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SCHOOL PROFILE

Hodgdon High School is a four-year high school serving the seven towns of Maine School Administrative District Seventy (MSAD #70): Amity, Cary, Haynesville, Hodgdon, Linneus, Ludlow and New Limerick. The curriculum at Hodgdon High School has been developed to meet the needs and interests of students in grades 9-12. 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 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

Hodgdon High School in collaboration with the community and home, commits itself to be a society of learners who exemplify integrity, respect, and courage in order to ensure the success of students in school and in the future. We are dedicated to providing a positive and safe learning environment, developing productive habits that promote future success (i.e. accuracy, self-management, and open-mindedness), promoting wellness in mind, body and spirit, encouraging all students to reach their full potential by supporting an individual's gifts, passions and intentions, inspiring and honoring the active support of family, nation and globe, and challenging all students to reach district established educational standards as well as those of the Core Standards.

MSAD #70 GUIDING PRINCIPLES (POLICY REF: IA)

I. A CLEAR AND EFFECTIVE COMMUNICATOR

1. Uses oral, written, visual, artistic and technological modes of expression;
2. Reads, listens to and interprets messages from multiple sources; and
3. Proficient in English and uses at least one other language.

II. A LIFE-LONG LEARNER

1. Accesses information from a variety of sources to achieve personal goals;
2. Is well-read and globally informed;
3. Respects diversity and is open to new ideas, concepts, and change;
4. Has and shows a capacity for independent study; and
5. Applies knowledge and skills across disciplines.

III. A PROBLEM SOLVER

1. Defines problems;
2. B. Access resources and processes information objectively; identifies patterns, trends, and relationships; organizes, retrieves and analyzes;
3. Generates creative alternatives and critically evaluates alternatives for best
4. response; and
5. Implements/applies chosen response and evaluates effectiveness of response.

IV. A GLOBAL STEWARD

1. Accepts responsibility for personal decisions and actions;
2. Recognizes the power of the individual to affect the community;
3. Contributes to the larger community by facilitating environmental and community awareness and activities; and
4. Embraces cultural diversity.

V. A TEAM PLAYER

1. Knows personal strengths and roles as a team member in various group situations;
2. Is able to be an adaptable, flexible, and reliable individual in a variety of situations; and
3. Demonstrates ability to collaborate and cooperate appropriately.

VI. A HEALTH ORIENTED PERSON

1. Chooses physical activity on a regular basis, and maintains a healthy body;
2. Challenges her/himself mentally;
3. Knows the importance of interaction between mind and body; and
4. Can recognize and deal with stress, laughs often.

STUDENT CITIZENSHIP CODE (POLICY REF: JFC)

As a student, it is your responsibility to observe the following code of behavior:

1. To behave in a manner that does not interfere with the rights and freedom of others.
2. To behave in a manner that does not interfere with someone else's opportunity to learn or study.
3. To behave in a manner that does not interfere with the orderly operation of the school and its programs.

STUDENT RIGHTS AND RESPONSIBILITIES (POLICY REF: JF)

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:

- A. Civil rights, including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- B. 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.
- C. 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.
- D. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights.
- E. The right to privacy.

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.

AFFIRMATIVE ACTION: 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 who is available for investigation and resolution of harassment issues. Mrs. Harbison can be contacted at 532-9228.

ATTENDANCE POLICY AND PROCEDURE (POLICY REF: JE)

It has been proven time and time again that good school attendance is a prerequisite to good class performance and that a school system cannot be successful unless there is a cooperative working relationship between the school and home.

The importance of regular daily attendance for success in academic endeavors cannot be overemphasized. Make-up work is never sufficient to correct the loss of academic learning because class discussion, films, experiments, etc. are next to impossible to make up. Although the School Board realizes that occasional absences from school are necessary when illness occurs, these instances must be kept to an absolute minimum. The following policy is intended to promote good attendance:

1. Students will be permitted no more than 9 absences per year for one-credit courses and 4 absences per semester for half-credit courses. Should a student exceed these absences, he or she will not receive credit for said course. Excused absences still count as one or more absences of the nine/four allowed per year.

For example: Student A misses school for a dental appointment on September 5th (blue day), October 17th (blue day) because he/she does not feel well, November 1st (blue day) for a doctor's appointment, December 21st (white day), for a family trip; that student now is only allowed six more blue days and eight white day absences for the rest of the year for those classes missed for a full year class. That is why it is imperative that students try to have their appointments scheduled for after school, during lunch or during learning center so class time is not missed.

2. When a student has accumulated 4, 7 and 9 absences for one-credit course, or 2 and 4 absences for a half-credit course the teacher of that subject will notify the office. Both the student and parent will be notified by letter of the absences and of the school's policy regarding absenteeism.
3. When a student exceeds the attendance limits, the student and parent or guardian will have a hearing before an Attendance Committee consisting of the Principal, Guidance Director, and teacher(s). This committee shall have the authority to either deny or grant credit based upon the facts presented.

Sufficient excuse for absence as determined by MSAD #70 will be the following:

1. Illness of the student or a member of the immediate family;
2. Death in the family or that of a close friend;
3. Inclement weather contributing to hazardous traveling conditions;
4. Emergencies that may arise within the immediate family;
5. Professional appointments that cannot be scheduled around the school day;
6. Observance of recognized religious holidays when the observance is required during a regular school day;
7. Planned absences for personal or educational purposes which have been approved in advance.

