each quarter to inform students and parents of a student's academic status. Progress reports can include a failing notice and/or a borderline notice. Failing notices are used to calculate eligibility for athletics, extracurricular activities (including dances and proms), and senior privileges. Students will be notified if progress reports affect eligibility.

ACADEMIC INTEGRITY AND PLAGIARISM

Students are expected to adhere to the highest standards of honesty in their work. Plagiarism and/or cheating will not be tolerated. Examples of plagiarism and/or cheating are:

- Word for word plagiarism: Exact words are repeated without giving the necessary credit.
- Paraphrase plagiarism: The student says essentially the same thing as the original author with only a few words changed and no credit given to the original author.
- Spot plagiarism: Key words or phrases being used without credit being given to the original author.
- Self plagiarism: Submitting work the student has done in whole or in part from an assignment from a different class without credit being given.
- Allowing one's work to be copied by another student.

Penalties for plagiarism and/or cheating will be as follows:

- First offense: The teacher will talk with the student and the student's parent. The student will be allowed to re-do the assignment for full credit. Not completing the assignment will result in a "0" and 1.5 hour detention.

- Further offenses: The teacher will talk with the student, parent, and principal. A zero will be assigned as the grade and there will be no opportunity to re-do the assignment. A 3 hour detention will be given.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization sponsored by the National Association of Secondary School Principals that promotes scholarship, leadership, service, and character. Membership eligibility is determined after second quarter grades are posted, beginning in the student's sophomore year. Students must have attended Hodgdon Middle/High School for a minimum of one full semester in order to be eligible for membership. A cumulative grade point average of at least 90 is the first qualification to be invited to fill out the student information forms. The NHS Faculty Council Advisory Board will gather information through an official process, including the student information forms and faculty evaluations about the student's character, leadership, and service. The Faculty Council Advisory Board will make decisions regarding eligibility based on all four pillars of the NHS. A majority vote by the Faculty Council Advisory Board is necessary for the student to be inducted into the Chapter. If chosen, students will be inducted during a formal ceremony. Once inducted, students must maintain a GPA of 90 or better, and a continued demonstration of character, leadership, and service. Parents and students must understand that being accepted into the NHS is not a right, but rather a privilege.

FULL-TIME STUDENTS

Each student must be taking a minimum of six credits to be considered a full-time student.

PART-TIME STUDENTS (POLICY REF: IIE)

Any student who is taking less than six credits from the regular high school curriculum will be considered a part-time student. Students who desire to take less than six academic credits must make a written application to do so during the regular spring registration period. This application must state the reason for taking less than a full academic load. This written application must include parental permission if the student is under legal age. Following the completion of the application, a conference must be held which will include the student, parent/guardian and administration.

Approval or disapproval will be granted by the administration on the basis of each individual application and conference. However, students who are

approved will not be eligible for senior privileges. They also will not be eligible for any extra or co-curricular activities.

STUDENT COMPUTER AND INTERNET USE

NEPN/NSBA Code: IJNDB

STUDENT ELECTRONIC DEVICE AND INTERNET USE

MSAD #70 provides electronic devices, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The Board believes the resources available through the Internet are of significant value in the learning process and in preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Compliance with the District policies and rules concerning electronic device use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their electronic device privileges limited, suspended or revoked. The principal shall have the final authority to decide whether a student's electronic device privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

All MSAD #70 electronic devices remain under the control, custody and supervision of the school unit. The school unit monitors all electronic devices, e-mail, and Internet activity by students. Students have no expectation of privacy in their use of district owned electronic devices, whether they are used on or off district property.

INTERNET SAFETY

MSAD #70 utilizes filtering technology designed to block materials that are obscene, harmful to minors, or pornography. MSAD #70 takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that MSAD #70 cannot reasonably prevent all instance of inappropriate electronic device use by students that may violate Board policies and rules, including access to

objectionable material and communication with persons outside of the school.

In the interest of Internet Safety, MSAD #70 also educates students about online behavior, including interacting with other people on social networking sites and in chat rooms, the dangers of engaging in “hacking” and other unlawful online activities, and issues surrounding “sexting” and cyberbullying awareness and response.

