

Student/Parent Handbook
and
Code of Conduct
2017 -2018

HERMON HIGH SCHOOL

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Principal's Welcome

To The Students:

The spirit of Hermon High School and Hawk Pride are reflected in the actions of the students, parents, faculty, staff, and administration. The administration, faculty, and staff stand ready to assist you in any way possible; please make sure to ask for and seek help when needed. The purpose of this handbook is to inform you, the student, and your parents of your responsibilities --- with a spirit of cooperation and conscientious effort. Your individual actions at school, in the classrooms, at assemblies, and during extracurricular activities reflect not only yourself, but the entire student body, as well as the communities that comprise Hermon High School.

As an individual, you have an obligation to practice a high level of self-discipline and contribute positively to the educational process. **It is your responsibility to read this handbook and understand its contents. If you or your parents have questions, please do not hesitate to ask.** I sincerely hope that your experiences at Hermon High School will be positive, beneficial, and constructive, and that this handbook will assist you in your endeavors. I look forward to learning and sharing with you in the successful school year of 2017-2018.

Sincerely,
Brian M. Walsh, Principal

HERMON SCHOOL COMMITTEE

2017 – 2018

- Tony Reynolds – Chairperson
- Ted Harris – Vice Chairperson
- Debora Farnham
- Jesse Keith
- Anne Smith
- Debbie CoWallis (RSU 87)
- Shannon Knowles (RSU 87)

Hermon High School

Mission Statement and Expectations

Mission Statement

The mission of Hermon High School is to prepare students for personal success in college, work, and community.

Academic Expectations

While demonstrating knowledge and skills across the curriculum, students are expected to:

- communicate clearly and effectively in written, oral, and visual forms
- solve problems creatively and practically
- integrate technology into their learning
- develop a plan of action for the future

Social and Civic Expectations

Students are expected to:

- be informed, involved and responsible members of both local and global communities
- make healthy choices
- exhibit mutual respect and personal integrity
- practice a strong work ethic

Our Values

At Hermon High School, we believe:

- high school should be a positive and memorable experience
- learning is a life-long process
- every student should strive for academic excellence
- students are entitled to a welcoming and safe learning environment
- students should be held accountable academically, socially, and civically
- students learn best when supported by school, family, and community
- the high school experience is enhanced through participation in the arts, athletics, and other co-curricular activities

HERMON HIGH SCHOOL
DATES TO REMEMBER/RANKING PERIODS

2017 - 2018

| | |
|----------------|---|
| Aug. 31 | Freshman Orientation Day |
| Sept. 4 | No School – Labor Day |
| Sept. 5 | First Student Day for Grades 9-12 |
| Oct. 4 | Mid-Quarter Progress Reports Issued |
| Oct. 6 | Teacher Workshop Day (K-12) |
| Oct. 9 | Holiday - Columbus Day |
| Nov. 3 | <i>First Quarter Ends</i> |
| Nov. 6 | Second Quarter Begins |
| Nov. 9 | <i>First Quarter grade reports issued</i> |
| Nov. 10 | Holiday - Veterans' Day |
| Nov. 16 & 20 | Parent-Teacher Conferences |
| Nov. 20-24 | Holiday - Thanksgiving Break |
| Dec. 13 | Mid-Quarter Progress Reports Issued |
| Dec. 23-Jan. 1 | Holiday Recess |
| Jan. 15 | Holiday - Martin Luther King, Jr. Day |
| Jan. 19 | <i>Second Quarter Ends</i> |
| Jan. 22 | Third Quarter Begins |
| Jan. 26 | <i>Second Quarter grade reports issued</i> |
| Feb. 19-23 | Winter Recess |
| Feb. 28 | Mid-Quarter Progress Reports Issued |
| Mar. 2 | Teacher Workshop Day (K-12) |
| Mar. 30 | <i>Third Quarter Ends</i> |
| Apr. 2 | Fourth Quarter Begins |
| Apr. 6 | <i>Third Quarter grade reports issued</i> |
| Apr. 16-20 | Spring Recess |
| May 9 | Mid-Quarter Progress Reports Issued |
| May 28 | Holiday - Memorial Day |
| June 9 | Graduation |
| June TBA | Final Exams – All students |

ACADEMIC PROGRESS REPORTS

Academic progress reports will be issued to all students at the midway point of each ranking period. The purpose is to inform both the student and his/her parents of the student's present status in each class.

ACADEMIC STANDARDS

Class preparedness and attendance (see Attendance Policy) are important parts of academic success. Students are expected to attend all classes and study halls and to complete all assignments. Report cards will be issued four times each year. Teachers, counselors, and administrators are available to discuss academic progress with students and their parents.

The school adheres to certain academic standards as defined by the Maine Learning Results and the Hermon School Committee. The intent of these standards is to help students achieve high quality work, take pride in their efforts, and demonstrate the knowledge and skills they have achieved.

ACCIDENT REPORTS

Any injury sustained by a student in the school building, on school grounds, or at any athletic event or school activity – home or away – must be reported immediately to the Hermon High School staff person in charge. Accident forms may be obtained in the office and must be completed and returned within 24 hours of the accident.

ADD/DROP

Any schedule changes after the beginning of school will be made only with administrative approval and granted for substantial educational reasons. Therefore, careful thought and planning should go into the registration of classes. Necessary planning, scheduling of teachers, and the purchase and organization of materials are all based on the students' choices.

Students will be allowed to use the following Add/Drop procedure based on individual academic and program needs:

1. If a student and teacher feel that the student is not appropriately scheduled in a class, the student will be sent to the Guidance Office. Justification is required for any proposed add/drop.
2. Guidance personnel will meet with the student and make a recommendation for any change to his/her schedule.
3. The student must obtain the written approval for any add/drop from all teachers involved (this may include the department chair).
4. The student must have his/her parent/guardian sign the add/drop slip.
5. The principal must give final approval for any add/drop to take effect.
6. Note: The student must return the completed add/drop slip to the guidance office.

Students will not change any classes until all steps are complete. A schedule change due to the successful completion of a summer school course may be completed through the guidance office.

Please note: For full-year classes, Add/Drop must be *completed* within the first **ten (10)** school days of the school year and, for half-year classes, within the first **five (5)** school days of the second semester.

AMERICANS WITH DISABILITIES ACT

The Hermon School Department ensures that individuals with disabilities are not excluded from services, programs, or activities simply because they have a disability.

A. Program Access:

All programs in School Department Facilities are barrier-free or will be made accessible through alternative methods.

B. Communications:

Communications with individuals with hearing, vision, or speech impairments will be as effective as communication with others through the use of appropriate auxiliary aids.

C. Complaints:

Any disabled individual who believes he/she is a victim of discrimination prohibited by the ADA requirements may file a complaint. Complaints should be in writing, signed by the complainant's name and address and describe the school department's alleged discriminatory action. Complaints may be sent to:

Superintendent of Schools
P.O. Box 6360
Hermon, ME 04402-6360

ADA Coordination & Review Sec.
Civil Rights Division
U.S. Department of Justice
Post Office Box 66118
Washington, D.C. 20035-6118

ASBESTOS-CONTAINING BUILDING MATERIALS – Annual Notification

All schools/buildings in the Hermon School Department have been inspected for the presence of Asbestos-Containing Building Materials (ACBMs). The inspection did not detect any ACBMs at Hermon High School. The asbestos inspection report and documents are available for inspection at the Office of the Superintendent.

ASSEMBLIES

Assemblies at Hermon High must be approved by administration. Assemblies are held in the auditorium and/or gym. Teachers escort their classes to the assembly and sit with them. Assemblies are considered to be part of the regular school day and student attendance is required. Courteous attention to the assembly program is expected of all.

ATHLETIC PARTICIPATION INFORMATION

The following items must be addressed before a student can participate in interscholastic athletics at Hermon High School:

1. **Physical:** All students wishing to participate in a sports activity within the Hermon School system will be required upon entering the competition program to have an annual sports physical. This student sports physical must be documented by a physician on a Hermon Sports Physical release form. Those athletes who sustain major injuries or have a record of a medical illness or injury during the interim will be required to have a physician's release preceding re-entry into the sports program.
2. **Concussion Information Sheet:** The student and his/her parent(s) must read and turn in a signed copy of this form.
3. **Insurance:** The student must be covered under parent(s)' insurance policy.

4. Parental Consent Form: This form must be signed by parent or guardian before the student can participate in team practices or tryouts.
5. Athletic Handbook and Code of Conduct: The student and parents must read, understand, and sign the Hermon High School Athletic Handbook regarding eligibility and expectations for participation in athletics.
6. Academic Eligibility: The student must meet all the academic eligibility requirements described by the Hermon High School Policy Interscholastic Performance Code (ICB).