Students returning from a day(s) of absence are to report immediately to the office upon returning to school. They will receive an attendance slip indicating the date of absence, the reason for the absence and an excused or unexcused notation. The attendance slip is to be presented before admitting the student to class or allowing make-up work to be completed. Students are responsible for having a written note or phone call of excuse from their parent or guardian prior to receiving an attendance slip. If there is an apparent need, written excuses will be confirmed by a phone call to the parent or guardian. The admittance procedure for tardiness is the same as for an absence.

Failure to provide validation of the reason for an absence will result in the absence being unexcused.

Make-Up Work:

Students who are absent from school due to excusable reasons will be allowed two days for each day absent for make-up work to be completed. **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.

Unexcused Absence:

Students having an unexcused absence will not be allowed to make up the work missed. In addition, they will receive a zero for that day. Each day a student is absent from school, parents will be called to determine the reason for the absence. An unexcused absence will result in 1 and 1/2 hour detention.

Tardiness:

Students participating in extracurricular activities must be present at least a half a day. Students with an unexcused tardy may not participate in extra-curricular 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." Please, to avoid the embarrassment of legal procedures and possible fines, see that your children attend school on a regular basis.

Unexcused tardies to school will result in a one hour detention for the first four in a quarter. Each set of 4 in the same quarter will result in a 2 hour detention. Tardy students must be in class for at least 41 minutes or it will count as an absence.

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.

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, and evaluation thereof, necessary, to meet the course goals and objectives as established each year and to provide for essential student development.

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. Parents may track homework at www.Edline.net and contact the teacher if there are any concerns/questions.

HIGH SCHOOL BUILDING HOURS

Hodgdon High School is open in the mornings at 7:15 a.m. and closes at 4:00 p.m. Any student or group of students remaining in the building after 3:30 p.m. must be supervised by a member of the faculty. Maintenance personnel are not to assume this responsibility.

ELEMENTARY SCHOOL VISITATIONS

Hodgdon High School students may visit the elementary school only 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. Any student receiving a deficiency notice, failure notice, or incomplete notice will be required to remain in learning center and engage academically. This requirement will be reevaluated each official notice period (approximately every half quarter) and student status will be determined at that time. Students may not go to the gym during learning center. Students will not play games or use Skype during their time in the learning center.

LIBRARY SERVICES (POLICY REF: II AC)

The Hodgdon 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 four years at Hodgdon 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. Playing Games, watching movies, and using Skype are not allowed;
3. Students may be asked to return to class if they are not using the library services as outlined in this handbook;
4. 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;
5. Before leaving the library students should return borrowed material to its proper place.
6. Students who sign out to the library and never show up will lose their library privileges for two weeks. The second incident will be loss of privileges for a month. The third incident will be loss of privileges for a semester. A fourth incident will result in loss of privileges for the year.
7. Students must clean up after themselves during lunch. Failure to do so will result in student not being allowed to have lunch in 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 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 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. A computerized guidance information system is available in the high school which provides information about careers, post-secondary schools, financial aid and careers in the military;

4. 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 is provided in conjunction with Jobs for Maine's Graduates and the Transitional Employment Program (an MSAD #70 Special Education Program).

ACADEMIC REQUIREMENTS (POLICY REF: IKF)

A student must complete all requirements for a high school diploma in order to participate in graduation exercises. He or she must have earned 24 credits and passed all the required subjects listed below prior to graduation exercises.

The following required subjects must be completed by all students before a high school diploma will be issued:

1. Four credits in English;
2. Three credits in Social Studies, including U.S. History;
3. Three credits in Mathematics; (four credits starting with the class of 2013)
4. Three credits in Science, one year of which must include laboratory study;
5. One credit in Fine Arts, which may include music, art, industrial arts or drama;
6. One-half credit in Health and one credit of Physical Education;
7. Students must prove themselves proficient in computer skills.
8. Advisory (1 quarter credit per year) Note: Senior and sophomore presentations included.
9. One-half credit in SAT Prep.

All courses taken outside the regular high school curriculum must be approved by the administration prior to the enrollment in the course if high school credit is to be granted. An application form must be submitted stating the name of the course, the institution, and the reason for taking it. Approval or disapproval will be granted by the administration on the basis of the application.

A maximum of two credits can be transferred into the day school program from the adult education program.

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 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 9-12 will be assigned an Advisor and will attend advisory for twenty-eight minutes each day. The purpose of Advisory is to create a small group of students that are well

connected to an adult at school. This adult will help the students engage in their educational process by developing a personal learning plan that meets their individual needs. A curriculum will be established for each grade level that focuses on Career Preparation and leads to being college ready upon graduation. This will be a one quarter credit per year and there will be a mandatory sophomore and senior presentation involved. The advisor will be an advocate for the student but does not replace the Guidance Counselor.

RANKS AND HONOR ROLL

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

A	95 to 100	A-	90 to 94
B	85 to 89	B-	80 to 84
C	75 to 79	C-	70 to 74

Honor Rolls are announced at the end of each ranking period. A student must be taking six subjects 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 Honors
85 – 92 Average	Honors

Progress Reports: Mid-quarter progress reports are calculated each quarter to inform students and parents of a student’s academic status. These reports will be mailed to parents who do not have computer access to Edline. All other parents will be able to view their student’s progress via Edline at www.Edline.net. Progress reports can include a failing notice and/or a border line 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 is a form of dishonesty. According to Webster’s New International Dictionary of the English Language, to plagiarize is, “...to steal or purloin and pass off as one’s own ideas, words, and artistic productions of another.” Sebranek, Meyer and Kemper describe some forms of plagiarism as:

1. Word-for-Word Plagiarism – Exact words are repeated without giving the necessary credit
2. Paraphrase Plagiarism – The researcher says basically the same thing as the original with only a few words changed and no credit given
3. Spot Plagiarism – Key words or phrases are used without giving credit Sebranek, Patrick, Meyer, Verne and Dave Kemper, Writers INC. Boston, MA: Houghton Mifflin Co.,1996. Some other examples of plagiarism include submitting in whole or in part an assignment written for another course, and allowing one’s work to be copied by another student.

