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MSAD 70 serves the towns of Amity, Cary Plantation, Haynesville, Hodgdon, Linneus, Ludlow, and New Limerick



Middle High School Student Handbook

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ACCESS TO SUCCESS

School Profile

Hodgdon Middle/High School is a comprehensive public 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, aligned directly with the Maine Learning Results, has been developed to meet both the needs and interests of our students in grades 7-12. Course content has been developed to provide the learning tools and skills which are needed in both college and career opportunities. All students have access to a special block of time each day devoted to remediation and preparation. Our students have the opportunity during their junior and senior years to access Region II School of Applied Technology every other day as well as a variety of college courses either online or in place at the university and community college system schools. Beginning as sophomores, prepared students are able to enroll in dual enrollment courses through UMPI and Advanced Placement classes taught by our own staff in the building.

Vision

MSAD #70 will provide positive learning opportunities to ensure every student graduates as a responsible citizen who has achieved proficiency in state/district approved standards.

Mission

Learning and Teaching: To provide teachers and students with a culture of innovative and rigorous learning where all can reach their fullest potential.

- Students will utilize complex reasoning processes to achieve proficiency in all eight content areas.
- Teachers and staff will be provided with professional development to ensure students a quality education.
- Teachers and students will be engaged and motivated to learn through self selected project-based learning.
- Students will achieve proficiency for a standards based diploma preparing them for the college/career of their choice.

Life, Career, College Ready: To prepare students to be ready for life, career, and college opportunities in order to be responsible citizens in their community.

- Students will be proficient in the guiding principles of communication, collaboration and creative problem solving to ensure being responsible citizens.
- Students will explore career and college opportunities to ensure a plan forward upon graduation.
- Students will be able to utilize multiple pathways to show evidence of attainment of the standards in an individual manner.
- Students will be provided assistance through after school programs, summer programs, tutoring, guidance, and learning centers as well as access to college credits at the high school level in order to achieve their goals.

Small Family Atmosphere: To create an atmosphere where each individual feels his or her needs are being met as part of the school family.

- Students will participate in two or more extracurricular activities and will have a connection to two or more adult staff members.
- Adults and students will reach out and meet individual needs of people in a caring atmosphere.
- Accommodations of individual student needs through one-on-one and small group assistance will be a regular part of school culture.
- School Board, Administration, Teachers, Staff, Parents, Students and Community Members will be contributing members of shared decision making as the opinions and feelings of each constituent is acknowledged.

Community Engagement: To foster shared responsibility for student success by engaging staff, families, and community partners in educational pursuits.

- Community service and reaching out to the community around us as needs are discovered will be a regular part of the school culture.
- Development of school partnerships with organizations and businesses will be pursued and continued including GEAR Up, Jobs for Maine Graduates, MELMAC, RSU 29/MSAD 70 Adult Education, UMPI, UMFK, NMCC, TRIO, 21st Century Community Learning Center, Region Two Career and Technical Center and the establishment of a Hodgdon High School Alumni Association.
- Parents will be encouraged to be involved in all aspects of their children's education.
- School Board and Administration will work with all constituents to provide adequate resources to provide quality instruction, facilities, technology and support of learning.
- To behave in a manner that does not interfere with the rights and freedom of others.
- To behave in a manner that does not interfere with someone else's opportunity to learn or study.

- To behave in a manner that does not interfere with the orderly operation of the school and its programs.

Student Rights and Responsibilities (Policy Reference: JI)

The School Board recognizes that it has the responsibility to assure students the legal rights that are theirs by virtue of guarantees offered all citizens under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

- Civil rights, including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to attend free public schools; the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.
- The right to due process of the law with respect to suspension, expulsion, unreasonable searches and seizures, or administrative decisions which the student believes has injured his or her rights.
- The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights.
- The right to privacy regarding content of student records, as defined by the Family Educational Rights and Privacy Act.

It is the School Board's belief that as part of the educational process, the students of the district should be made aware of their legal rights and also of the legal authority of the School Board to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools.

Bullying

Bullying in any form is an unacceptable practice and needs to be reported as soon as it is observed. All bullying incidents should be reported to an adult working in the building and to the Administration. All students should be aware that in addition to school discipline perpetrators are subject to civil suit and consequence. Bullying that goes unreported can have a negative impact on the person/persons who are on the receiving end. A good website for information on bullying is www.stompoutbullying.org.

