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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.

BULLYING: Bullying is an unacceptable practice and needs to be reported as soon as it is observed. 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.

ATTENDANCE POLICY AND PROCEDURE (POLICY REF: JE) Under Revision

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, video clips, 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 may 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/unexcused notation. 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. Each day a student is absent from school, parents will be called to determine the reason for the absence.

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.

An unexcused tardy will be made up at the end of the day the student is tardy. For example, if a student is five minutes late at the start of the day, they will not be dismissed until five minutes after the dismissal bell.

Dismissals:

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

HOMEWORK (POLICY REF: IKB)

The MSAD #70 School Board realizes that the assignment of homework is essential for the full development of each student in each subject area. The amount of time a student spends learning a skill, directly affects his/her ability to master this skill. Homework teaches students to be responsible, to manage their own time and to set goals and work to achieve them. Asking students to spend out-of-class time working in a specific skill or subject also allows teachers more class time to teach.

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

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

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 2:30 p.m. must be supervised by a member of the faculty. Maintenance personnel are not to assume this responsibility.

ELEMENTARY SCHOOL VISITATIONS

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

LEARNING CENTER

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

LIBRARY SERVICES (POLICY REF: II AC)

The Hodgdon 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. Students may be asked to return to class if they are not using the library services as outlined in this handbook;
3. Frequent disturbances by a student in the library may result in the loss of privileges for an extended period of time to be determined by the Librarian and/or the administration;
4. Before leaving the library students should return borrowed material to its proper place.
5. Students must clean up after themselves during lunch. Failure to do so will result in not being allowed to have lunch in 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. Four credits in Mathematics
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: This includes senior and sophomore presentations.

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

Honor Rolls are announced at the end of each ranking period. A student must be taking six 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. 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.

Please view School Board Policy IJNDB, available on the school website or at any MSAD 70 office for complete details.

STUDENT i-Pad RULES

1. Students must bring their fully charged i-Pad to school each day.
2. Students will use their i-Pad for **school work only** at school from 8:00 to 2:30.
3. At the discretion of administrators, a student who is failing any class at any time may lose the privilege of taking the i-Pad home.
4. Illegal software (games included) and copyrighted media files (music and movies), and file-sharing software, are strictly forbidden on school i-Pads and computers. Students have twenty-four hours or one weekend to prove that software loaded on their i-Pad has been purchased.

Consequences:

1st Offense – The i-Pad will immediately be reimaged and the student may not take it home for one week.

2nd Offense – The i-Pad will immediately be reimaged and the student will lose the device for two weeks.

3rd Offense – The i-Pad will remain at school the rest of the school year.

Students are not allowed to use other students i-Pads.

Consequences:

1st Offense – Neither student may take their i-Pad home that school day.

2nd Offense – Neither student may take their i-Pad home for one week.

3rd Offense – Both students will lose the privilege of taking their i-Pad home for the remainder of the school year.

5. Students are required to take care of their i-Pad and report any damage or malfunction to their advisor or other staff member who will contact the tech department.
6. 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 reimage the i-Pad.
7. Any student who intentionally damages a school computer or i-Pad will not be allowed to take their i-Pad home for the rest of the year and will be responsible for the full cost of repair or replacement.

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. At a minimum this conference will include the student, teacher, and administrator. (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 lunch time 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 was not appropriate, as well as expectations and consequences should further problems occur (inappropriate behavior includes not completing assigned tasks). 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.
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.

SUSPENSION AND EXPULSION (POLICY REF: GD-E)

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

Please refer to Policy GD-E for further details.

**SMOKING POLICY (POLICY REF: ADC-R)
TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE**

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

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. Please refer to Policy JICH for further information.

**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 consequences. These consequences also impact students participating in extra-curricular activities including clubs and sports teams. Please refer to Policy JICH-R for further information.

**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. Please refer to Policy JICIA for further details.

STUDENT ELIGIBILITY

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 counseling session with the Guidance Counselor. 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.

PHYSICALS: (POLICY REF: JLCA)

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

INSURANCE

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

HODGDON HIGH SCHOOL PROM

The prom is for students in grades nine through twelve who attend Hodgdon High School. High school 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.

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. **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 will need to follow the rules of Region II when using their vehicle to transport themselves to their assigned program.

LOCKERS

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.

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 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, 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 hips or 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. 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, or head wear during the school day 7:30-2:45.

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. Violations of the dress code may require the student to: change; cover up the item(s) not in compliance; be sent home to change (which would constitute an unexcused absence); serve a detention; or have a change of clothes brought to them from home.

ANNOUNCEMENTS

Each day will start with the Pledge of Allegiance. The word-of-the-day and announcements will follow. It is the students responsibility to listen to the announcements for items of interest or that require action.

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

Breakfast is available daily from 7:40 until 7:55 then again from 9:09 to 9:13. Students may bring their breakfast to their first block class or their Focused Learning Time unless those classes are held in one of the science labs. If that is the case, breakfast must be eaten prior to 7:55. Students have a choice of bringing their own lunch or purchasing a hot lunch from the school cafeteria. All students should submit an application for free and reduced price lunches. Eligibility is determined by household income as set forth in federal monetary guidelines. Lunches can only be eaten in the Commons, in the library, in the hall outside the library, or in a designated room for meetings. For the 2014-2015 school year, full price lunch will be \$2.60 and breakfast \$1.00. Reduced price lunch will be \$.40 with breakfast being free. Chocolate milk is \$.30 and white milk is \$.25.

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 - RULES

- A. High school students may use their cell phones before 8:00 AM, during lunch time, and after 2:25. Cell phone usage is not allowed during the After School Program. If this rule is violated, the cell phone, along with the phone battery, will be confiscated for the remainder of the day and a three hour detention will be issued.
- B. 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.
- C. 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.

- D. 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.

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 will not be allowed to bring guests to school.

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

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.