Before a student is allowed to use district owned electronic devices and Internet services, the student and the student’s parent/guardian must sign and return the Electronic Device/Internet Access Acknowledgment (IJNDB-E). The signed acknowledgment will be retained by the school.

IMPLEMENTATION OF POLICY AND “ACCEPTABLE USE” RULES

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of MSAD #70’s electronic device system may be implemented by the Superintendent, consistent with Board policies and rules.

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

STUDENT ELECTRONIC DEVICE AND INTERNET USE RULES

These rules accompany Board policy IJNDB (Student Electronic Device and Internet Use). Each student is responsible for his/her actions and any activities involving district-owned electronic devices, networks, and Internet services, and for his/her Electronic Device files, passwords, and accounts. These rules provide general guidance concerning the use of the district-owned electronic devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parent/guardians, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

A. Consequences for Violation of Electronic Device Use Policy and Rules

Student use of the district-owned electronic devices, networks, and Internet services is a privilege, not a right. Compliance with the district policies and rules concerning electronic device use is mandatory. Students who violate these policies and rules may have their electronic device privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and or legal action.

The building principal shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

B. Acceptable Use

The district-owned electronic devices, networks, and Internet services are provided for educational purposes and research consistent with the district's educational mission, curriculum, and instructional goals.

All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using electronic devices.

Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the district-owned electronic devices

C. Prohibited Uses

Examples of unacceptable uses of district-owned electronic devices that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials;
2. **Illegal Activities** – Using the district-owned electronic devices, networks, and Internet services for any illegal activity or in violation of any Board policy or school rules. The district assumes no responsibility for illegal activities of students while using school Electronic devices;

3. **Violating Copyrights** – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner’s permission (see Board policy/procedure EGAD – Copyright Compliance). The district assumes no responsibility for copyright violations by students;
4. **Copying Software** – Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The district assumes no responsibility for illegal software copying by students;
5. **Plagiarism** – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
6. **Non-School-Related Uses** – Using the district-owned Electronic devices, networks, and Internet services for private financial gain, commercial, advertising or solicitation purposes.
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts;
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the district-owned electronic devices, networks, and Internet services, including but not limited to hacking activities and creation/uploading of electronic device viruses; and
9. **Unauthorized Access to Blogs/Chat Rooms** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

M.S.A.D. #70 electronic devices remain under the control, custody, and supervision of the district at all times. There is no expectation of privacy in their use of school electronic devices, including email, stored files, and Internet access logs.

E. Compensation for Losses, Costs, and/or Damages

The student and his/her parent/guardians are responsible for compensating the district for any losses, costs, or damages incurred by the district for violations of Board policies and rules while the student is using district-owned electronic devices, including the cost of investigating such violations. The district assumes no responsibility for any unauthorized charges or costs incurred by a student while using district-owned electronic devices.

F. Student Security

A student is not allowed to reveal his/her full name, address or telephone number, social security number, or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parent/guardian permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or makes them uncomfortable in any way.

G. System Security

The security of the district-owned electronic devices, networks, and Internet service is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her electronic device privileges limited, suspended, or revoked.

H. Additional Rules for Electronic Devices Issued to Students

1. Electronic devices are loaned to students as an educational tool for the purpose of completing school assignments.
2. Before an electronic device is issued to a student, the student and his/her parent/guardian must sign the school's acknowledgment form.

3. Students are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the electronic device. Students are permitted to take student assigned devices home, provided a user fee is paid to the district.
4. If an electronic device is lost or stolen, this must be reported to building principal immediately.
5. The Board's policy and rules concerning electronic device and Internet use apply to use of electronic devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of electronic devices issued by school staff.
6. Violation of policies or rules governing the use of electronic devices, or any careless use of an electronic device may result in a student's electronic device being confiscated and/or a student only being allowed to use the electronic device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.
7. Parent/guardians will be informed of their child's login password. Parent/guardians are responsible for supervising their child's use of the electronic device and Internet access when in use at home.
8. The electronic device may only be used by the student to whom it is assigned.
9. Electronic devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

SENIOR PRIVILEGES

Senior privileges will begin at the start of the school year as soon as all seniors have turned in their beginning of the year paperwork. Privileges will be re-assessed each mid-quarter and end of quarter. At these points, only seniors who are carrying a passing grade in all courses necessary to graduate will be granted privileges.