M.S.A.D. #70 / Hodgdon Middle High School STUDENT CODE OF CONDUCT

The M.S.A.D. #70 Board of Directors and Hodgdon Middle High School are committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens. To achieve this goal, M.S.A.D. #70 has established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior. M.S.A.D. #70 and Hodgdon Middle High School Core values are **Fairness Compassion, Honesty, Responsibility, Respect, and Courtesy.**

The Board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately. The Board adopts this Student Code of Conduct (“Code”) consistent with the requirements of 20-A MRS § 1001(5) (adoption of Student Code of Conduct). The Code applies to students who are on school property, who are 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 schools.

As a school community, we are dedicated to the values of: Fairness Compassion Honesty, Responsibility, Respect, and Courtesy that contribute to a positive, diverse, safe and caring learning environment. We are committed to ethical and responsible behavior and will provide leadership and demonstrate courage in the face of this challenge.

A. A person who is **FAIR** in dealing with others:

1. Does: Seek to strike a balance between the needs of the individual and the needs of the community; Understand the difference between justice and vengeance; Treat others the way he/she would like to be treated; Exhibit impartial and even-handed treatment of others; and Listen to all sides.

2. Does not: Engage in malicious criticism; Attempt to further one’s own interests at the expense of others; and does not show favoritism.

B. A person who is **COMPASSIONATE**:

1. Does: Treat all other people with kindness; Possess an ability to empathize with others; and Recognize when others have been hurt and lend a helping hand.

2. Does not: Tease or taunt others; Seek to judge others; Seek to draw attention to another’s shortcomings; and Purposely hurt others.

C. A person who is **HONEST** in all academic endeavors and relationships:

1. Does: Seek to speak the truth, respectfully; Recognize that trust is an essential component of all relationships; Interact with others in a sincere and genuine manner; and Acknowledge his/her own shortcomings.

2. Does not: Seek to steal from others or cheat; Plagiarize the work of others; and Engage in secretive, fraudulent, or manipulative behavior.

D. A person who is **RESPONSIBLE**:

1. Does: Take care of personal and school property; Answer for personal actions or failures to act; and Report harmful, hateful, or dangerous behavior to an adult.

2. Does not: Rationalize or make excuses for unacceptable behavior or evade the consequences of personal actions or blame others

E. A person who is **RESPECTFUL** and **COURTEOUS** of self and others:

1. Does: Appreciate diversity; Tolerate the views and beliefs that differ from one's own; Support and contribute to a healthy and safe environment; Respect other's space and needs; and Speak calmly and kindly to others.

2. Does not: Participate in activities that have the potential to cause physical or emotional harm; and Make derogatory statements about another's gender, sexual orientation, ethnicity, socio economic class, religion, disability, intellect, or appearance.

The Code applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the peace and usefulness of the school.

A. Unacceptable behaviors include but are not limited to:

1. Behavior that puts the student or others in danger, such as: Violence; Threatening or using a weapon; and Using or furnishing alcohol and other drugs.

2. Behavior that fosters disrespect or a negative school climate, such as: Disrupting class or the school; Harassment/hazing; Stealing; Vandalizing; Lying; and Using foul language.

3. Behavior that has a negative impact on the student's or others' learning, such as: Cheating; Plagiarism; Class-cutting; and Unexcused absence or tardiness.

4. Generally, M.S.A.D. #70 uses the following range of consequences: Warning; Classroom time-out or referral to the office; Loss of privilege (e.g., recess, transportation, co-curricular activities); Detention; Suspension; and Expulsion. Removal of Disruptive / Violent/Threatening Students :

Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated area. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator or, if not available, another suitable person who shall respond promptly.

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.

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 Trimester..

To dismiss your child early from school, please come to the office and school personnel will locate them. If a student misses more than fifty percent of a class, it will be counted as an absence for that class.

Homework (Policy Reference: 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. Homework takes on many different forms, depending on the subject area, therefore, the assignment of such work is left to the discretion of the individual teacher. Each faculty member is charged with

assigning the amount of outside study necessary to meet the performance indicators and standards.