Penalties:

First time: The work in question will be given a zero (0%). The teacher must contact the parent and set up a meeting if requested. The student will meet with the teacher and administrator regardless of whether or not the parents request a meeting. Student will be given an opportunity to redo this assignment and have the grade averaged with the zero and put into the grade book.

Second time: The work in question will be given a zero (0%). No make-up will be offered. A parent, student, teacher and administrator meeting will be set up to determine further penalties.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization sponsored by the National Association of Secondary School Principals that promotes high school academic standards. To be eligible for NHS membership students must demonstrate outstanding scholarship, character, leadership, and service. Membership eligibility will be determined after mid-term grades are posted. Students must attend Hodgdon High School at least one semester in order to be eligible for membership. Sophomores, juniors, and seniors must have a cumulative scholastic average of at least 90 percent to be eligible for the Hodgdon High School NHS. Once this qualification is met, the NHS Advisory Board will gather information through a survey about the students' achievements in the areas of character, leadership, and service. The advisory board will make decisions regarding eligibility based on all four areas. The board will also evaluate the rigor of the students' course load. It is recommended that students take the highest level of academic courses that are appropriate. A majority vote by the board is needed to be inducted into the chapter. If chosen, students will be inducted during a formal ceremony. Students must maintain the following to remain in NHS:

1. A rigorous course of study
2. A GPA of 90 or better
3. A continued demonstration of character, leadership and service

“Parents and students must understand that no student has a right to be selected for membership in a chapter of NHS” (NHS Handbook)

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: IHDA)

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 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

MSAD #70 provides computers, 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 School 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.

Students are not allowed to use privately-owned computers at school. A privately-owned computer brought to school without authorization may be confiscated.

Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited, suspended or revoked. The principal shall have the final authority to decide whether a student's computer 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 computers remain under the control, custody and supervision of the school unit. The school unit monitors all computer, e-mail, and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property.

MSAD #70 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and 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 instance of inappropriate computer use by students that may violate School Board policies and rules, including access to objectionable material and communication with persons outside of the school.

Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgment (IJNDB-E). The signed acknowledgment will be retained by the school.

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 computer system may be implemented by the Superintendent, consistent with Board policies and rules.

Cross Reference: IJNDB-R – Student Computer and Internet Use Rules

Adopted: August 9, 2010

STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a school administrator. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

The school unit's computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.

Students must comply with all School Board policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.

Students also must comply with all specific instructions from school staff and volunteers when using the school unit's computers.

B. Prohibited Use

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials - Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages;
2. Illegal Activities – Students may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any School Board policy/procedure or school rules. The school unit assumes no responsibility for

illegal activities of students while using school computers, whether they are used on or off school property;

3. Violating Copyrights or Software Licenses - Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of a school administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students. See School Board policy/procedure EGAD – Copyright Compliance.
4. Plagiarism –Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, and web site must be identified. See School Board policy/procedure EGAD-R – Copyright Compliance Procedure;
5. Use for Non-School-Related Purposes – Using the school unit's computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.
6. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school unit's computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses;
8. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Students may not access blogs, social networking sites, etc. to which student access is prohibited.
9. Use of external storage devices, such as flash drives, MP3 players, iPOD's, etc. is prohibited except as authorized by the supervising teachers.
10. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Administrator.

C. No Expectation of Privacy

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

D. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian are responsible for compensating the school unit for any losses, costs or damages incurred for violations of School Board policies/procedures and school rules while the student is using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

E. 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 while using a school computer without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

F. System Security

The security of the school unit's computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

G. Additional Rules for Laptops Issued to Students

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.
2. Parents are required to attend an informational meeting before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form.
3. Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop.
4. If a laptop is lost or stolen, this must be reported to the Building Principal immediately. If a laptop is stolen, a report should be made to the Superintendent and the local police immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
7. Parents will be informed of their child's login password. Parents are responsible for supervising the use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student and parents or guardians to whom it is assigned and family members to the extent permitted by the MLTI program.
9. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules.
10. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

USE AND CARE OF STUDENT LAPTOPS

- Do not eat or drink while using your laptop. Liquid spilled on the laptop is not accidental damage and you will have to pay for the repairs.
- Open the laptop from the middle, not the corners of the screen. Use the magnets to close the laptop.
- Shut down the laptop completely at least once per day.
- Do not charge the laptop while it is in sleep mode.
- Do not charge the laptop while it is in the case.
- The laptop bag is not a book bag or back pack. No books in the laptop bag.
- Store the power adaptor properly in the bag to avoid a broken screen.
- The screen side of the laptop should be on the opposite side of the bag from the power adaptor to avoid a broken screen.
- Stickers - if you are not comfortable showing it to principal, don't use it. You will have to pay for any case damage caused by sticker glue.
- Desktop pictures – if you are not comfortable showing it to your parents or your principal, don't use it.
- Do not update programs on your computer without contacting the tech department.
- You are responsible for backing up your files. Options for backing up files include:

Google Docs	www.docs.google.com
Mozy	www.mozy.com
Flash Drive	
External Hard Drive	

- Keep your computer clean. Wash your hands before using your laptop.
- Wipe the surfaces lightly with a clean soft cloth.
- Do not use water or other cleaning solutions on the MacBook.
- To keep the screen clean, do not touch it with your fingers.
- Only use standard size CDs and/or DVD discs with the optical drive. Never insert non-standard sized optical media into the drive because the media will get stuck inside the drive. Some commercial DVD discs are too thick for the drive and can get stuck inside the drive.