WITHDRAWALS AND TRANSFERS

Before students withdraw or transfer from Hodgdon Middle/High School, the Guidance Office must be officially notified. The student must return all books, both text and library. The parent or guardian must sign a release form before any records can be sent to other schools or employers. Transfers: when the student's domicile is within another district, they must receive written permission from both sending and receiving superintendents.

STUDENT RECORDS (POLICY REF: JO)

It is the duty of the Guidance Office to maintain the academic records of students. Permanent record cards, as well as test results, are kept on file. Under the Family Rights and Privacy Act of 1974, parents may obtain copies of student records upon request. (An opportunity for a hearing to challenge the content of the records will be provided, if requested.) Academic records are sent out to post-secondary institutions upon written or verbal request.

DISCIPLINE PROCEDURE (POLICY REF: JG)

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline enables the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, and applicable state and federal laws. Disciplinary action may 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.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

A. Discipline should emphasize positive interventions and expectations as well as appropriate consequences for misconduct. The focus should be on instructional and environmental supports that are designed to teach students prosocial alternatives to problem behaviors, with high rates of feedback.

B. Expectations for student behavior should be clear and communicated to school staff, students and parents.

C. Positive and restorative interventions should be used to the extent feasible. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced. Administrators shall have the discretion to tailor discipline to the facts and circumstances of the particular case.

D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Any restraint or seclusion of students shall comply with applicable regulations and Board policy.

Recess may not be withheld as a consequence for a violation of the Student Code of Conduct for any student in grade five or below, except that when there is no alternative time available, recess time may be used for restorative interventions related to the student's conduct.

Physical force and corporal punishment shall not be used as disciplinary methods. Maine law provides that "a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance."

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the building principal/designee.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

Students with disabilities shall be disciplined in accordance with applicable federal and state law/regulations.

To reduce disciplinary problems and the potential for violence in the schools, the Superintendent may develop procedures for conflict resolution which may

be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school unit.

Discipline Ladder

This ladder is to be used as a guide. Administrative discretion is to be used as necessary.

Level 1-2 Infractions

- Disrespect to student and/or staff
- Behavioral misconduct
- Academic misconduct
- Leaving class early / without permission
- Profanity
- Excessive tardies*
- Failure to follow classroom rules / expectations
- Cell Phones
- Excessive dress code violations
- Missing class time

Level 3-5 Infractions / Policies*

- Major disrespect to staff
- Weapons*
- Vandalism*
- Fighting*
- Drugs / Alcohol*
- Skipping class
- Cyberbullying*
- Tobacco / Smokeless products*
- Leaving school grounds
- Threats

Level 1:

- Warning and/or administrator or teacher conference with student
- Lunch detention and/or detention depending on offense
- Parent communication by administrator or teacher

Level 2:

- Administrator conference with student
- After school detention
- Parent communication by administrator

Level 3:

- Administrator conference with student
- ISS 1-3 days
- Parent communication by administrator

Level 4:

- Administrator conference with student
- ISS 3-5 days
- Parent communication by administrator
- If an identified student, an IEP meeting may be scheduled at this point

Level 5:

- Parent/Guardian meeting with student and administrator
- OSS
- Student meeting with Superintendent (if needed)

HAZING (POLICY REF: ACAD)

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

Injurious hazing activities of any type, either on or off school property, by any person, group, or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a person.

“Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft.

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

Students who violate this policy shall be subject to appropriate disciplinary action up to and including suspension and/or expulsion. School board members, administrators, professional staff, and all other employees who violate this policy shall be subject to disciplinary action up to and including dismissal.

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

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

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

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

Board. The ruling of the Board with respect to the provisions of this policy shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

SUSPENSION AND EXPULSION (POLICY REF: GD-E)

The Principal may suspend students from school for up to 10 days for serious offenses. The student will be given an informal hearing and a chance to explain his/her side before a suspension is given. Parents will be notified in writing of the nature of the offense and the date of the suspension. Students suspended are prohibited from attending all school sponsored events for the duration of the suspension. In addition, suspended students are prohibited from being on school grounds without the permission of the principal. Please refer to Policy GD-E for further details.