Middle/High School Building Hours

Hodgdon Middle/High School is open at 7:00AM and closes at 4:30PM Monday through Thursday, and 3:00PM on Friday. Any student or group of students remaining in the building after 2:30PM must be supervised by a member of the faculty.

Learning Center

A 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 Reference: 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 make use of the library for these purposes. Students may be asked to return to their class if they are not utilizing the library as intended. Students with overdue books and periodicals may not be allowed library privileges until the items are either returned or paid for.

Guidance Department

The Guidance Program at Hodgdon Middle/High School offers assistance to students in various ways and through varied programs. Counseling is available for each student. Students are encouraged to schedule appointments during learning centers or free time to receive assistance with academic, social, or personal issues. Reference materials related 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 and materials relative to college costs and college financing. Information is also provided to post graduates and other adults when requested.

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 work force. Counseling as well as job placement are provided in conjunction with Jobs for Maine's Graduates and the Transitional Employment Program (an MSAD #70 Special Education Program).

GRADUATION REQUIREMENTS (Policy IKF)

Before entering high school, students need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal.

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parent/guardians prior to the start of their ninth grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook.

The Board has approved this schedule of minimum requirements for graduation.

I. Graduation / DIPLOMA REQUIREMENTS

Students who anticipate graduating in the Class of 2021 and beyond must meet the following minimum requirements in order to be awarded the Hodgdon Middle / High School diploma. Those graduating prior to 2021 will meet the prior policy IKF dated July 13, 2009.

- A. Students must demonstrate that they have achieved proficiency in the cross-curricular Guiding Principles of the Maine Learning Results (MLR).

The Guiding Principles state that each Maine student must leave school as:

1. A clear and effective communicator
2. A self-directed and lifelong learner
3. A creative and practical problem solver
4. A responsible and involved citizen
5. An integrative and informed thinker

- B. Students must demonstrate that they have achieved proficiency in the content-area graduation standards of MLR. Meeting the standards entails demonstrating proficiency through either course-based or non-course based assessments in each of the following content areas:

1. English Language Arts
2. Mathematics
3. Social Studies
4. Science and Technology
5. Health and Physical Education
6. Visual and Performing Arts

7. Career and Education Development
8. World Languages

C. Students will reach this proficiency by successfully completing a total of 24 credits/Experiences:

1. English/language arts – 4 credits/Experiences; 1 for each year of enrollment
2. Mathematics – 4 credits/Experiences; 1 for each year of enrollment
3. Social studies - 3 credits/Experiences
4. Science - 4 credits/Experiences
5. Fine arts, which may include art, music, tech trades – 1 credit/Experience
6. Health/Physical Education - 1 credit/Experience
7. World Language - 1 credit/Experience
8. Career and Education Development - 1/2 credit/Experience along with Advisory - 1/4 credit in each year enrolled at MSAD #70. Advisory includes but is not limited to: the completion of a portfolio, the presentation of a sophomore and a senior exhibition and the acquisition of a minimum of 10 hours per year of community service.

The remaining credits may be selected by the student based upon the student's interests, abilities, and the requirements of the field that the student plans to enter upon graduation.

1. A student who is deficient in these requirements may meet them through a post-secondary course, a State-approved adult education course (maximum of two courses), a State approved summer school program, or a distance learning or correspondence course approved by the school principal in advance of registration. The student may participate in the next regular graduation ceremony following successful completion of the requirements, or may request his/her diploma from the principal at the completion of said requirements.
2. A student who leaves Hodgdon Middle/High School without attaining a diploma to attend an accredited, degree-granting institution of higher education may upon satisfactory completion of the freshman year be awarded a high school diploma, provided that the student has notified the principal at the time of the early admission.

D. Students must abide by the Federal law that states third year high school students must be assessed in English Language Arts, Mathematics and Science unless formally exempted through Maine Department of Education procedures. This state testing is required for a student to be considered for a Hodgdon Middle/High School diploma and the results of testing may be used in part or in whole to determine and/ or certify student proficiency in one or more content areas required for graduation.

II. ADDITIONAL CONSIDERATIONS

A. **Multiple Pathways:** Every student is eligible to create a multiple pathway. In

order to create a multiple pathway to graduation, a student must have a personal graduation plan detailing how he or she will demonstrate competency when a “pathway” is in lieu of core academic experiences. Each pathway option provides a quality learning experience that is rigorous for the individual. Multiple pathway experience will be determined, assessed, and documented through the school.