STUDENT COMPUTER RULES

1. Computers must be at school when students are at school. If a student leaves their computer at home there will be consequences.

Consequences:

1st Offense - The student cannot take the computer home the following school day.

2nd Offense – One day of detention and the student cannot take the computer home for the following two school days.

3rd Offense – One day of detention and the student cannot take the computer home for one week.

4th Offense – The computer remains at school the rest of the school year.

2. Students will use computers for **school work only** at school. No games, chat, Skype, YouTube or other unauthorized use during school from 8:00 to 2:30.

Consequences:

1st Offense - The student cannot take the computer home that school day.

2nd Offense – One day of detention and the student cannot take the computer home for two school days.

3rd Offense – One day of detention and the student cannot take the computer home for one week.

4th Offense – The computer remains at school the rest of the school year.

3. At the discretion of administrators, a student who is failing any class at any time may lose the privilege of taking the computer home.
4. Illegal software (games included) and copyrighted media files (music and movies), and file-sharing software, are strictly forbidden on school computers. Students have twenty-four hours or one weekend to prove that software loaded on their computer has been purchased.

Consequences:

1st Offense – The computer will immediately be imaged and the student cannot take the computer home for one week. The student will be responsible for having the computer checked by the technology department weekly for four weeks.

Students who fail to have their computer checked cannot take the computer home for one week.

2nd Offense – The computer will immediately be imaged. One day of detention and the student cannot take the computer home for one week. The student will be responsible for having the computer checked by the technology department weekly for four weeks. Students who fail to have their computer checked cannot take the computer home for one week.

3rd Offense – The computer remains at school the rest of the school year.

5. Students are not allowed to use other students' computers.

Consequences:

- 1st Offense – Both students cannot take their computers home that school day.
- 2nd Offense – One day of detention and the students cannot take their computers home for two school days.
- 3rd Offense – One day of detention and the students cannot take their computers home for one week.
- 4th Offense – The computers remains at school the rest of the school year.

6. Students are required to take care of their computers and report any damage or computer malfunctions immediately to their advisor or other staff member who will contact the tech department.
7. Students are responsible for backing up their personal files. The school is not responsible if student files are lost due to equipment failure or if the files are lost due to the need to re-image the computer.
8. Any student who intentionally damages a school computer cannot take their computer home for the rest of the year.

SENIOR PRIVILEGES

Hodgdon High School Seniors will be eligible for senior privileges. They will be revoked when a senior has violated school rules. Examples include but are not limited to academic eligibility, unsafe acts with vehicles, poor school citizenship, disrespect of staff, bus drivers, etc. Senior Privilege Contracts will be approved by the MSAD #70 School Board and signed by seniors and their parents when the privileges start which will be determined by the principal.

WITHDRAWALS AND TRANSFERS

Before students withdraw or transfer from Hodgdon 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)

1. Appropriate classroom rules, consequences and incentives will be posted in the classroom. It is the student's responsibility to respect the rights and property of all other students.
2. Inappropriate behavior will be dealt with by the classroom teacher. Depending on the circumstances, the teacher may only issue a warning. However, the teacher may also issue a detention or remove the student from the class. If the student is removed from class, a conference will be required before the student is allowed back into the classroom. (A student who is removed from a class for inappropriate behavior twice may be permanently removed. The student would receive a failing grade and forfeit any possible credit.) A meeting with parent, student, teacher and administrator must take place before any student can be removed permanently. Removing a student from class is serious and should be given due thought. It should not occur without prior warning.
3. If the student is assigned after-school or noontime detention, the teacher will address the issues involved with the student during that time, explain specifically the inappropriate behavior to the student and why it is not appropriate, as well as expectations and consequences should further problems occur (inappropriate behavior includes not completing assigned tasks). The student will have an opportunity to dialogue with the teacher. If student behavior does not improve or if the inappropriate behavior continues, the parent or guardian will be contacted about their child's behavior. Assistance will be requested. All inappropriate behavior exhibited will be documented on a school discipline report. One copy will be sent home, one copy will be given to the student, one copy will be maintained by the teacher and one copy will be placed in the student's file.
4. Should all the above fail to bring about the needed change, the next step would be to refer the student to the Principal (all prior steps should be attempted first unless the behavior is one that warrants immediate removal). The Principal will take the disciplinary action necessary which may include a Thursday detention or a suspension. (Failure to stay for an office detention may result in suspension.)
5. The final step will be permanent class removal with the student receiving a failing grade and forfeiting credit for the class.

6. Should a student continually exhibit inappropriate behavior in more than one class such that removal from more than one class has to be initiated, then the student will be referred to the Superintendent and School Board for further disciplinary action.

NOTE TO PARENTS

Good discipline originates in the home. The parent is the first teacher of his/her child and should develop the child's good habits and proper attitudes toward school. A parent should assist in the proper education of their children. Anytime questions arise parents are encouraged to contact their child's teacher(s). This may be done by phone or electronically using Edline at www.edline.net. Please help your child understand the importance of being an active participant in the educational process. Together we can help them be academically successful 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. If a student is suspended 3 times in the same school year, a fourth suspension will result in a referral to the Expulsion Hearing Committee of MSAD #70's School Board for action. Expulsion from school is the most severe disciplinary action and due process, protocol will be followed

SMOKING POLICY (POLICY REF: ADC-R)

TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this School Board's "Tobacco Use and Possession" policy.