TOBACCO USE AND POSSESSION (POLICY REF: ADC-R)

TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE

Students are prohibited from using, possessing, dispensing, or distributing tobacco products in school buildings, on school grounds, and during school-sponsored events. Please refer to Policy ADC-R for further information.

DRUG AND ALCOHOL USE BY STUDENTS (POLICY REFERENCE: JICH AND JICH-R)

The Board and staff of M.S.A.D. #70 support a safe and healthy learning environment for students which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

A. Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, any substance that is represented to be a controlled substance, any volatile solvents or inhalants, such as, but not limited to, glue and aerosol products, or any prescription or patent drug except for those for which permission for use has been granted or which are taken in accordance with Board policy, nor shall any student possess “drug paraphernalia” as defined in MRSR Title 17-A § IIII-A.

These prohibitions 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.

B. Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures (See policy JICH-R). Students participating in athletics and other extracurricular activities may lose their privilege to participate in these activities (See policy JICH-R). Students may also be referred to law enforcement authorities for investigation and/or prosecution.

C. Prevention/Education

The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and

alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

D. Intervention

M.S.A.D. #70 has a student assistance program to assist students with drug and/or alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws. Students who need information or assistance should speak to the building principal and/or guidance counselor.

E. The Superintendent/designee will be responsible for developing administrative procedures, including disciplinary consequences, for approval by the Board and for the implementation of such procedures.

F. Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

SCHOOL SAFETY (POLICY REF: JICIA)

MSAD#70 believes that students and staff are entitled to learn and work in a school environment free of violence, threats, and disruptive behavior. Students and staff are expected to conduct themselves with respect for others and in accordance with the School Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. To this end, no one shall bring any type of weapon onto school property (knives, guns, “stars”, lighters, etc.) or use any common object (pens, pencils, stylus, ruler, etc.) as a weapon. A person noting an infraction of this policy is expected to report the incident immediately to a teacher, staff member, or principal. Please refer to policy JICIA for further details.

EXTRA CURRICULAR/CO-CURRICULAR ACTIVITIES/CODE OF CONDUCT AND ACADEMIC ELIGIBILITY (POLICY REF: JJIAR)

Student participation in extracurricular/co-curricular activities, including athletics and school-sponsored organizations, dances, and clubs is a privilege and not a right. The following extracurricular/co-curricular activities for all students:

- A. Students are expected to abide by all Board policies and school rules. Students who violate policies and/or rules may lose their privilege to participate in extracurricular/co-curricular activities on a temporary or a permanent basis in addition to any other disciplinary measures contained in the policies and rules. These activities include but are not limited to athletic events, dances, clubs, after school trips, etc.
- B. Students who participate in extracurricular/co-curricular activities are representatives of MSAD#70 and are expected to exhibit proper behavior and dress at all times. Improper behavior as determined by the activity director, coach, and/or administration may result in disciplinary action including suspension from one or more games, practices, performances, competitions, meetings, or permanent exclusion from the activity.
- C. Regular school attendance is required for all participants. Participants who are absent from school for any part of the day of the activity, game, or practice may not participate without the approval of the principal or authorized designee.
- D. Students who are suspended either externally or internally may not participate in or attend extracurricular/co-curricular activities.
- E. Any student who participates in any interscholastic sports or extracurricular/co-curricular activities representing MSAD#70 may not use or possess tobacco in any form including electronic cigarettes, alcoholic beverages or illicit drugs at any time or place (as prescribed in MSAD#70 Policy Book under files JICH, JICH-R, ADC, and ADC-R).
- F. Students shall abide by all training and participation rules imposed by individual coaches and activity directors in addition to the rules contained in this code of conduct.
- G. Prior to participation in an activity, the student and his/her parent/guardian are required to sign this code of conduct, acknowledging that they have read it and agree to abide by its terms.

Co-Curricular Eligibility Requirements

In order for a student to be eligible to participate in extracurricular activities she/he must be a full-time enrolled student (6 credits) and cannot be failing any academic classes. Advisory is considered an academic class but is graded on a pass/fail basis predicated upon completion of all Advisor assigned elements for that quarter.