ATTENDANCE POLICY

Hermon High School believes that learning experiences that occur in the classroom are meaningful and essential components of public education. Therefore, Hermon High School is committed to the belief that every student should attend every class every day. Time lost from class is irretrievable in terms of instructional interaction, sequential presentation of material, and continuity of instruction. The school places primary responsibility for regular attendance upon the student and the family. The school assumes responsibility for providing an educational setting conducive to learning.

Excused Absences:

A student is expected to be in school every day that school is in session, unless legally excused. The State Department of Education and therefore the Hermon School Department considers the following as legal excuses for missing school:

1. Personal illness (medical documentation is required for three (3) or more days absent per quarter)
2. An appointment with a health professional that must be made during the regular school day (please bring medical appointment card)
3. Observance of a recognized religious holiday when observance is required during the regular school day.
4. A family emergency (death in family, legal obligation, etc.)
5. A planned absence for an educational purpose that has been approved by administration.
6. Emergencies and other exceptional situations approved by the administration. *Family vacations during the school year are not classified as excused absences.*

Each day that a student is absent from school, the parent or guardian of that student should contact the school by telephone between 7:00 A.M. and 8:00 A.M. and give the reason for the child's absence. In addition, the school **must receive a note** upon the student's return as to the reason for the student's absence. *If the school is not notified by note, the absence will be treated as an unexcused absence.*

The student's record will reflect absences as either excused or unexcused. All students are reminded that employment is **NOT** a legitimate reason for missing school. Unexcused absences will result in administrative disciplinary action.

A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for accurately reporting daily attendance for each class and for making attendance records available to the administration and/or parents and student upon request. All absences, excused or unexcused, will be counted in the fulfillment of attendance requirements.

School-Related Absences:

Absences from class due to school-sponsored activities such as field trips, conferences, band trips, etc., will not affect the fulfillment of attendance requirements. Whether or not an absence is “school sponsored” must be determined, **in advance**, by the administration.

Unexcused Absences:

Unexcused absences are those that are not recognized by the state as warranting excused status. Such *unexcused* absences may include, but are not limited to, shopping, fishing, hunting, work, trips, and vacations.

Skipping school or cutting class is not permitted.

1. No credit will be given for missed work.
2. Teachers are not required to offer make up assistance.
3. Students will automatically be assigned detention as a result of cutting a class.
4. If repeated unexcused absences or class cuts occur, the student will be suspended out of school.

Tardiness:

A student who arrives to school late must report directly to the main office and obtain an admittance slip to be admitted to class. Without this slip, admittance to class will not be permitted. Time lost from class is irretrievable in terms of instructional interaction, sequential presentation of material, and continuity of instruction. Therefore, a student’s tardiness will be considered unexcused unless legally excused (**see Excused Absences P. 9**). If the school is not notified or the reason does not meet the legal definition (**see Excused Absences P. 9**) the tardy will be treated as unexcused.

- 1- 3 tardies (per quarter) = administrative conference
- 4 - 5 tardies (per quarter) = 1 hour administrative detention
- 6- 7 tardies (per quarter) = 3 hour administrative detention and parental conference
- 8 + tardies (per quarter) = suspension, loss of parking privileges + (progressive suspensions will apply)

Dismissals:

Student dismissals will be approved only in the following manner:

1. Dismissals must be **IN WRITING FROM A PARENT/GUARDIAN ONLY** stating the reason and time for dismissal. Dismissal notes must be brought to the office first thing in the morning *before* first period so that they can be recorded. The dismissal note should include a telephone number where the parent may be reached in order to verify the dismissal. It is not acceptable for parents to dismiss a student without a legitimate and legal reason.
2. If it becomes necessary for a student to be dismissed during the course of the school day, a parent (or Emergency Contact) **must** sign the student out when they arrive to pick him/her up.
3. Phone and email dismissals **will not** be allowed.
4. In the event of extenuating circumstances faxed dismissals will be accepted.

Loss of Credit due to Absence:

Whenever a student misses ten (10) days of school, the student and parent/guardian will be notified **in writing** by the school that attendance is unsatisfactory and that the attendance record will continue to be monitored.

Whenever a student misses fifteen (15) days of school, the student and parent/guardian will be notified **in writing** by the school that attendance is unsatisfactory and that the student is in jeopardy of losing credit in his/her classes.

Whenever a student misses twenty (20) days of class – full-year class; (10) days of class – semester class; the student and parent/guardian will be notified **in writing** by the school that the student has lost credit in his/her classes.

Appeals Process:

To appeal the loss of credit, a student and parent or guardian may request a hearing with the principal as to why he/she should be exempt from the policy. Any student, parent, or guardian dissatisfied with the decision of the principal may appeal to the Superintendent of Schools. If still not satisfied with the decision of the Superintendent of Schools, the student, parent, or guardian may appeal, in writing, to the Hermon School Committee.

Students who have lost credit due to excessive absences are expected to continue to attend class through to completion. Students in this situation will be receiving course grades to the end of the semester and these grades will be recorded on the student's transcript with no credits awarded.

Perfect/Exemplary Attendance:

Students whose attendance is perfect (i.e. present every minute of every school day) will be recognized at an awards assembly. Students whose attendance is exemplary (no absences and no more than 5 total combined excused dismissals and/or excused tardies) will also receive recognition. School sponsored absences do not count against students' attendance.

Other Provisions:

In situations where a student is out of class/school due to a school-initiated request, there will be no impact on the student's attendance record; however, the student will still be held responsible for all work assigned/missed during his/her absence.

AUDIO/COMMUNICATION DEVICES

iPods, headphones, ear buds, MP3 players (or other similar technological devices) are not to be visible, heard, or in use during regular school hours (7:50AM-2:13PM) *except during* a student's designated lunch period. Students who are referred to the office will have their devices confiscated by administration and the following progressive discipline will be applied:

1. First offense – device confiscated; parent must meet with administration
2. Second offense – device confiscated; parent must meet with administration; three-hour Friday Detention assigned
3. Third offense – device confiscated; parent must meet with administration; one-day suspension
4. Fourth offense – device confiscated; parent must meet with administration; three-day suspension; student is banned from having device on school property

5. Fifth offense – device confiscated; parent must meet with administration; five-day suspension; referral to superintendent

BATHROOM PRIVILEGES

Students should plan to use the bathroom between classes. Students should not plan to go to the restrooms during a class period except in cases of emergency. Students are prohibited at all times from designated faculty-only bathrooms.

BACKPACKS

Backpacks are permitted during the school day. However, administration and teachers may ask a student to place their backpack in their locker if the backpack presents a physical obstruction, hazard, etc.

BOOKS AND EQUIPMENT

Hermon High School provides students with the necessary academic textbooks and equipment. These materials are on loan to the student. Books must be covered at all times and returned in good condition. Students will be charged the replacement cost for books/equipment that were issued to the student and not returned or that are returned in poor condition.

BOTTLES

Upon leaving homeroom, students are not to carry bottles or containers of soda, juice, coffee, etc. to classes and/or in the hallways between classes. Students may carry *clear, colorless, plastic* bottles containing plain (non-flavored, non-carbonated) water.

BUILDING AND SCHOOL PROPERTY

A student at Hermon High School should take pride in his/her school and the facilities and should adhere to the following guidelines:

1. Students are not to be sitting on desks, window sills, or tables.
2. Students are expected to clean up any messes or litter for which they're responsible.
3. There should be no marking on the building, furniture, or lockers at any time.
4. Vandalism of any kind will be treated as an extremely serious offense which will warrant suspension or expulsion. Any costs incurred by the destruction of any school property will be paid by the person(s) involved in the destruction. A student(s) will not receive a report card until such bills are paid.
5. Students should remain on school property after school only if they have legitimate, school-related responsibilities.

BULLYING

The Hermon School Committee believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying Prohibited

Bullying, including “cyberbullying,” is not acceptable conduct in the Hermon School Department and is prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the School Committee's intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the School Committee does not condone and will take action in response to conduct that directly interferes with students' rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Definition of Bullying

"Bullying" and "cyberbullying" have the same meaning in this policy as in Maine law:

Bullying

"Bullying" includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

A. Has, or a reasonable person would expect it to have, the effect of:

1. Physically harming a student or damaging a student's property; or
2. Placing a student in reasonable fear of physical harm or damage to his/her property;

B. Interferes with the rights of a student by:

1. Creating an intimidating or hostile educational environment for the student; or
2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

C. Is based on:

1. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
2. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Cyberbullying

"Cyberbullying" means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

What Bullying Is Not

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash," trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane or does not interfere with students' opportunity to learn, the instructional program or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the

location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Application of Policy

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
- B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying.”