Multiple Pathway options include but are not limited to:

1. Career and Technical Education Programming
2. Online or virtual learning
3. Alternative or at-risk programming (Summit Academy)
4. Adult education
5. Apprenticeships / internships / field work / exchange experiences
6. College or dual enrollment courses
7. Other - as approved by Administration

B. Transfer Students: For students who transfer to Hodgdon Middle/High School from another state or from an educational program that is not required to be aligned with the content standards of the MLR, administration and an appropriate team of teachers at Hodgdon Middle/High School shall determine the value of the student’s prior educational experience towards meeting graduation requirements of this school.

C. Students Receiving Special Education Services: Students who successfully meet the content standards of the MLR as specified in the goals and objectives in their Individualized Education Plan (IEP) including all required state and federal testing, will be awarded diplomas. Students must abide by the Federal law that states third year high school students must be assessed in English Language Arts, Mathematics and Science unless formally exempted through Maine Department of Education procedures with accommodations in accordance with their IEP.

D. Early Awarding of Diplomas: A student who has met the State’s and the Board’s diploma requirements in fewer than four years of high school may be awarded a diploma.

E. Extended Study: Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student’s Individualized Education Plan.

F. Participation in Graduation Ceremony: Students who have completed all state and board requirements for a high school diploma may participate in graduation exercises. Students may, with the permission of the principal, petition to take part in graduation with their original cohort (class they entered high school with) if they have

not met all graduation requirements, provided they have an approved plan in place to meet those requirements no later than August 15th of their graduation year. Their diplomas will be held until such time as all requirements are met, up to August 15th.

Academic Help

Students who are struggling academically are encouraged to take advantage of the After School Program, Focused Learning Group time, mathematics tutoring during Learning Centers, or requesting assistance from the teacher. After School Program hours are 7:15-8:00 AM, Monday through Friday and 2:30-4:30 PM, Monday through Thursday.

Advisory

All students will be assigned an Advisor and will attend Advisory each day they are in school. The purpose for Advisory is to create a small group of students that are well connected to an adult at school. This Advisor will help the students engage in their educational process by developing a Personal Learning Plan that will meet their individual needs. A curriculum for each grade has been developed, focusing on career preparation and leading to being career/ college ready upon graduation. For students in grades 9 through 12, one quarter credit per year will be awarded. There is a mandatory Sophomore Exhibition and a Senior Project. The Advisor is an advocate for the student but does not replace the services provided by the Guidance Department.

Ranks and Honor Roll

Report cards will be issued approximately every twelve weeks with mid-trimester grades issued halfway through each trimester. Each time grades are posted, either mid-trimester or end of trimester, eligibility for extracurricular activities will be determined. For sports eligibility, students in grades 7 and 8 may not be failing any classes. For students in grades 9 through 12, students may have one failing grade. Advisory is considered a class, and graded as a pass or fail, predicated on completion **of all** elements assigned for each semester, therefore, a failing grade in Advisory will count as one failing grade. 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
F	Any grade below 70 (An end of year grade below 70 will result in no credit being Earned at the high school level.)

Honor Roll and High Honor Roll are announced at the end of each trimester. A student must be enrolled in at least six subjects and must receive a passing grade in all courses for placement on the honor roll. Grade requirements are as follows:

Average of 93-100 High Honor Roll

Average of 85-92 Honor Roll

Beginning with the Class of 2021, the following grading system will be in place:

At this time we will be using a dual grading system. How that works is that a “grade” of 1 - 4 (see chart below) will be given in the Empower System. Using a Configuration Scale (see chart below), these grades will be entered into PowerSchool. Both PBE scores and the 1 - 100 scale will be used on the report cards and transcripts. There will be no averaging of rubric scores; teachers will be assigning summative scores based on most recent assessments of student’s understanding of the standard. Advisory credit will be based on a pass / fail grade predicated on completion of all elements for each trimester.