Student grades will be checked on Friday every two weeks by 2:30 p.m. Should a student's grades be found to meet the criteria to be placed on, remain on, or be removed from the academic improvement process, that assignment shall take effect on the Monday following the grade review. A student must not be failing to maintain academic eligibility. Students failing one or more classes and/or have one or more incompletes will be placed on the three-step academic improvement process. Both students and parents will be notified of the placement. See Policy JJIA-R for further details.

MEDICAL PHYSICALS: (POLICY REF: JLCA)

Students who wish to participate in middle school or high school athletics are required to have a physical examination and medical approval before doing so. The physical examination must have been given within the year prior to participation. Thereafter, students participating in athletics must have a physical examination on a schedule recommended by their health care provider, but not less frequently than once every two years. A student will not be allowed to participate in practice or competition without the required physical examination and medical approval.

INSURANCE

All students participating in school sponsored extracurricular activities and shop programs are required to be covered by student accident insurance or family health and accident insurance.

HODGDON MIDDLE/HIGH SCHOOL WINTER BALL AND PROM

The Winter Ball and Prom are for students in grades nine through twelve who attend Hodgdon Middle/High School. High school students from other schools, home-school students, or guests older than twenty years of age may be invited

by special permission of the principal. Students must be academically eligible to attend dances/proms.

STUDENT COUNCIL

Student Council members are elected by their classmates to serve a one year term. A faculty member serves as the advisor. The Council is a service organization dedicated to maintaining a positive school atmosphere.

STUDENT VEHICLES AND PARKING LOT

The speed limit in the parking lot is to be no faster than 10MPH. All student vehicles, four wheelers, snow sleds, and dirt bikes must be registered in the main office. Once parked, vehicles are not to be accessed by students unless permission is given from the office. Violations of this rule can result in detention or other consequences. Region II students will need to follow the protocol of Region II when using their vehicle to transport themselves to their assigned program.

LOCKERS

Student lockers are assigned for the purpose of keeping students' books and personal belongings. When deemed necessary for the general welfare of the school, searches of all lockers and desks, or random searches thereof, may be conducted by school administrators. Lockers, desks, and other storage areas made available to students are school property, and at all times, remain under the custody and control of the school. Therefore, students have no expectation of privacy when using them.

DRESS AND APPEARANCE (POLICY REF: JICA)

To provide a safe and effective learning environment, the Board recognizes the need to set a standard of dress for the MSAD #70 school community. The Board views this dress code as an important educational opportunity to prepare students for dress code standards in the workplace and higher educational settings.

The responsibility of complying with this dress code rests with individual students and their parent(s)/guardian(s). The Board and school administration will not interfere with a students' choice of dress unless: it

violates this dress code; is inappropriate for a public setting; creates undue distraction from the educational setting; or promotes violence, hate, or discriminatory behavior.

The following restrictions on dress shall be enforced:

- Articles of clothing that promote the use of tobacco, alcohol, or other drugs may not be worn on school grounds (when school is in session) or at school functions.
- Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- Articles of clothing with displays that are sexual, vulgar, lewd, indecent, or include insulting words (e.g. racial or ethnic slurs) are prohibited.
- Clothing that is destructive of school property (e.g. cleats, pants with metal inserts that scratch furniture) are prohibited.
- Hats, hoods, and other headwear are prohibited in the school buildings when school is in session, unless said headwear is worn for religious reasons (e.g. turban, yarmulke, or head scarf).

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machinery, or other activities. However, no particular brand may be required.

Students and parents who have questions or concerns about this dress code should direct those questions and concerns to the Superintendent or the building administrator.

The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy.

ANNOUNCEMENTS

Each day will begin with the Pledge of Allegiance, moment of silence, and announcements. Students are expected to listen quietly as important information is given during this time.

SCHOOL CANCELLATIONS/DELAYS

In the event of a school cancellation or delay, announcements will be made through WHOU 1001.FM, Hot Country 96.9FM, WLBZ Channel 2 TV in Bangor, WAGM Channel 8 TV in Presque Isle, and the district website, www.msad70.org. An AlertNow call will also go out to all school contacts.