I. PROHIBITED CONDUCT

A. Students

The use, possession, sale, dispensing or distribution of tobacco products by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times.

B. Employees and All Other Persons

The use of tobacco products by employees and all other persons is prohibited in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds.

In addition, employees and all other persons are strictly prohibited, under law and this Board's policy/administrative procedure, from selling, dispensing or distributing tobacco products to students.

II. ENFORCEMENT

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct occurs. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

B. Student Violations - Grades 6 - 12

1st Violation

1. The tobacco product will be confiscated.
2. The student's parents/guardians shall be sent written notice regarding the tobacco violation which shall be signed by the parent/guardian and returned to the school. A parent/guardian will also be required to meet with the building principal within five school days of the violation.
3. The student will be assigned up to three days of in-school suspension.
4. The student will not be allowed to participate in any extracurricular activity for a period of five days. When applicable, the student must attend athletic practices but cannot compete in any events during the suspension period.
5. The student will be referred to the guidance counselor, student assistance team or other available resource (e.g., "Smokeless Saturday," smoking cessation or education program).

2nd Violation

1. The tobacco product will be confiscated.
2. The student's parents/guardians shall be sent written notice regarding the tobacco violation which shall be signed by a parent/guardian and returned to the school. A parent/legal guardian shall also be required to meet with the building principal within five days of the violation.
3. The student will be assigned up to five days of in-school suspension.
4. The student will not be allowed to participate in any extracurricular activity during for a period of ten days. When applicable, the student must attend athletic practices but cannot compete in any events during the suspension period.

5. The student will be referred to the guidance counselor, student assistance team or other available resource (e.g., “Smokeless Saturday,” smoking cessation or education program, substance abuse counseling).

3rd and Subsequent Violations

1. The tobacco product will be confiscated.
2. The student’s parents/guardians shall be sent written notice regarding the tobacco violation which shall be signed by a parent/guardian and returned to the school. A parent/legal guardian shall also be required to meet with the building principal within five school days of the violation.
3. The student will receive a minimum five-day in school suspension.
4. The student will not be allowed to participate in and/or attend any extracurricular activity for the remainder of the season.
5. The student will be referred to the guidance counselor, student assistance team or other available resource (e.g., “Smokeless Saturday,” smoking cessation or education program, substance abuse counseling).

Student Referral to Law Enforcement Agency

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency and/or DHHS, on a case-by-case basis, as he/she may deem necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products.

C. Employee Violations

Progressive disciplinary action will be taken against employees who smoke or use other tobacco products in violation of this policy.

Disciplinary action up to and including termination will be taken against employees determined to have sold, distributed or dispensed tobacco products to students.

In addition, any employee suspected of selling, distributing or in any way dispensing tobacco products to students shall be referred to the local law enforcement agency.

D. Other Persons in Violation

All other persons violating this policy (e.g., visitors, vendors) shall be immediately directed to cease volatile behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco products to students shall be referred to a law enforcement agency.

III. NOTICES

This School Board's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification in writing of this School Board's tobacco policy and administrative procedures. Notices shall be signed by parents/legal guardians and returned to the school where they shall be kept on file by the school unit.

Legal References: 20 USC § 6081-6084 (Pro-Children Act of 1994)
22 MRSA § 1578-B
Me. PL 470 (An Act to Reduce Tobacco Use By Minors)

Adopted: January 8, 2001
Revised: October 14, 2008

STUDENT DRUG POLICY (POLICY REF: JICH)

Student substance abuse:

The School Board and staff of MSAD #70 support a safe and healthy learning environment for students which are 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, and to communicate expectations to students, parents and staff.

Prohibited Conduct

No student shall furnish, sell, receive, buy, possess, use or be under the influence of alcohol, including any intoxicating liquor, malt beverage, or fortified wine. No student shall furnish, sell, receive, buy, possess, use or be under the influence of any scheduled drugs (as defined in 17-A M.R.S.A. s 1101) or any other controlled substance defined in federal and state laws/regulations. No student shall furnish, sell, receive, buy, possess, use or be under the influence of any substance which, when used or abused, can affect or change a student's mental, physical or behavior pattern, including, but not limited to, volatile materials such as glue, paint or aerosols, when possessed for the purpose of inhalation; steroids; paraphernalia or implements used for the distribution or consumption of a prohibited substance; or any substance that is represented as, or is reported to be a prohibited substance.

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.

It is not a violation for a student to use in school a legally-defined drug specifically prescribed for the student's own use by his/her doctor when taken in accordance with the School Board's policy for administration of medicine to students.

Disciplinary Action

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

Prevention/Education

MSAD #70 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.

Intervention

MSAD #70 has a Student Assistance Program to assist students with substance abuse. Students may be provided with information and referral, as necessary, to aid them in obtaining assistance within the school and from outside organizations as appropriate. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Administrative procedures

Student discipline and intervention will be addressed in accordance with established administrative procedures.