Chart #1 - Progress Legend for PBE

4.0	Learner can demonstrate knowledge acquisition beyond the targeted proficiency level at an exceptional level.	Exceeds
3.5	Learner can demonstrate knowledge acquisition beyond the targeted proficiency level but not yet at the exceptional level.	
3.0	Learner can demonstrate knowledge and acquisition at the targeted proficiency level.	Meets
2.5	Learner can demonstrate knowledge and acquisition beyond the foundational level but not quite at the proficiency level.	
2.0	Learner can demonstrate knowledge and acquisition at the foundational level.	Partially Meets
1.5	Learner can demonstrate knowledge and acquisition at the foundational level with help.	
1.0	Learner is not able to demonstrate knowledge and acquisition at the foundational level even with help.	Does Not Meet

Chart #2-Conversion Scale

Standards Based Grade	Numerical Grade	Letter Grade
4.0	98-100	A=90-100
3.5	95	A+=97/A-=93
3.0	85	B=80-89
2.5	75	B+=87/B-=83
2.0	70	C=70-79

1.5	65	C+=77/C-=73
1.0	60	Below a 70 is failing

Students must have a cumulative score of the standards for that course of a minimum of 2.5 and no lower than 2.0 in any one standard. Performance Indicators are the building blocks leading to the understanding of the standards.

For this class the transcript will reflect a dual system of credits and proficiencies, of 1-100 and 1-4 grades.

Academic Integrity / Plagiarism

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

- Word for word plagiarism: Exact words are repeated without giving the necessary credit.
- Paraphrase plagiarism: The student says basically 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 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".
- 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.

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 trimester 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 apply. The NHS Advisory Board will gather information through an application process about the student's character, leadership, and service. The Advisory Board will make decisions regarding eligibility based on all four areas, including the rigor of the student's course load. A majority vote by the 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 rigorous course of study, a GPA of 90 or better, and a continued demonstration of character, leadership, and service. Parents and students must understand that being accepted into NHS is not a right, but rather a privilege.

Full Time/Part Time Students (Policy Reference: IHDA)

In order to be considered a full time student, a student must be taking a minimum of six credits. Any student taking fewer than six credits will be considered a part time student. Those wishing to take fewer than six credits must make a written request to do so during the spring registration period. This request must state the reason for taking less than a full academic load and include parental permission if the student is under 18 years of age. A conference must be held with the student, parent/guardian if under 18, and administration. Approval or disapproval will be granted by the administration on an individual basis, based on the reasons for the request. Students who are approved will not be eligible for senior privileges or to take part in any extracurricular activities.

Student Computer and Internet Use (Policy Reference: IJNDB)

Following is the policy regarding student computers and internet use:

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 child 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 instances 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 Computer Rules (Policy Reference IJNDB-R)

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 newsgroups 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. However upon the complete payment of each years' Technology fee MSAD # 70 will assign ownership of the device to the student.
2. Before an electronic device is issued to a student, the student and his/her parent/guardian must sign the school's acknowledgment form. Parent/guardians are required to attend an informational meeting before an electronic device will be issued to their child.
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. High school 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 the building principal immediately.
5. The Board's policy and rules concerning electronic device and Internet use apply to the 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. Parents/guardians will be informed of their child's login password. Parents/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-trimester and end of trimester. At those points, only seniors who are carrying a passing grade in all courses necessary to graduate will be granted privileges.

Withdrawals and Transfers

Before a student can withdraw or transfer from Hodgdon Middle/High School, the Guidance Office must be officially notified. The student must return all text and library books as well as their school issued computer, case, and charging cord. The parent/guardian must sign a release form before any records can be sent to another school or employer. Students must receive written permission from both the sending and receiving superintendent in order for a student to attend school in a district they do not live in.

Student Records (Policy Reference: JRA-E)

It is the duty of the Guidance Office to maintain the academic records of students. Permanent record cards and test results are kept on file. Under the Family Rights and Privacy Act of 1974, parents may obtain copies of student records upon request and may request a hearing to

challenge the content of the records. Academic records are sent out to post-secondary institutions upon verbal or written request.

Discipline Procedure (Policy Reference: JK)

It is essential for schools to maintain a safe and orderly environment which supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for themselves, others, and property in accordance with School 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 reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.
- B. Expectations for student behavior should be clear and communicated to school staff, students and parents.
- C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced.
- D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Physical force and corporal punishment shall not be used as disciplinary methods. State 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 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.