Please note the call system will send calls to the numbers the school office has on file.

BREAKFAST AND LUNCH

All students should submit an application Free-Reduced Lunch. Eligibility is determined by household income as set forth in federal monetary guidelines. These forms are distributed at the beginning of the school year, however, if a family did not qualify for assistance, anytime there is a change in the household size or household income, a new form may be submitted.

Breakfast is available each day from 7:45-8:00a.m. Students may bring their breakfast to their first block class unless those classes are in rooms 102 or 104 (science labs) in which case there is no food or drink allowed. Students assigned to those rooms must eat prior to 8:00a.m. Students may bring their own lunch or purchase lunch through the cafeteria. All students will pay \$.30 for chocolate milk and \$.25 for white milk if they are purchasing a second milk.

TELEPHONE/CELLULAR PHONE/OTHER ELECTRONIC DEVICE USE AND RULES

School telephones may be used by students with permission from the office.

Middle and high school students may use their cell phones prior to 8:00 a.m., during their lunch time, and after 2:25 p.m. Students staying to the After School Program may not use their cell phones from 2:30 p.m. on until they leave the After School Program. Violating this rule will result in the cell phone being confiscated for the remainder of the day and the issuance of disciplinary action depending on the offense number. Any student with a legitimate need to take a phone call outside of these times must see the principal for permission. Permission will be granted for reasons such as a student whose parent or sibling may be undergoing a medical procedure during that day; a student who is awaiting a call from a medical provider or a college they have applied to; or a student who is part of an emergency response team such as a volunteer fire fight. Other reasons will be considered on an individual basis.

The use of cameras, including cell phone cameras, is prohibited in classrooms and in locker rooms, restrooms, or other locations in which privacy is commonly expected. In other school locations, students are

required to obtain permission before photographing others. Exceptions will be made for those authorized by a supervising staff member to take candid shots for such things as Yearbook.

Any use of cell phones, cameras, or other electronic devices that violate any School Board policy, administrative procedure, or school rule is prohibited. This includes, but is not limited to violations to the Student Code of Conduct, harassment, or cheating.

STUDENT LOST AND FOUND

Students finding money or objects are asked to turn the item into the office. The school lost and found is located outside the main office. All articles will be held for a period of time then disposed of if not claimed.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and are to be handled carefully. Students are asked to refrain from storing pencils and papers in the their textbooks and to be sure their name appears in the front of the book in case the book is misplaced. Students will be required to pay for the lost or damaged books.

VISITORS

Visitors are welcome to visit Hodgdon Middle/High School. However, visitors must report to the Main Office to obtain a permission slip. Students will not be allowed to bring guests to school.

Video Surveillance Camera:

Video cameras are in place both outside and inside the school building. Cameras are in place for the health, welfare, and safety of all employees, students and visitors. These cameras may show violation of school rules and /or illegal activities that will require disciplinary actions or even referral to appropriate law enforcement authorities. Video recordings may become a part of a student's educational records and will follow all applicable laws

relating to students records. All video recordings remain the property of the district.

WORK PERMITS

Work permits may be obtained from the Superintendent's Office. Each student will need his/her birth certificate, social security card, name of employer, and the specific job prior to being issued a work permit. A parent must accompany the student to the Superintendent's Office when requesting a work permit.

STUDENT SEARCH POLICY (POLICY REF: JIH and JIH-R)

The School Board seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

Students may not bring, possess, or store at school any items or substances which are prohibited by law, School Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

School staff, students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by school administrators.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, any administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to Board approval. Please refer to Policy JIH and JIH-R for complete details.

STUDENT DISCRIMINATION/HARASSMENT AND TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES (POLICY REF: ACAA-R)

The Board has adopted these student procedures in order to provide prompt and equitable resolution of reports and complaints of unlawful discrimination and harassment of students, including sexual harassment, as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

Complaints alleging unlawful harassment or discrimination against employees based on a protected category should be addressed through the Board's Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (ACAB-R).

Any individual who is unsure about whether unlawful discrimination or harassment has occurred and/or or which complaint procedure applies is encouraged to contact the Affirmative Action Officer/Title IX Coordinator.

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