Legal Reference: 21 USC s 812 (controlled Substance Act)
21 CFR Part 1300.11-15
Pub. L. No 101-226 (Drug Free Schools and Communities Act
Amendments of 1989)
17-A MRSA s 1101
42 USC s 290dd-2
42 CFR s2.1 et seq.
20-A MRSA ss1001(9);4008

Cross Reference: Administering Medicine to Students
Student Substance Abuse Procedures-Middle School/Senior High
School
Co-Curricular/Extracurricular Substance Abuse Rules

**DISCIPLINARY ACTION POLICY Ref (JICHR)
DRUG AND ALCOHOL USE BY STUDENTS ADMINISTRATIVE PROCEDURE**

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

A. 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 Student Assistance Program Coordinator (SAPC) if appropriate, 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.

B. 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.

Adopted: August 14, 2000
 Revised: March 9, 2009

EXTRACURRICULAR AND CO-CURRICULAR TEAMS:

Because of training rules involved, this section pertains to conduct both on and off campus by team members representing MSAD #70. Any discipline imposed will carry over to the next school year if full discipline has not been served. An MSAD #70 team is recognized as: any event that takes place using the school name, school equipment and students which have been organized within the school - all groups falling into this category will be covered by the MSAD #70 Drug and Alcohol Policy.

A. Disciplinary Referrals

1. Type One - Using/Possessing

a. First Offense

- 1. Verify incident;
- 2. Notify administration of incident;
- 3. Discuss concerns with student;
- 4. Inform parents or guardians;
- 5. Refer to SAPC;
- 6. If use/possession occurred while participating in a school sponsored trip/event, disciplinary action would follow the same guidelines as disciplinary action, type one, page one, plus suspension from team activities for a period of 60 school days. (Number of days suspension

can be reduced to 30 days by student attending Awareness Education group and/or other recommended services to the satisfaction of the service provider and school officials);

7. Encourage parents to attend educational program on alcohol and other drug abuse.

b. Second Offense

1. Verify and discuss the incident with student;
2. Notify administration of incident;
3. Notify parents or guardians;
4. Refer to SAPC;
5. Same wording as in #6 first offense, however, school suspension would be 10 days with reduction to five days in-school suspension. Suspension from team activities would be 175 school days;
6. Encourage parents to attend an educational program on alcohol and other drug abuse.

2. Type Two – Furnishing

a. First Offense

1. Verify and notify administration of incident;
2. Notify the parent;
3. Notify the Superintendent and police;
4. Refer to SAPC;
5. Suspend student from school for 10 school days, if offense happens on school grounds, and refer to SAPC;
6. Suspend student from team activities for a period of 90 school days. Suspension can be reduced to 45 days if student attends awareness education group or other recommended services to the satisfaction of service provider and school officials).

b. Second Offense

1. Same as first offense (Steps 1-4);
2. Suspend for 10 days;
3. Suspend from team activities for one full year (175 school days).

3. Type Three – Selling

a. First Offense

1. Verify and notify administration of incident;
2. Notify the parent;
3. Notify the Superintendent and police;
4. Refer to SAPC;

5. Suspend student from school for 10 school days, if offense happens on school grounds, and refer to SAPC;
6. Suspend student from team activities for a period of 175 school days. (Suspension can be reduced to 90 days if student attends an awareness group or other recommended services he satisfaction of service provider and school officials).

b. Second Offense

1. Same as first offense (Step 1-5);
2. Suspend from all team activities for 175 school days;
3. Recommend expulsion from school.

B. Voluntary Referrals

Coaches/advisors need to inform participants that disclosing information about a peer is actually helpful. Participants need to know how to make a "concerned person referral." Such referral needs to be distinguished from "narcing." The important message is that it is not okay to use; but if someone needs help, it is safe to seek help. Team captains/presidents need to take an active role in supporting chemical free alternatives and insisting on a team norm of non-use.

In a concerned person referral, the coach/advisor gets the student help and does not suspend him/her. Often the help begins with a referral to qualified helping personnel. The parents would not necessarily be involved in the first referral, but would be involved in the second referral.

1. Type One - Concerned Person (not actual incident, only suspicion)

a. First Report

1. Consult with others to evaluate behavior of student, as needed;
2. Meet with student to establish relationship and to discuss concerns over use/abuse (if student admits problem, follow self-referral - First Report);
3. Review policy and procedures;
4. Refer to school or community resources, if needed;
5. Follow-up discussion to determine if resources were effective and/or helpful;
6. Notify parents when deemed appropriate.

b. Second Report

1. Follow-up the report about alcohol or other drug use/abuse pattern with others and/or parents (if there is proof of use, follow disciplinary action - Type 1)
2. Meet with student to review information and policy (give option of self referral);
3. Contact parents about concern when deemed appropriate;
4. Recommend referral to school resources;

5. Invite parents to attend parental education program on alcohol and other drug abuse.

2. Type Two - Self Referral

a. First Report

1. Talk with student;
2. Refer to SAPC for assessment and action plan;
3. Assess to determine if participant is successfully participating in recommended programs;
4. Invite parents to attend a parent education program on alcohol and other drug abuse.
5. Follow-up to determine if resources are effective and/or helpful.

b. Second Report

1. Talk with student;
2. SAPC and school administration determine if student is following action plan. If no, suspension from team for 60 school days.

WEAPONS IN THE SCHOOL POLICY REF: (JICIA) WEAPONS, VIOLENCE AND SCHOOL SAFETY

MSAD #70 School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

I. PROHIBITED CONDUCT

Students, staff and all other persons are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nun chucks;

- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);
- C. Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

II. **DISCIPLINARY ACTION**

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing, and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law) shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

All firearms violations may be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

III. USE OF FIREARMS AND OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities related to firearms or other objects that are generally considered weapons (e.g. bows and arrows) or from allowing a firearm or other object generally considered a weapon to be brought to school for instructional activities (e.g. archery, hunter safety) approved by the school system so long as appropriate safeguards have been adopted to ensure student and staff safety. No weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

IV. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days, or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

B. V. PSYCHOLOGICAL EVALUATION/RISK ASSESSMENT

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who engages in conduct prohibited by this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to self and/or school safety if the student were to remain in school.