CELL PHONES/ELECTRONIC DEVICES (Also see ‘Audio Devices’)

Cell phones (or other communicatory devices) are not to be **visible, heard, or in use** (on) during the regular school day (7:50 AM – 2:13 PM) *except during* a student’s designated lunch period. Students who are referred to the office will have their device(s) confiscated by administration and the following progressive discipline will be applied:

- 1. First offense – device confiscated; parent must meet with administration
- 2. Second offense – device confiscated; parent must meet with administration; three-hour Friday Detention assigned
- 3. Third offense – device confiscated; parent must meet with administration; one-day suspension
- 4. Fourth offense – device confiscated; parent must meet with administration; three-day suspension; student is banned from having device on school property
- 5. Fifth offense – device confiscated; parent must meet with administration; five-day suspension; referral to superintendent

CHEATING

Copying/using another student’s work on an individual assessment (formative or summative) or providing work for another student to use are considered one and the same. The student(s) will receive no credit for the work. In addition any student who is referred to the office for cheating will be subject to progressive disciplinary action which may range from detention to suspension.

CLUBS AND ORGANIZATIONS

The non-athletic activities in which eligible students may participate are listed below. Beyond academic eligibility, there may be specific membership requirements for each.

| | | | |
|-------------------------|-----------------|-------------------|----------------------|
| Senior Class Officer | Fall Musical | CHIPS | Drill Team (JROTC) |
| Junior Class Officer | Yearbook | One-Act Play | Raiders (JROTC) |
| Sophomore Class Officer | Show Choir | Spring Production | Marksmanship (JROTC) |
| Freshman Class Officer | French Club | Math Team | Academic/Leadership |
| Key Club | Spanish Club | Book Club | Team (JROTC) |
| National Honor Society | Student Council | Mock Trial | Magic Club |
| Anime Club | Art Club | Steel Pans | HAT |
| Civil Rights Team | SAGA | YAF | Chess Club |

DANCES

Dances, which are held periodically, are for Hermon High School students and are not open to the general public. Students from other high schools may attend only when a guest list has been made available by administration.

Guest List Process:

Hermon High School students must return a *completed* Guest Permission Contract to the main office in advance of the dance. Approval of guests is the sole prerogative of the administration. Each student may invite one (1) guest to the dance. **The guest must be a current high school student or under 20 years of age.** The HHS student is responsible for his/her guest's conduct and will be held accountable for the guest's actions.

Dance Rules:

1. Students attending the dance must be there no later than 8:00 p.m. or they will not be admitted to the dance.
2. The dance runs from 7:00 p.m. to 10:00 p.m. Please have transportation home arranged prior to dance night.
3. All students upon entering the dance are subject to a *noninvasive alcohol test*. Students who arrive at the dance under the influence of alcohol, tobacco, or other drugs, or who may be imbibing on the premises, not only will be evicted from the dance, but will also be subject to all penalties under the Alcohol/Drug Abuse Policy, and the law.
4. Once a student arrives at the dance, he/she will not be allowed back inside the dance if the student leaves the building.
5. Suspended students will not be allowed to attend a dance that is held during the time of his/her suspension.
6. Students who are disorderly must leave the dance without a refund and may be denied the privilege of attending future dances.
7. If a student leaves the dance they must also leave school grounds.
8. All rules and regulations as specified in the Student Handbook are in effect during the dance, including those regarding public displays of affection (PDA).

DETENTION

Administrative Detention

Administrative detention is assigned by the Principal and/or Assistant Principal. Students assigned to detention are to report to the detention room promptly by 2:20 P.M.

Detention is regularly scheduled for Monday through Friday from 2:20 P.M. – 3:20 P.M., and monitored by a teacher. Friday Detentions run from 2:20 P.M. – 5:15 P.M. *Students will be given twenty-four (24) hours notice when assigned a detention and must make their own arrangements for transportation.*

Detentions take precedence over all other obligations, including school-related activities and outside employment. Not attending detention on the date assigned will result in an additionally assigned detention, and the original detention must still be served on a newly scheduled date or a Friday Detention (2:20P.M.-5:15 P.M.) may be assigned.

If a student does not report to an assigned Friday Detention (i.e., skips), or if a student is asked to leave a Friday Detention for any reason, including disruptive or uncooperative behavior, the result will be a suspension. ***The student will also have to make-up the 3-hour detention.*** Teacher and administrative detentions cannot be served concurrently.

Administrative/Office Detention Expectations:

1. Everyone must have work to do or something to read.
2. No talking, sleeping, eating food, or consuming beverages.
3. All students must be seated and remain seated.
4. Detention is scheduled for one hour (2:20P.M.-3:20P.M.) Monday, Tuesday, Wednesday, Thursday, and Friday. **Additionally, there is a “Friday Detention” which is scheduled for three (3) hours (2:20P.M.-5:15P.M.)**
5. Disruptive or uncooperative students may be asked to leave and a suspension may result. ***The student will also have to make-up the 3-hour detention.***
6. If a student does not report to an assigned Friday Detention (i.e., skips), the result will be a suspension. ***The student will also have to make-up the 3-hour detention.***
7. Subsequent skipping of Friday Detention will result in an additional suspension with the duration determined by administration. ***The student will also have to make-up the 3-hour detention.***
8. After detention period is over, all students must leave the building unless they have other legitimate, school-related responsibilities.
9. If a student is absent the day of an assigned detention, he/she must serve the detention on the first day he/she returns to school.

Teacher Detention

The classroom teacher is authorized and has the primary responsibility for maintaining order in the classroom. Any actions that are disruptive to the learning process will be dealt with by the individual teacher.

Detention that is assigned by teachers will take place in the assigned room of the teacher. Students will be given 24 hours notice. It remains the student’s obligation to report to teacher detention at the teacher’s discretion. Failure to report to teacher detention may result in referral to the Assistant Principal for further disciplinary action.

DISCIPLINE

Students and their parents must be aware that progressive incidents of negative behavior will result in progressive disciplinary action. Discipline will range from teacher detention to administrative detention, to Friday detention, to suspension. Other actions may be taken at the discretion of administration.

DRESS AND GENERAL APPEARANCE

The Hermon School Department recognizes that responsibility for the dress and appearance of students rests with individual students and their parents/guardians. The Hermon School Committee will not interfere with this choice providing the personal choices of students and their parents/guardians do not create a disruptive influence on the school program, offend others, or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school system to provide a safe, healthy, and non discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Gang-related clothing and insignia including but not limited to wearing display of “colors”, flags, bandanas, symbols, signs, emblems, or any article

of clothing, jewelry, footwear, or other item that is evidence of membership, promotion or affiliation in a gang are not allowed in school or at school sponsored activities.

- B. Articles of clothing which promote the use of tobacco, alcohol, other drugs or illegal activities or clothing that violates the School Committee's discrimination/harassment policy may not be worn on school grounds (when school is in session) or at other school related functions.
- C. Clothing with displays/words that are vulgar, sexual, lewd, or indecent or include insulting words, e.g., racial/ethnic slurs, are impermissible.
- D. Clothing that is destructive to school property, e.g., cleats, pants with metal inserts that may scratch furniture, is not permitted.
- E. Short shorts, clothing that reveals the midriff, clothing that is low-cut, clothing that reveals undergarments, clothing that is torn or ripped, or excessively short skirts are not permitted.
- F. No hats, sunglasses, or accessories such as heavy gauge chains are to be worn in the school buildings.

In all aspects of student activity, i.e., sitting, standing, or walking, students shall wear clothing that follows specified guidelines as outlined in this policy. Shorts shall measure no more than **7 inches** from center of bent knee. Skirts shall measure no more than **5 inches** from center of bent knee. No transparent or torn or ripped clothing that reveals skin or undergarments shall be worn. At no time shall students expose cleavage (cleavage: the area between a woman's breast, especially when revealed by a low-cut neckline). Tank tops must have straps measuring no less than 1 inch. No bare shoulders may be worn.

School administrators may adopt additional standards of dress or administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extra-curricular activities, work with or around machines, or other activities. However, no particular brand may be required.

Violation of this policy may result in (a) the student being required to change clothing or (b) disciplinary action ranging from detention to suspension from school.

DRUG AND ALCOHOL USE BY STUDENTS

Creating a safe and healthy learning environment requires a cooperative effort among school staff, students, parents, law-enforcement and organizations concerned with the use of drugs and alcohol by school-aged children.

In order to promote the safety, health and well being of students, the School Committee 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.

Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor, nor shall a student manufacture, distribute, dispense, possess or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled

substance defined in federal and state laws/regulations, or any look-alike substance that is represented to be a controlled 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.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students violating this policy will also be referred to law enforcement authorities for investigation and/or prosecution.

Prevention Education

The Hermon School Department will provide students with appropriate informational activities focused on educating students about drug and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is harmful; inform students how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

Intervention

The Hermon School Department will establish a team approach to intervene with students with drug/alcohol problems. (A “team” may consist of an administrator, a teacher, a guidance or substance abuse counselor, a Social Worker, and, if available, a parent). Students will be assisted in addressing their drug/alcohol problems and options for continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Policy Communication

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

HERMON HIGH SCHOOL ALCOHOL AND DRUG INTERSCHOLASTIC ACTIVITY POLICY

The school system recognizes that the use of alcohol, drugs, and tobacco poses a significant health problem for adolescents. The school system recognizes that the interscholastic policy needs to work in unison with the school’s effort in dealing with alcohol, tobacco, and drugs. The following 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 general welfare of the school. Athletic and Extra Curricular Activities covered by this policy include all Hermon High School sponsored clubs, activities, and teams.

A. Disciplinary Referrals

During the season* of practice, play rehearsal, or participation, a student shall not misuse a legally defined drug, possess, use, or distribute alcohol, illegal drugs, or tobacco (including vapor-pens). Violation(s) of the following will result in the listed action:

- (a) Misuse of any legal drugs (prescription/over the counter).
- (b) Possession, Use, or Distribution of alcoholic beverages.
- (c) Possession, Use, or Distribution of illegal drugs.
- (d) Possession, Use, or Distribution of any tobacco product.
- (e) Failure to immediately leave a party or social gathering where any of the preceding is in occurrence.

FIRST OFFENSE (Inside or outside of school):**

Suspension of participation in athletics and activities (including tryouts, practices, contests, and performances) for the duration of the school suspension. Referral of the student to the school's alcohol and drug counselor for the purpose of evaluation. Student and parent(s) must meet with the high school Principal, Athletic Director, and Coach/Advisor prior to the student returning to the team/activity.

SECOND OFFENSE (Inside or outside of school):

Suspension of participation in athletics and activities for remainder of season.*

THIRD OFFENSE (Inside or outside of school):

Permanent suspension of participation in athletics and activities for one year.***

***The season does not end officially until the final team/club activity (in many cases this means the banquet).**

****In the event of a drug and alcohol violation outside of school or school function the first offense is a ten day suspension from participation in the athletic activity – excluding Sundays – from the date of notification.**

*****One year means 365 days from the date of the incident.**

B. Self Referral*

Referral of the student to the school's alcohol and drug counselor for the purpose of evaluation.

Meeting between student, parent, and school alcohol and drug counselor. Student and parent(s) must meet with the high school Principal, Athletic Director, and Coach/Advisor.

***A self-referral may not take the place of a discipline referral. A self-referral may not supersede a discipline referral nor come about pending the outcome of a discipline referral.**

DUES/FEES**

Below is a list of fees for the coming year.

Parking Fee: \$5.00 Upon completing the registration form and returning it to the main office you will be assigned a parking spot. Parking fees are non-refundable.

Class Dues: To be determined by the needs of the Senior class.

*** Additional fees may be assessed for participation in athletic programs or other specific activities.*

ELIGIBILITY-INTERSCHOLASTIC ACTIVITY POLICY

Purpose

The purpose of interscholastic/extra curricular activities is to promote the physical, mental, moral, social and emotional well being of the participants in the venue of school sanctioned activities. Participants, advisors, and coaches are expected to display the ideals of character, sportsmanship, and fair play during the course of competition.

Participants in the interscholastic/extra curricular programs represent both our school and community before, during and after competition and therefore must act as role models and adhere to academic and behavioral standards that have been established by school officials. A positive presence on the part of participants enhances the reputation of the interscholastic/extra curricular programs which in turn portrays both the school and town in a favorable manner. Whether we win or lose, it is to these ideals that we aspire.

Definition

Interscholastic/extra curricular activities include all programs outside of the academic course of studies and which have been sanctioned by the Hermon School Committee.

Academic Eligibility

1. Students' grades will be reviewed after each ranking period.
2. To be eligible to participate in interscholastic / extra curricular activities, students must receive a passing grade (70% or higher) in all of their classes at the end of each ranking period. Students not passing all of their classes at the end of a ranking period will be deemed academically ineligible to participate, resulting in dismissal from a team or activity. (The date of academic ineligibility would begin on the date the report card is issued.)
3. Students who are failing ONE class with an average between a 60% - 69% (inclusive), will have the option to continue interscholastic / extra curricular participation with an academic and behavioral contract. Contracts will only be allotted ONCE per academic year. This contract will include the following:
 - a. Bi-weekly check-ins with administration (athletic director, principal or assistant principal) at which time ALL academic classes will be reviewed.

During each academic check if the student has failed to complete or turn in a formative assessment – in any of their classes, OR has a summative assessment score below a 70% - in any of their classes, he/she will be immediately deemed ineligible and removed from the interscholastic / extra curricular activity

- b. Throughout the term of the contract, if the student is referred to the office resulting in administrative discipline for, but not limited to, behavior such as disruption in class, inappropriate language, and inappropriate physical contact, the student will be immediately removed from the interscholastic / extra curricular activity.
5. Students who have failed more than one class or have failed one class with an average less than 60% will be deemed academically ineligible to participate, resulting in dismissal from the team or activity. The date of the academic ineligibility would begin on the date that the report card was issued. In order to regain eligibility the student must be passing all of his/her classes at the end of the next ranking period.

Students who are academically ineligible may not take part in tryouts – with the exception of tryouts for the spring season.

In the event of extenuating circumstances, a final appeal regarding eligibility may be directed to the high school principal. Appeals denied by the high school principal may be directed to the Hermon Superintendent of Schools. Appeals denied by the Hermon Superintendent of Schools may be directed to the Hermon School Committee.

Behavioral Eligibility: Misconduct in School

Students who are under suspension from school will not be allowed to participate in any manner during suspension including suiting up, sitting on the bench or being present at the activity. Also, those people participating in interscholastic and extra curricular activities must show that they have good attendance and have a record of not being late and cutting classes. The principal will develop rules for tardiness and cutting classes as far as participation in our extra curricular and interscholastic program is concerned.

Prerequisites

Students will demonstrate that they have passed physical exams presented on the Hermon School Department physical exam form allowing them to participate in the sport or extra curricular activity under consideration. They will also have the appropriate health insurance to cover them during the course of their participation. The insurance may come in the form of insurance policies provided by parents or an independent health insurance policy. Students will also be responsible for other permission slips regarding transportation and early release from a game or practice.

Practices

The coaches and athletic director will have the authority to determine whether or not a player can participate in an extra curricular contest based upon his/her attendance at practice. The principal and the advisor of an extra curricular activity will have the same authority when it comes to students who participate in non-athletic activities.

Alcohol and Drugs

Students are required at all times to adhere to the Hermon High School Alcohol and Other Drug Interscholastic Activity Policy. Participation in interscholastic/extra curricular programs is subject to the requirements set out in that policy.

Behavioral Eligibility: Interscholastic and Extra Curricular Activities

Participation in an interscholastic or extra curricular activity is a privilege reserved for students who are committed to representing themselves, their activities, school and community in a favorable manner at all times. Students are expected to follow all rules or training guidelines developed by advisors and coaches. Violations of any rules or guidelines may result in suspension or removal from the team or activity.

Additionally, students who engage in gross misbehavior within or outside the school environment, which reflects negatively upon the individual, group, team, school or community will be removed from the activity for the remainder of the season (interscholastic) or semester (extra curricular) after which the principal, athletic director and/or activity supervisor will determine behavioral eligibility for other interscholastic and extra curricular activities for the remainder of the school year. (Gross misbehavior includes but is not limited to any behavior which may be reported as: criminal trespass, vandalism, theft, threatening, possession of a weapon, possession of a controlled substance without a prescription, etc.)

Criminal Charges

Student participants in interscholastic and extra curricular activities are expected to conduct themselves so as not to discredit themselves, their team or activity, or their school. If a student is charged with a crime, he or she may, in the sound judgment of the superintendent, be suspended from participation in the activity until the case is adjudicated. A student convicted of a crime will be suspended from participation in interscholastic and extra curricular activities for at least 12 months following the conviction. At the end of the 12 month period, the student will meet with the superintendent and other appropriate administrators; and the superintendent will make a determination as to whether the student will be reinstated to participate in any interscholastic and extracurricular activities.