To reduce disciplinary problems and the potential for violence in the schools, the Superintendent will be responsible for developing 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.

Suspension and Expulsion (Policy Reference: JKE-R)

The Principal may suspend students from school for up to ten 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(s) of the suspension. Students who are suspended are prohibited from attending all school sponsored events for the duration of the suspension and are prohibited from being on school grounds without permission of the principal.

Tobacco Use and Possession (Policy Reference: ADC-R)

Students are prohibited from using, possessing, dispensing, or distributing tobacco products, e-cigarettes, and smokeless tobacco products in school buildings, on school grounds, and during school sponsored events.

Student Drug Use and Possession (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 § III-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.

Students who violate the Board's policy on drug and alcohol use and possession shall be subject to the following consequences.

- A. Upon observation or report of any violation of the student drug and alcohol use policy (JICH) all school department employees shall:

Ensure the safety of all students, confiscate the involved substance when possible, with a witness present if reasonably available, and notify the building principal/designee.

B. Type One: Possession/Use of Prohibited Substances

1. First Offense

- a. Confiscation of prohibited substance by building principal or designee and verification of offense;
- b. Administrator meets with student;
- c. Notification of parent/guardian, Superintendent of Schools, and law enforcement;

- d. Appointment for student with guidance counselor and/or other appropriate personnel (e.g., principal, athletic director, school nurse, student assistance program coordinator);
 - e. Parent/guardian meets with administration and guidance counselor; and
 - f. Ten day out-of-school or in-school suspension. Suspension can be reduced by student agreeing to see the Guidance Counselor, and follow recommendations put forth.
- 2. Second and Subsequent Offenses
 - a. Same as for first offense steps a. through e.; and
 - b. Provide for out-of-school suspension or recommendation for expulsion from school.
 - 3. Administrative Discretion
 - a. The administrator shall have the authority and discretion to modify these disciplinary measures based upon the facts and circumstances.
 - b. The administrator shall take into account the degree to which a student voluntarily sought help.
- C. Type Two: Furnishing/Selling/Buying/Receiving of Prohibited Substances
- 1. First Offense
 - a. Verify offense and confiscate prohibited substance by building principal or designee;
 - b. Administrator meets with student;
 - c. Notify parent/guardian, Superintendent, and law enforcement;
 - d. Appointment for student with guidance counselor, and/or other appropriate personnel (e.g., principal, athletic director, school nurse, student assistance program coordinator);
 - e. Parent/guardian meets with administration and guidance counselor; and
 - f. Ten day out-of-school or in-school suspension and/or recommendation for expulsion from school.
 - 2. Second Offense
 - a. Same as first offense, steps a. through e; and
 - b. Recommendation for expulsion from school.
 - 3. Administrative Discretion

- a. The administrator shall have the authority and discretion to modify these disciplinary measures based upon the facts and circumstances.
- b. The administrator shall take into account the degree to which the student voluntarily sought help.

School Safety (Policy Reference: 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 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 the principal.

Extra Curricular/Co-Curricular Activities/Code of Conduct and Academic Eligibility (Policy Reference: 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 code of conduct is intended to support and promote healthy, enriching, and safe 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 M.S.A.D. #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 of 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. Students participating in extracurricular/co-curricular activities may not use or possess; Illicit drugs or tobacco products in any form or at any time or place. The first infraction will result in an automatic suspension from extra curricular activity for sixty (60) school days which can be reduced to thirty (30) school days upon agreeing to attend Smokeless Saturday program. A second infraction will result in exclusion from the activity for 120 school days. These penalties are in addition to any discipline imposed under other applicable Board policies and school rules. (See JFCF-R - Smoking Regulations.) Any discipline imposed will carry over to the next school year if full discipline has not been served.
- F. Use of Alcoholic Beverages or Illicit Substances: Any student who plans to participate in interscholastic sports representing MSAD 70 must refrain from such use as prescribed in MSAD 70 policy book under file: JFCI
- G. 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.
- H. 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

Elementary/Middle School: A student must be enrolled in and passing all required courses to participate in extra and co-curricular activities. Student eligibility will be determined at the end of each 4-5 week ranking period or warning period whichever comes first. The modal score of classes meeting weekly must be 2 or higher.