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations shall be performed at the school unit's expense.

If the parent/guardian and/or student refuses to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

VI. ROLE OF SCHOOL STAFF

During any altercation or incident involving conduct prohibited by this policy, school personnel will take appropriate action to secure the health and safety of students. Any such altercation or incident shall be reported immediately to the building principal/designee.

With the objective of defusing potentially violent situations, the District may provide school personnel with training in recognition, prevention, and response to violence.

VII. ALTERNATIVE CONFLICT RESOLUTION

In order to reduce the potential for violence in the schools, the Superintendent shall develop procedures for implementing a school safety program emphasizing information, prevention, and intervention. The program will include techniques for alternative conflict resolution including peer mediation, counseling, parent involvement, the services of community agencies, and other activities suitable to the District.

Legal References: 5 MRSA § 4681 et seq.
 15 M.R.S.A. §§ 3301-A; 3308(7)(E); 3009
 17-A MRSA §§ 2(9); 2(12-A)
 20 USCA § 7151 (Gun-Free Schools Act)
 20-A MRSA §§ 1001(9); 1001(9-A); 1055(11); 6552

Cross References: ACAA - Harassment and Sexual Harassment of Students

ADC - Tobacco Use and Possession

EBCA - Crisis Response Plan

JICH - Drug and Alcohol Use by Students

JK - Student Discipline

JKD - Suspension of Students

JKE - Expulsion of Students

JKF - Suspension/Expulsion of Students with Disabilities

JIH - Questioning and Searches of Students

KLK - Relations with Law Enforcement Authorities

Adopted: December 11, 1995

Revised: March 9, 2009

STUDENT ELIGIBILITY

1. At Hodgdon High School, to be eligible for all extracurricular activities and the Honor Roll, a student must be taking a minimum of six credits of academic subjects each year.
2. In order to represent Hodgdon 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 as determined by the preceding ranking period. Student eligibility will be determined at the end of each nine week ranking period and each mid quarter reporting period.

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

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 School 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, 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 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 from school may not participate in or attend extracurricular/co-curricular activities.
- E. Students participating in extracurricular/co-curricular activities may not use or possess tobacco in any form or at any time or place for the duration of the season or activity (including pre-season training through awards banquet or other final event). The first infraction will result in an automatic suspension from the activity for sixty (60) school days which can be reduced to thirty (30) school days upon agreeing to a Smokeless Saturday. 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 School 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. 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.

ACADEMIC/ATHLETIC ELIGIBILITY REQUIREMENTS

In order to represent Hodgdon High School in extracurricular/co-curricular activities, a student must be enrolled in a minimum of six academic subjects and cannot be failing more than one academic subject as determined by the preceding ranking or warning period or end of the quarter. Student eligibility will be determined at the end of each 4-5 weeks (mid-quarter's end).

1. **School Attendance:** If a student misses part of the school day, due to an excused absence, he/she may still be eligible to participate in the interscholastic event scheduled on that day.
2. **Participation in More Than One Sport:** Participation in two sports at a time by any student is permissible if both coaches for the sports are agreeable to it.

Adopted: October 20, 2003

Revised: March 9, 2009

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.

LIST OF EXTRA-CURRICULAR ACTIVITIES

Baseball	Softball	Yearbook
Basketball	Chess Club	Student Council
Cheerleading	Soccer	Student Government
Hockey	Golf	National Honor Society
Volleyball	Civil Rights Team	Cross Country Track
Peer Helpers		

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 HIGH SCHOOL JUNIOR/SENIOR PROM

The junior/senior prom is for grade eleven and twelve students attending Hodgdon High School. Guests who do not fit this category (i.e. first year, sophomores, students from other schools 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.

Eighth grade students are not allowed to participate in the Junior/Senior Prom.

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 maintain a positive school atmosphere.

STUDENT VEHICLES

All vehicles must be registered in the main office. Students once entering school grounds are not to remove the vehicle until they are leaving for the day unless they have permission from the administration. Priority for parking will be given to seniors and juniors. **Violation will result in loss of privilege to bring a vehicle to school and if the student is a senior they will lose senior privileges as well.**

Parking Lot: Students who bring vehicles to school are to park them in the school parking lot. Students are not allowed to go to the parking lot or to their vehicles except when arriving and departing. If a student including seniors needs to go to their vehicle for any reason, they need permission from the office or the teacher on duty. Violations of this rule can result in detention or other consequences.

REGION II STUDENTS

Region II students must ride the bus to and from the vocational school. The use of private vehicles is prohibited unless permission is granted from the Region II Office for use as a class project or upon approval of parent's request. Students may not transport other students unless permission is given from the office at parents' request. **Violations will result in loss of the privilege to bring a vehicle to school.**

LOCKERS

1. Student lockers will be issued 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. Accordingly, students have no expectation of privacy as to such lockers, desks and storage areas.
2. Athletic lockers may be rented to students who are members of an athletic team for a fee of \$3.00. When lock is returned the student will receive a \$2.00 refund. If personal locks are used a copy of a spare key or the combination must be left in the main office.

DRESS AND APPEARANCE (NEPN/NSBA Code: JICA)

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

Personal appearance will not be allowed to disrupt the education 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.