The superintendent shall have the authority to modify these requirements when, in the sound judgment of the superintendent, they would clearly constitute an injustice to the student based on the particular circumstances of the case.

General

Students are eligible to participate in the extra curricular/interscholastic activity as long as they are not absent the day of the game or the activity that has been scheduled. They may with permission, however, be absent for portion of a day for a doctor's appointment, dentist appointment, funeral or family emergency. A written note provided by the parents and confirmed by the athletic director and the coach (or the principal or the advisor) will be the final determination as to whether or not a student may participate in a scheduled activity.

Participation

Students may only participate in one sport per athletic season. Students may not quit a sport after the tryout period or after the start of the regular season to join another sport. Students

joining a team after the start of the pre-season may not participate in competition without the permission of the school athletic director.

Eligibility Rules

All students who compete in interscholastic athletics are required to abide by the rules set by the Maine State Principals' Association and by the Hermon School Committee.

Students are ineligible if they:

1. Have reached the age of 20
2. Have attended high school for four (4) years. This four year period refers to passage of time, not necessarily to four years of schooling. For example, a student who enters grade 9 in September of 2017 will be ineligible after June of 2021, regardless of how many semesters of school he/she has attended.
3. Fail to comply with Athletic Performance Code signed by the athlete and parents prior to the start of each season.

EXPULSION OF STUDENTS

The Hermon School Committee's responsibility in cases of expulsion cannot be delegated to the Superintendent or a single School Committee member. Expulsion requires personal investigation of the student's behavior by the entire Hermon School Committee.

No pupil shall be expelled from school except by action of the Hermon School Committee. Under the law, the School Committee shall expel any student who is deliberately disobedient or deliberately disorderly or for infractions of violence or possession, furnishing or trafficking of any scheduled drug as defined in Title 17-A, chapter 45; for possession and/or use of weapon as defined by 20-A MRSA ss 1001 (9-A) and 18 USCA ss 921 et weq; after a proper investigation of the student's behavior and due process, if found necessary for the peace and usefulness of the school. The School Committee also has the power to restore an expelled student on satisfactory evidence that the behavior which was the cause of the student being expelled will not likely occur.

FACULTY AREAS

Students are prohibited at all times from designated faculty-only areas (faculty room/bathrooms)

THE FAMILY EDUCATION RIGHTS and PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- A. The right to inspect and review the student's education records within 45 days of the day the Hermon School Department receives a request for access.

Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Hermon School Department to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the Hermon School Department decides not to amend the record as requested by the parent or eligible student, the Hermon School Department will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except the extent that FERPA authorizes disclosure without consent. (34CFR, section 99)

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Hermon School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the Hermon School Department has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the Hermon School Department discloses information without consent to officials of another school district in which a student seeks or intends to enroll.

The Hermon School Department may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. Directory information includes the student's name, participation in officially recognized attendance activities and sports, weight and height of athletes, date of attendance at Hermon schools, honors and awards received, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Such information will not be disclosed if the parent of the student informs the Hermon School Department in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Hermon School Department to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

FIGHTING/INAPPROPRIATE PHYSICAL CONTACT

Fighting and/or inappropriate physical contact, for any reason, will not be tolerated at Hermon High School. Students involved in fighting and/or inappropriate physical contact may receive up to a five (5) day suspension for the first offense; consequences could be more severe, depending on the offense. Any subsequent fighting and/or inappropriate physical contact will result in referral to the Hermon School Committee for expulsion.

FINAL EXAMS

Students are responsible to be present for all final exams when scheduled. Final exams are given to all students at the end of the fourth ranking period. Final exams count for 5% of the student's overall class average. During finals, all students must remain in the classroom until the end of the period.

FIRE DRILLS

The fire evacuation procedures are posted in all classrooms. When an alarm sounds, it is the duty of every student to follow, without question, the directions given by the teacher in charge of the room. Students who may be in bathrooms or other non-classroom areas of the building should use the nearest exit.

GRADING CRITERIA, REPORTING AND HONOR ROLL

Progress reports are issued to all students at the midpoint of each ranking period (see Dates to Remember/Ranking Periods).

Report cards are issued at the end of each ranking period. It is the responsibility of the student to see that the report card arrives home. It becomes the responsibility of the parent/guardian to be aware of the student's progress and study habits. Report cards may not be issued to students who hold overdue library books, who have lost or damaged texts, or have other financial obligations to the school, until such time as indebtedness has been met. Grading equivalents are as follows:

| | |
|----------|---|
| 93-100 | A |
| 85-92 | B |
| 77-84 | C |
| 70-76 | D |
| Below 70 | F |

I = Incomplete work – Students will receive an incomplete only upon prior approval of the principal and must be due to unusual circumstances.

Honor Roll

The honor roll is used as a tool for recognition of scholastic achievement at Hermon High School. The honor roll is based on quarter grades.

High Honors = All As (93-100)

Honors = All As and Bs (85-100)

Subjects include all academic and career and technical courses.

An incomplete disqualifies a student from consideration for the honor roll until the work is made up.

GRADUATION REQUIREMENTS

See Program of Studies.

GUIDANCE

The guidance department is staffed by two guidance counselors, a social worker, and a registrar whose primary concern is to assist individual students. Services offered from this department include individual counseling, course registration, information provisions in college selection and occupational areas, and testing. Records are maintained by the Guidance Office, as are a variety of career informational materials.

GUM CHEWING

Gum chewing is allowed only at the discretion of individual classroom teachers.

HARASSMENT

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry, or national origin, age, or disability is prohibited. Such conduct is a violation of School Committee policy and constitutes illegal discrimination under state and federal laws.

Harassment

Harassment/bullying includes but is not limited to verbal abuse, continued derogatory remarks, threats, physical assault and/or battery based on race, color, sex, sexual orientation, religion, ancestry, or national origin, age, or disability. Harassment that arises to the level of physical assault, battery and/or abuse is also addressed in School Committee policy JICI – (Weapons in School).

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, suggestive or lewd remarks, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal contact that is gender based that interferes with student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom the students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/bullying/sexual harassment of students by school employees is considered grounds for disciplinary action up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action up to and including expulsion.

The Superintendent or the employee designated as the Title IX Coordinator (the Affirmative Action Officer) will investigate complaints of harassment/bullying in accordance with the Student Harassment/Bullying Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks, and/or other means selected by the school administration.

Student Discrimination and Harassment Complaint Procedure

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

How To Make A Complaint

Any student who believes he/she has been harassed or discriminated against is encouraged to try to resolve the problem by informing the individual(s) that the behavior is unwelcome or offensive and by requesting that the behavior stop. This shall not prevent the student, however, from making an immediate formal complaint.

Any student who believes he/she has been harassed or discriminated against should report his/her concern promptly to a teacher, Assistant Principal or Principal. If the person reports to a teacher, he/she will immediately be referred to the Assistant Principal or Principal. If the person is uncomfortable reporting concerns to the Assistant Principal or Principal, he/she may report the concern in writing directly to the Affirmative Action Officer (Director of Special Services). Students who are unsure as to whether unlawful discrimination or harassment has occurred are encouraged to discuss their concerns with the Principal, Assistant Principal or Affirmative Action Officer. Students will not be retaliated against for reporting suspected discrimination or harassment.

Once a formal (written) complaint has been received, parents or guardians of any minor student (either complainant or student against whom a complaint is lodged) shall be notified of the situation. The Principal or Assistant Principal may pursue an informal resolution of the complaint with the agreement of the complainant and the person against whom the complaint is made. Any informal resolution is subject to the approval of the parents or guardians of any minors named in the complaint as well as all parties involved in the complaint and the Affirmative Action Officer, who shall consider whether the informal resolution is in the best interest of the school department in light of applicable policies and law.

If the parties are in agreement and resolution is reached, the Affirmative Action Officer shall keep a written record of the complaint and the agreed upon resolution.

If the parties are unable to reach informal resolution, the complaint shall be turned over to the Affirmative Action Officer for investigation and proposed resolution.

1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.

2. If the complaint is against an employee of the school department, any rights conferred under an applicable collective bargaining agreement shall be applied.
3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
4. The Affirmative Action Officer shall keep a written record of the investigation process.
5. The Affirmative Action Officer may take interim remedial measures (consistent with any applicable collective bargaining agreement provisions) to reduce the risk of further harassment while the investigation is pending.
6. The Affirmative Action Officer shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
7. The investigation shall be completed within 20 business days of receiving the complaint, if practicable.

If the Affirmative Action Officer determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:

1. Determine what remedial action if necessary, if any;
2. Determine what disciplinary action should be taken against the person(s) who engaged in harassment, if any, and
3. Inform the employee who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

If the employee who made the complaint is dissatisfied with the resolution, he/she may appeal to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.