High School: In order to represent Hodgdon Middle/High School in extracurricular activities a student must be enrolled in a minimum of six academic subjects and

cannot be failing more than one academic subject. Advisory is graded as a pass / fail academic class predicated upon completion of all assigned elements for each semester. Student eligibility will be determined at the end of each nine week ranking period and each mid quarter reporting period.

Medical Physicals (Policy Reference: 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-schooled students, or guests older than twenty years old may be invited with permission from the principal. Students must be academically eligible to attend dances and proms.

Student Council

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

Student Vehicles and Parking Lot

The speed limit in the parking lot is to be no faster than 10 MPH. 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. 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 Reference: JICA)

The primary responsibility for dress and appearance will be invested with the student's parents or guardian. The school reserves the right to prohibit extreme hair style or manner of dress which creates disorder in the classroom or presents a hazardous condition in school activities such as shop, lab work, or physical education.

Personal appearance will not be allowed to disrupt the educational process; call attention to the individual; violate federal, state, or local laws; or affect the welfare and safety of students and staff members.

The dress code also forbids anything that promotes, advertises, or mentions anything associated with drugs, including alcohol, tobacco products, or anything of a violent or sexual nature. Anything that is vulgar, obscene, rude, lewd, or aimed at a specific group or individual is prohibited. Anything that denotes a "gang" mentality is prohibited.

The wearing of hats, caps, headwear, or sunglasses is prohibited in the building. These items must be removed upon entrance to the building during school hours, including hours for the Before/After School Program..

Any article of jewelry considered to be a safety hazard is prohibited, including heavy chains, chokers, and spiked or studded jewelry.

The administration may find the need to add to this list as the need arises and trends change. In cases where there are changes, the administration will discuss the situation with the student. Under these circumstances, a warning will be given for the first infraction.

The dress code applies to any function in which the student represents the school, including concerts, dances, graduations, field trips, club trips, etc. Formal attire is exempt for the prom and winter ball.

Daily Announcements

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

School Cancellation/Delay

In the event of a school cancellation or delay, announcements will be made through WHOU 100.1FM, 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 that the call system will send calls to the numbers the school office has on file.

Breakfast and Lunch

All students should submit an application for 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 7:40-7:55 and again from 9:09-9:13. Students may bring their breakfast to their first block class or their Focused Learning Group 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 7:55. Students may bring their own lunch or purchase a lunch through the cafeteria. Full price lunches for students are \$2.85 and breakfast is \$1.25. Those qualifying for reduced price lunch will pay \$.40 with breakfast being free. All students will pay \$.30 for chocolate milk and \$.25 for white milk if they are only purchasing 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 AM, during their lunch time, and after 2:25 PM. Students staying to the After School Program may not use their cell phones from 2:30 on until they leave the After School Program. Violating this rule will result in the cell phone and battery being confiscated for the remainder of the day and the issuance of a three hour detention. 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 firefighter. 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 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 lost or damaged books.

Visitors

Visitors to the school are required to sign in at the office and obtain a Visitor's Pass. Students may not bring guests to school.

Video Surveillance Cameras

Video cameras are in place both inside and outside the school. Cameras are in place for the health, welfare, and safety of all students, visitors, and employees. These cameras may show violations of school rules and/or illegal activities that will require disciplinary action or referral to law enforcement authorities. Video recordings may become a part of a student's educational record, as permitted by law. Parents/guardians/students may request to view a video recording if they have a direct interest. All requests must be in writing and the viewing will take place at school with the principal or designee present. All video recordings remain the property of the district.

Work Permits

Work permits are obtained from the Superintendent's Office. Each student will need to show their birth certificate, social security card, name of employer, and the specific job they will hold prior to being issued a work permit. A parent must accompany the student when requesting a work permit.

Student Search Policy (Policy Reference: 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, 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.

Non-Discrimination/Equal Opportunity/Affirmative Action (Policy Reference: AC)

The M.S.A.D. #70 Board is committed to maintaining a workplace and learning environment that is free from discrimination and harassment. All students have the right to be free from harassment, sexual and/or other. MSAD #70 has named Mrs. Mary Harbison as its Affirmative Action Officer. She is available for investigation and resolution of harassment issues. Mrs. Harbison can be contacted at 532-2413, ext. 2002 or by email at maryharbison@msad70.org.