Pants must be worn fastened and at the waist. Tops that expose the midriff when arms are raised are not allowed. Skirts, dresses, and shorts must be "finger tip" length when a student's arms are placed at his/her sides. Underclothing shall not be visible at anytime. Biking shorts may only be worn under shorts, skirts, or dresses.

See-through tops, strapless, spaghetti-strap, low-cut clothing or tops and outfits that provide minimum coverage or are of suggestive nature are prohibited, as are halters, backless dresses or

tops, tube tops, tank tops (unless layered), muscle shirts or other clothing that the administration deems distracting. Again, under clothing shall not be visible at any time.

Clothing with rips, tears, or holes above the knee that expose skins is considered unacceptable for school. Any article of jewelry considered to be a safety hazard is prohibited, including heavy chains, chokers, and spiked or studded jewelry. Hats will not be worn in the school building along with caps, head wear, or sunglasses. If a student is caught wearing a hat it may be taken by the staff member for the June Box. It can be bought back for \$3.00 and all monies will be given to the senior class in scholarship form.

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 which the student represents the school, including concerts, dances, graduations, field trip, club trips, etc. Formal attire is exempt for the prom and winter ball.

ANNOUNCEMENTS

Announcements will be made every morning. It is the students' responsibility to listen to these announcements for items of interest

SCHOOL CANCELLATIONS/DELAYS

In the event school is cancelled or delayed due to inclement weather, announcements will be made on WHOU 100.1 FM, WLBZ Channel 2 TV in Bangor, and Hot Country 96.9 FM. The district will also utilize the Alert Now system and the school web site, www.msad70.org, to note any changes in the daily schedule.

LUNCH AND CAFETERIA

Students have a choice of either eating a hot lunch or bringing their lunch to eat in the commons. Students may apply for either free or reduced price lunch. Eligibility is determined by family income as set forth in federal monetary guidelines. Students are only allowed to eat their lunches in designated areas such as Commons, Library, and other downstairs rooms designated by the principal. All meetings will take place down stairs. There will be no students allowed upstairs at all during lunch.

TELEPHONE USE

The school telephones are not to be used to make personal phone calls unless the call is directed by the office.

STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

The School Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process or violates Board policies or school rules. MSAD #70 is not responsible for the damage, loss, or theft of such devices. The Superintendent is authorized to develop, with input from administrators, procedures and/or school rules necessary to implement this policy. These procedures/school rules will be communicated to students and parents through the student handbook and/or student code of conduct.

Exception will be made for students who are fire or rescue volunteers. Phones or pagers will be on vibrating mode.

Adopted: May 14, 2007
Revised: December 8, 2008

STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES - RULES

- A. Students in the elementary, middle school, and high school are prohibited from using privately-owned electronic devices, including but not limited to, cellular telephones, PDAs, handheld computers, MP3 players, and electronic games at any time during school hours and during school activities, (including study halls, field trips, and extracurricular activities). As authorized by the school staff, exceptions will be made on buses, during field trips, and at extracurricular activities. Accommodations may be made for students as long as it serves an educational purpose.
- B. Students in the high school are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, PDAs, handheld computers, MP3 players, and electronic games during classes and school activities, including study halls, field trips, and extracurricular activities.
 - 1. During the School day (7:55 a.m. to 2:25 p.m.) all such devices must be turned off.
 - 2. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment on a PDA).
 - 3. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day, and discipline may be imposed as provided below.
 - 4. As authorized by the school staff, exceptions will be made when students are on buses, during field trips, and at extracurricular events.
- C. The use of privately-owned personal computers including but not limited to laptops, handheld computers, internet, text messages, and email receiving devices, is prohibited except when written permission for the use of any of these devices for educational purposes has been granted by administrators.

- D. The use of cameras, including camera phones, is strictly 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 shall be made as authorized by supervising school staff, such as for the year book.
- E. Any use of cellular telephones, cameras, and other electronic devices that violate any Board policy, administrative procedure, or school rule is strictly prohibited. This includes but is not limited to violations of the student code of conduct, harassment, and cheating.
- F. Students violating these rules will be subject to discipline, which may include:
 - 1. Exclusion of the device from school for an extended period with notification to parents/guardians;
 - 2. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record; and
 - 3. Referral to law enforcement authorities.

Adopted: May 14, 2007

Revised: December 8, 2008

LOST AND FOUND

Students who find lost articles are asked to take them to the lost & found in the commons where they can be claimed by the owner. All articles will be removed by office staff periodically.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and are to be handled carefully. Pencils and papers are not to be kept in textbooks. Please be sure your name, grade and school are written on the textbook label in case the book is misplaced. Students will be required to pay for lost or damaged books.

VISITORS

Visitors are welcome to visit Hodgdon High School. However, visitors must report to the Main Office to obtain a permission slip. Students wishing to bring guests to school need to receive a permission slip and fill out a Visitors Pass at least 24 hours prior to the visitation.

Video Surveillance Camera: Video cameras are in place on busses, 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. Parents/Guardians and/or students can 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 a designee present. 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.

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.

Cross Reference: JIH-R – Questioning and Searches of Students - Administrative Procedure
 JICIA – Weapons, Violence and School Safety
 JK – Student Discipline
 KLG - Relations with Law Enforcement Authorities

Adopted: May 12, 1997 (JIHD/Use of Canines in Drug Detection)

Revised: March 9, 2009

**NON-DISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION
(POLICY REF: AC)**

The Non-discrimination/Equal Opportunity and Affirmative Action policies are available in the Superintendent and Principals' offices.