Any person who believes he/she has been discriminated against or harassed is encouraged to use this complaint procedure. However, students are hereby notified that they also have the right to report incidents of discrimination or harassment to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04330 (phone 207-624-6050) and/or to the federal Office for Civil Rights, Regional Director, US Department of Education, S.W. McCormick POCH Room 222, Boston, MA 02109-4557 (phone 617-223-9622).

Legal Reference:

- American with Disabilities Act (28 CFR § 35.07)
- Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7)
- Title IX of the Educational Amendments of 1972 (34 CFR § 106.8b)
- Age Discrimination in Employment Act (34 CFR § 110.25)

HEALTH SERVICES

A school nurse is scheduled at Hermon High School on Monday, Tuesday, and Wednesday and on-call Thursday and Friday.

HOMEWORK

Homework is one of many methods teachers use in directing and assessing the learning of students. Reading, writing, research, and reviewing are the most common types of assignments to be done beyond the regular classroom setting. Students are expected to know and adhere to the homework policy for each of their classes/teachers.

INJURY

See ‘Accident Reports.’

INTERNET

All students are bound by the “Student Acceptable Internet Use Policy”.

LANGUAGE/PROFANITY

The use of vulgar or profane language at Hermon High School is not acceptable. Progressive disciplinary action will be administered.

LATE BUS

There is no late bus service provided after school. Students who remain at school beyond 2:15 p.m. are responsible for arranging their own transportation home.

LEAVING SCHOOL GROUNDS

Once a student arrives at school at 7:30 AM or later, he/she is not permitted to leave school property. Disciplinary action ranging from a 3 hour administrative detention (including loss of driving privileges), to suspension, will result if students leave without administrative permission.

LIBRARY

Students needing to use the library during the school day must obtain a pass from their teacher. All books/materials borrowed from the library must be returned by the designated deadline. Students who have overdue or lost materials may be subject to monetary charges and/or loss of library privileges. Behavior in the library must be conducive to study and research, otherwise the student may lose library privileges and be subject to further disciplinary action.

LIGHTERS/MATCHES

Students are not permitted to possess lighters and/or matches on school property. Any student in possession of lighters and/or matches is subject to suspension and other consequences.

LOCKERS

Lockers will be assigned at the beginning of the school year. Lockers are the property of the Hermon School Department and each student is responsible for keeping his/her locker clean, neat, locked and in working condition. Any student involved in the destruction or misuse of a locker will be held responsible and disciplinary action will result.

All storage facilities of any kind, either located on school property or made available by or through the school in conjunction with school activities away from the school, are at all times the property of, in custody of, and under control of the school. School authorities may, without prior notice, at any time, search, open, clean, inventory, relocate, reassign, or dispose of any such storage facility or its contents. All students who accept the use of or who use any school storage facility shall thereby be considered to have assigned implied consent to the searching, opening, cleaning, inventory, relocation, reassignment, or disposal of such storage facility or its contents without prior notice. The term “storage facility(ies)” includes but is not limited to lockers, club or society offices, closets, bins, cloak rooms, team rooms, and desks.

Only school issued locks are to be used on lockers, all others will be removed and disposed of. Students should always make sure that their locker is locked after each use. *Other people should never know a student’s locker combination.*

LOITERING

Loitering in and around the school building, including corridors, exits, and restrooms, or around other school department buildings, is not permitted before, during or after school. Disciplinary action will result if students are asked repeatedly to leave school grounds.

LOST AND FOUND

Lost and found articles may be claimed in the custodian’s room. Unclaimed articles will be disposed of at the conclusion of each quarter.

LUNCH/BREAKFAST

The cafeteria is open for breakfast before school until 7:45A.M. and for lunch. The cafeteria is an excellent place for developing positive personal relationships. We expect that during cafeteria use students will demonstrate the following behaviors:

1. Show consideration for all others in the cafeteria.
2. Demonstrate appropriate eating habits.
3. Leave the table and surrounding area orderly. The last person at the table should make sure the table is clean.
4. Replace chairs and put trash in proper containers.
5. Consume all food and beverages in the cafeteria. (No food or beverages are to be consumed in classrooms or hallways).
6. Remain in the cafeteria or outside on the patio until the lunch has ended.

MAKE-UP WORK

It is the responsibility of the student to secure make-up work upon return to school from an absence. Students are expected to know and adhere to the make-up work policy for each of their teachers/classes.

MEDIATION

Confidential mediation is available to faculty, staff, and students by trained adult and student mediators. Mediation is encouraged to assist in the resolution of conflicts that may occur during the school year. Mediation may be scheduled through administration, guidance, or teachers.

MEDICATION

No medications of any kind are provided by Hermon High School. The only medications considered necessary to be taken at school are those prescribed by a physician to be taken on a schedule that can not be adjusted to outside school hours.

A Medication Form, signed by the parent/guardian must be provided prior to administration of any medications. The medication must be provided by the parent in a correctly labeled, original container with no more than a 20 day supply (5 day supply for medications regulated by the Federal Narcotics Act). Students can not transport medications to school. If a medication is to be given for greater than 15 days, the Medication Form must also be signed by a physician. If a student requires doses of an over the counter medication, the procedure for prescription medication must be followed.

In cases specific to asthma inhalers and epinephrine auto-injectors, students may be allowed to carry and self-administer these medications only under the following conditions:

1. A Physician's Request for Student to Self-Administer form must be completed and signed by the parent/guardian and physician.
2. The student demonstrates to the school nurse, appropriate technique to ensure proper and effective use of an asthma inhaler or an epinephrine auto-injector.

See Policy JLCD – Administration of Medication to Students

MONEY/VALUABLES

Students are urged not to bring large sums of money or valuables to school. Students are to keep their belongings in their lockers.

'NO SCHOOL' ANNOUNCEMENTS

If for any reason school is canceled, announcements to that effect will be made on the Hermon High School Facebook page, television stations WABI-TV (channel 5) and WLBZ-TV (channel 2), and on Townsquare Media radio stations.

OFFICE REFERRALS

Any student whose actions interfere with the educational process may be removed from class and sent to the office. Any student who is sent to the office as an "office referral" will be subject to disciplinary action at the appropriate discretion of the principal and/or assistant principal.

PARENT ANNUAL NOTICE STUDENT RECORDS

See "The Family Education Rights," page 22

See 34 CFR99.6(a)(1), 34 CFR99.7,34CFR99.37

PARENT CONFERENCE/VISITS

Parents are encouraged to maintain regular communication with their student's teachers, guidance counselors, and other school staff members. E-mail is a convenient and effective way to communicate or to schedule an appointment to meet in person.

Parents are also encouraged to monitor their student's grades through use of PowerSchool; log-in information is available through the Guidance Office. Parents are also invited to regularly visit the Hermon High School website at www.hermonhs.org and the Hermon High School Facebook site.

PASSES

Students must have a staff-issued and signed pass to be out of regularly scheduled locations during the school day. Misuse of a pass will result in the loss of the pass privilege and possibly other disciplinary action.

PESTICIDE USE POLICY

Pest Control

Because pesticides pose risks, the Hermon School Department uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our schools focuses on making the school buildings and grounds as unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the schools' areas to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and – as a last resort—pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the School Department will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

Your Right To Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at a school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in the affected school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

Records

The School Department also keeps records of prior pesticide applications and information about the pesticides used. You may review these records as well as a copy of the Hermon School Department's integrated pest management policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting Mr. Jason Davis, our IPM Coordinator at 848-4000 x2409.

For further information about pests, pesticides and your right to know, please call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM website at www.thinkfirstspraylast.org/schoolipm.

PHOTOGRAPHS/VIDEO/AUDIO OF STAFF/STUDENTS

Taking photographs, video recording, or audio recording of staff members and/or other students without their knowledge and approval is prohibited. Posting on social media or other distribution of such photos/video/audio may be considered forms of harassment or bullying.

PLAGIARISM

Plagiarism is the willful act of copying someone else's work or idea and presenting that work as your own. Plagiarism will not be tolerated at Hermon High School. Students will receive a grade of zero for the plagiarized assignment. In addition, any students who are referred to the office for plagiarism will be subject to progressive disciplinary action which may range from detention to suspension.

POSTING OF INFORMATION

Important information concerning school affairs is given to students in daily notices, in announcements, at assemblies, and through the bulletin boards in each wing of the school. All announcements and postings of information must be first approved by the high school administration.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students are expected to act appropriately at school and at school related functions. Public displays of affection including (but not limited to) groping, petting, extended embraces and kisses, etc. will not be permitted at school. Violation of this policy may result in (a) parent(s) being contacted by administration and/or (b) disciplinary action ranging from detention to suspension from school.