In accordance with applicable Federal and/or State laws and regulations, M.S.A.D. #70 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, genetic information, or disability. For the purpose of this policy, “sexual orientation” means a person’s actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

Further, in compliance with the Federal law, M.S.A.D. #70 prohibits discrimination against school unit employees and candidates for employment on the basis of age or genetic information.

[Note: “Genetic information” is defined as information about an individual’s genetic tests, the genetic tests of family members of the individual, and the manifestation of a disease or disorder in family members of the individual (42 U.S.C. § 2000ff).]

The Board delegates to the Superintendent the responsibility for implementing this policy. The M.S.A.D. #70 Affirmative Action Plan will include designation of an

Affirmative Action Officer who will be responsible for ensuring compliance with all Federal and State requirements related to nondiscrimination. The Affirmative Action Officer will be appointed by the Superintendent and will be a person with direct access to the Superintendent.

The Superintendent/Affirmative Action Officer shall be responsible for ensuring that notice of compliance with Federal and State civil rights laws is provided to all applicants for employment, employees, students, parents and others, as appropriate.

Student Discrimination and Harassment Complaint/Grievance Procedure

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

Definitions

For purposes of this procedure:

- A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability; and
- “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.

How to Make a Complaint

- Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the building administrator or staff member. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the building administrator or staff member.
- School staff is expected to report possible incidents of discrimination or harassment of students to the building administrator by the end of the school day.

Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.

- Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

Students are encouraged to utilize the school unit's complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6290 and/or to the federal office for Civil Rights, Regional Director, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02110-1491 (telephone: 617-289-0111).

Complaint Handling and Investigation

- The Building Administrator, Affirmative Action Officer, or Guidance Counselor shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.
- The Building Administrator, Affirmative Action officer, or Guidance Counselor may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.
- If the complaint is not resolved at the building level, the complaint will be investigated by the Affirmative Action Officer, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
 1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.

2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
 3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
 4. The Affirmative Action Officer or Principal shall keep a written record of the investigation process.
 5. The Affirmative Action Officer or Principal may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
 6. The Affirmative Action Officer or Principal shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
 7. The investigation shall be completed within 21 business days of receiving the complaint, if practicable.
- If the Affirmative Action Officer determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:
 1. Determine what remedial action is required, if any;
 2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
 3. Inform the student and parents/legal guardians who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
 - If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 business days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.

**Notice of Nondiscrimination
and
Section 504/ADA/Title IX Coordinator**

Maine School Administrative District No. 70 does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age or disability in its programs and activities.

It is the policy of Maine School Administrative District No. 70 to offer programming that is designed to provide a free and appropriate public education to teach each student with a disability in need of related aids or services pursuant to Section 504 within its jurisdiction.

The district acknowledges its obligation to take steps to ensure that individuals with disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act (ADA) of 1990, are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Stephen Fitzpatrick
Section 504 Coordinator
Bernadette Willette /ADACoordinator
174 Hodgdon Mills Road
Hodgdon, ME 04730-4278
(207)532-2413

To make an inquiry or file a complaint concerning the above statement, an individual may contact the individuals listed above and/or:

Office for Civil Rights
Regional Director
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111 / Fax: (617) 289-0150 / TDD: 877-521-2172 Email: OCR.Boston@ed.gov
Maine Human Rights Commission
State House Station 51
Augusta, ME 04333
Telephone: (207) 624-6050

ANNUAL NOTIFICATION TO BUILDING OCCUPANTS

TO: School Employees, Building Occupants, Parents, Guardians, and MSAD #70 Residents

FROM: Office of the Superintendent of Schools

DATE: August 7, 2017

The federal Asbestos Hazard Emergency Response Act (AHERA) requires that local education agencies inform all school employees and students of asbestos-related activities, such as asbestos inspections and removal projects that have been undertaken in MSAD #70 at least once a year. This information is recorded in MSAD #70 Asbestos Management Plan. The Asbestos Management Plan for MSAD #70 is located in the Superintendent's Office at 175 Hodgdon Mills Road, Hodgdon, ME. The asbestos Management Plan is available for review during regular office hours; copies are available on request at the cost of 50 cents per page.