RELATIONS WITH MILITARY AGENCIES/ARMED SERVICES

The Hermon School Committee recognizes the need for cooperation with representatives of the military services and school officials regarding students selecting the military as a career choice. It is the policy of the Hermon School Committee to allow the military services the same opportunity in meeting with secondary school students as other prospective student employers such as college recruiters and business/industry representatives. The procedures for the military to visit the secondary schools are as follows:

General Policy

1. Access to students in the school building during school time:

Military recruiters may meet with students for the purposes of disseminating information and addressing the military as a career choice. This would normally occur during study halls, activity periods, or other suitable non-instructional time.

2. Administration of Armed Services Vocational Aptitude Battery Test (ASVAB):

Military recruiters may administer the ASVAB Test through a prearranged schedule developed by the military and guidance/principal's office.

3. Release of Lists of Students' Contact Information:

The releasing of student names, addresses, and telephone numbers shall be provided by the Family Educational Rights and Privacy Act. This information is not to be released en masse to colleges, universities, business/industry or other individuals or agencies. If a parent or guardian does not want directory information from his/her child's education records provided to military recruiters, the Hermon School Department must be notified

in writing by September 15th of each school year in which the student is enrolled at Hermon High School.

REPORT CARDS

Individual student report cards are issued four (4) times per year (see Dates to Remember/Ranking Periods). Report cards will be mailed home. If a student owes the school an item or fee, the final report card will be held until the item or fee has been submitted.

SCHOOL COLORS

The school colors of Hermon High School are blue and gold.

SCHOOL MASCOT

The school mascot is the Hawk

SCHOOL SONG

Onward Hermon, onward Hermon
On to victory;
Loyal team of Blue and Gold
Hold up your heads and fight, fight, fight,
You do your best team
We do the rest team;

Show them where we stand,
Cheer, cheer for Hermon High and victory.

Onward Hermon, onward Hermon
Onward to the end.
Never let your spirits falter
Even though defeat is nigh;
You do your best team
We'll do the rest team;
Show them where we stand,
Cheer, cheer for Hermon High
And victory. Rah-Rah-Rah.

SKATEBOARDS/ROLLER BLADES/SCOOTERS

Skateboards, roller blades, scooters, and similar equipment are not allowed on school property.

SMOKING/USE/POSSESSION OF TOBACCO PRODUCTS

In accordance with State of Maine Law and Hermon School Department Policy, smoking or possession/use of any tobacco products (including vapor-pens) is prohibited at Hermon High School and on Hermon High School property. Any student violating this policy will be subject to suspension and referral to law-enforcement.

SOLICITATION

Students are not permitted to sell soda, candy, merchandise, etc. unless part of a school sanctioned group's or organization's fund-raising effort.

SPECIAL EDUCATION CHILD FIND NOTICE

The Hermon School Department is in compliance with federal and state regulations regarding the delivery of services to all children with special needs. Federal statute (I.D.E.A.) requires that the school department identifies, locates, and evaluates all children with disabilities, ages 3-20, residing within the school district. Residents who believe that their child is in need of special education services, whether attending public or private school, should contact the Director of Student Services, P.O. Box 6360, Hermon, ME 04402-6360 (848-4000).

SPORTS

The following team sports are offered at Hermon High School:

| | | |
|-----------------|---------------------|---------------|
| Boys Soccer | JV Football | Baseball |
| JV Boys Soccer | Fall Cheering | JV Baseball |
| Girls Soccer | Boys Basketball | Softball |
| JV Girls Soccer | JV Boys Basketball | JV Softball |
| Field Hockey | Girls Basketball | Golf |
| JV Field Hockey | JV Girls Basketball | Tennis |
| Cross Country | Cheering | Outdoor Track |
| Football | Indoor Track | |

SPORTSMANSHIP/STUDENT ACTIVITIES/CONDUCT

Students are reminded that while they are participating in, or attending, a school-sponsored activity they are representatives of Hermon High School. Students' appearance, behavior, and conduct must be consistent with school policies and procedures at all times during the trip. Failure to fully meet responsibilities in terms of cooperation, behavior and conduct will result in disciplinary action upon return to Hermon High School. All students are strongly urged to participate in or attend school activities. Good sportsmanship dictates that visiting teams and officials be treated as guests. We represent not only Hermon High School, but also ourselves, our families, and our communities.

STEALING

Stealing of any kind will not be tolerated at Hermon High School. Disciplinary action may include suspension, restitution, and/or legal action.

STUDY HALLS

As part of their regular schedule, the majority of students will have a study hall. Students are expected to report to that study hall with school work. Students wishing to be dismissed from a study hall (to go to the library, Guidance, meet with a teacher, etc.) *must first report to the study hall and sign out with the appropriate pass* from the non-study hall teacher or Guidance. Students are expected to do school work in study hall; any student involved in disruptive behavior will be subject to disciplinary action.

SUSPENSION OF STUDENTS

The Hermon School Committee delegates to the Principal authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days.

Suspension means a student cannot participate in any school functions during the time of suspension. The student must take the initiative of contacting teachers in order to get makeup work.

Prior to the suspension, except as therein after provided:

1. The student shall be given notice of the charge(s) against him/her.
2. The student shall be given an explanation of the evidence forming the basis for charge(s)
3. The student shall be given an opportunity to present his/her side of the case.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school; in such cases, the notice of charges, explanation of evidence, and the student's opportunity to explain his/her side of the story, shall be arranged as soon as practicable after removal of the student.

The parent or guardian shall be notified of the suspension of his/her son or daughter by telephone, if possible, and/or written notice. A copy of the written notice will be sent to the office of the Superintendent.

Students shall be responsible for any school work missed during their suspension. After reinstatement, they shall be permitted to take any tests, quizzes, or any other form of evaluation affecting their grades.

TARDINESS

Each morning, a warning bell will ring directing students to their homerooms. All students *must be in their homerooms* when the next (second) bell rings. Students who arrive to homeroom after the second bell will be referred to the office (see Attendance Policy).

Students who are late to class without a pass will be admitted and may receive a teacher detention. This detention is kept by the teacher of that class. If, after repeated offenses, the situation has not been resolved, the student will be referred to the Assistant Principal, who will issue administrative detention, suspension or other disciplinary action as deemed appropriate.

TELEPHONE

See "Cell Phones," page 12.

Students should not ask to make calls from the Main Office except in the case of an emergency. Only incoming calls from a parent or guardian of an emergency nature will be relayed to students during school hours.

TRANSPORTATION/PARKING

Permission to operate and park a vehicle (including a snowmobile) on school property is a privilege. No vehicle may be operated or parked on school property unless it is registered through the office of the Assistant Principal and the appropriate parking permit has been acquired (See 'Due/Fees.'). Registration forms and parking permits are available in the office. The driver must be able to show evidence that the vehicle is registered and insured and that

he/she is properly licensed. Students who bring their vehicles to school are to park them immediately upon arrival. All vehicles should be locked/secured and students are not to return to them during the school day.

Students will park vehicles in the parking lot in the front of the school (unless otherwise designated by administration) in spots designated by the office. Parking is allowed in student-designated areas only; students are not to park in staff parking spaces or in spaces designated for visitors. Violations such as, but not limited to, parking outside of marked lines, parking in inappropriate areas, parking in unassigned spots, excessive speed, squealing tires, and reckless driving will all be dealt with very seriously. Disciplinary action may include temporary or permanent suspension of driving privileges, detention, and/or suspension from school.

Students must register snowmobiles with the main office and must park their snowmobiles in the area above the field hockey field as designated by the Assistant Principal. Students are not to operate snowmobiles on any athletic field.

VISITORS

During school hours, all visitors to the school must be admitted through the front entrance and report directly to the Main Office to secure a visitor's pass. Parents/guardians, as well as prospective students, are encouraged and welcomed to visit Hermon High School. Students wishing to bring a visitor to school must complete a Visitor/Guest Permission Contract (signed by all their teachers) and submit it to the main office before the day of the visit. The visitor/guest must report directly to the main office upon arrival to meet with the principal/assistant principal.

WEAPONS

Students are not allowed to have guns, knives, chains, or weapons of any type (including look-alikes) that could place the school safety at risk, in their possession at any time. It is a violation of Maine State Law. Any items deemed to be a weapon will be confiscated. Suspension to expulsion recommendation will result for violations of this regulation.

WELLNESS

The Hermon School Department recognizes that student and staff wellness and good nutrition are related to physical and psychological well-being and readiness to learn. In order to promote a healthy school environment that supports student and staff wellness, healthy food choices, nutrition education, physical education, and regular physical activity, the Hermon School Department has adopted and revised a Wellness Policy. For a complete copy:

See policy JL – Wellness

WORK

Although outside employment may be necessary for some students, the primary “job” of a student is to get the best education that he/she can possibly achieve. While school is in session, work hours should be kept to a minimum so the student can reach these goals. A student's work schedule outside of school does not excuse the student from school-related obligations which include, but are not limited to, detentions, make-up sessions with teachers and/or meetings. All students and their parents/guardians should be aware of the State of Maine Child Labor Law.

**Hermon School Department
System-wide Student Code of Conduct**

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Hermon School Committee has developed this **System-wide Student Code of Conduct** with input from the school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

Article 1 - Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

Article 2 - Code of Conduct

All students are expected to comply with the Code of Conduct and all related School Committee policies and school rules. The Code applies to students:

- 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.

Article 3 - General Behavior Expectations and Discipline Policies

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors
2. Respect the rights and privileges of other students and school staff
3. Obey all School Committee policies and school rules governing student conduct
4. Follow directions from school staff
5. Cooperate with staff in maintaining school safety, order and discipline
6. Attend school regularly
7. Meet school standards for grooming and dress (See policy JICA - Student Dress)
8. Respect the property of others, including school property and facilities
9. Refrain from cheating or plagiarizing the work of others
10. Refrain from vulgarity, profanity, obscenity, lewdness and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will vary from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

See policies:
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students

Article 4 - Expectations

The following is a summary of the Hermon School Department's expectations for student behavior. In many cases, the School Committee has adopted policies that address these expectations in greater detail. Students, parents, and others should refer to the policies and student handbook for more information about the expectations and consequences. In cases of an inconsistency between the Code of Conduct, School Committee policies and/or school handbooks, School Committee policies will prevail.

A. Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behaviors include fighting, assaults and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation or harassment. Violations may result in disciplinary action up to and including expulsion.

See policies:
JICIA - Weapons, Violence and School Safety
EBCC - Bomb Threats

B. Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use 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 include but are not limited to bats, lighters, tools, and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

See policy JICIA - Weapons, Violence and School Safety

C. Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any actions or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

See policy ACAD - Hazing

D. Discrimination and Harassment/Sexual Harassment

Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin, or disability nor should students harass one another on the basis of race, color, sex, religion, ancestry, national origin, or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

See policies:

AC - Nondiscrimination/Equal Opportunity and Affirmative Action

ACAA - Harassment and Sexual Harassment of Students

E. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug or look-alike substance as described in the School Committee policy. Violations may result in disciplinary action up to and including expulsion from school.

See policy JICH - Drug and Alcohol Use by Students

F. Tobacco Use

Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations may result in disciplinary action up to and including expulsion from school.

See policy ADC -Tobacco Use and Possession

G. Conduct on School Buses

Students must comply with all School Committee policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

See policy EEACCA - Transportation Policy for Students and Parents/Guardians

H. Computer/Internet Use

Students may use school computers, networks and internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

See policy IJNDB - Student Computer and internet Use

I. Extracurricular Code of Conduct

Students must follow all School Committee policies and school rules while participating in athletics and extra curricular activities. In addition, a separate Interscholastic Performance Code has been developed governing the behavior of high school students participating in these activities. Students who violate the code may be subject to suspension or removal from the team/activity as well as additional disciplinary action under the applicable School Committee policies and/or school rules.

See policy ICB - Hermon High School Interscholastic Performance Code

Article 5 - Removal of Disruptive/Violent/Threatening Students

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator or, if not available, another suitable person who shall respond promptly.
3. Staff members should not use force or restraint, except only to a minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the noncompliant student. The administrator may invoke the School Department's crisis response plan if appropriate.

See 20-A M.R.S.A. § 4009 - Protection from Liability
See Crisis Response Plan

Article 6 - Special Services

1. Referral. The School Department has adopted policies and procedures for determining when a student shall be referred for special services.

See policies:

IHBAA - Identification of Students with Disabilities

IHBAC - Child Find

2. Review of Individual Education Plan. The school shall schedule a PET meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or to others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

See policy JKF - Disciplinary Removal of Students with Disabilities

Article 7 - Referrals to Law Enforcement Authorities

The superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the superintendent, must be reported to law enforcement authorities.

Article 8 - Dissemination of System-wide Student Code of Conduct

The system-wide Student Code of Conduct shall be distributed to all staff, students and parents through handbooks and/or other means selected by the superintendent and building administrators.

Legal Reference: 20-A M.R.S.A. §§ 254 (11); 1001 (15)

Cross Reference: Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities (Report of the Commission for Ethical and Responsible Behavior, February 2001)

**Hermon School Department
Code of Conduct
Discipline and Behavior Related Offenses and Consequences**

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. For cases involving absence, truancy, class cutting, tardiness to school or class, the intention is not to remove the student from the school or the classroom setting except in extreme circumstances. All attendance related offenses must be dealt with in accordance with the Hermon School Committee's attendance policy.

| I Staff/Admin. Response | II Parent/Guardian Involvement | III Reallocation of Student's Time | IV Exclusion from Normal School Activities | V Expulsion |
|---|---|--|---|---|
| Options: | Options: | Options: | Options: | Options: |
| Verbal reprimand | Phone call to parent/guardian | Detention | Restricted access | (Parent/guardian notification required) |
| Time-out or out of classroom | Written notification | Campus clean-up | Suspension | |
| Loss of privileges | Conference with parent/guardian | Friday detention | Recommend for evening school | |
| Teacher/Administrator conference with student | Parent/guardian accompanies student to school/classes | In-school suspension | Alternative placement | |
| Contact with parent | | Saturday school | (Parent/guardian notification required) | |
| | | (Parent/guardian notification required) | | |

Loss of credit for assignment or course may be appropriate in addition to any of the above consequences. Restitution for loss or damage may be requested in addition to any of the above consequences. Where appropriate, law enforcement will be involved.

NOTE: Refer to above table for types of consequences associated with each range.

| <u>Offense</u> | <u>Definition</u> | <u>Range</u> |
|--------------------------|---|--------------|
| Absence-Unlawful | An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence. | I to IV |
| Alcohol Violation | Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute. | IV to V |

| | | |
|--|--|----------|
| Arson/Fire | Attempting to, aiding in, or setting fire to a building or other property. | IV to V |
| Bus Misbehavior | Any violation of school system policy or bus driver rules or policy occurring on a school bus. | I to IV |
| Cheating/Academic Dishonesty | Copying, plagiarizing, altering records, or assisting another in such actions. | I to IV |
| Computer/Electronic Communication Misuse | Any unauthorized use of computers, software or internet/intranet account to access internet/intranet, accessing inappropriate websites misuse of a website, internet/intranet account or internet/intranet resource. | I to V |
| Cutting Class | Unexcused absence from a class or school activity. | II to IV |
| Defamation | False or unprivileged statements ore representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. | II to IV |
| Destruction of Property/Vandalism | Damage, destruction, or defacement of property belonging to the school or others. | I to IV |
| Discrimination | Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner. | II to V |
| Disrespect Toward Adults | Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community. | I to IV |
| Disruption, classroom | Behavior that interferes with the learning of others in any learning environment. | I to IV |
| Disruption, inciting and/or participating | Behavior disturbing the atmosphere or order | I to V |
| Disruption, school | Behavior that interferes with the safe and orderly environment of the school or school activity. | I to IV |

| | | |
|---|---|----------|
| Drug Violation | Possession or use of (including possession with the intent to sell, give, deliver or distribute) any inhalants or other intoxicants, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia. | IV to V |
| Extortion/Strong-arming/Blackmail | The process of obtaining property from another with or without that person's consent, by wrongful use of force, fear or threat. | IV to V |
| Failure to Serve Assigned Consequences | Failure to serve detention, contract room, Saturday school, suspension, or other assigned consequences. | I to IV |
| Bomb Threats/False Alarms | Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher. | IV to V |
| Fighting | A hostile confrontation with physical contact involving two or more students. | III to V |
| Fireworks or Explosives | Possession, use and/or threat to use firecrackers smoke bombs, flares, combustible or explosive substances, or combination of substances or articles. | IV to V |
| Forgery | To use, make or reproduce another's signature for deceptive purposes. | I to IV |
| Gambling | Wagering money or property. | I to IV |
| Harassment | A sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning. | II to V |
| Hazing | Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club or team. | IV to V |
| Indecent Exposure | Exposure to sight of the private parts of the body in a lewd or indecent manner. | II to V |

| | | |
|--|---|-----------|
| Insubordination | Refusing to follow reasonable directions of teachers, staff, administration, including failure to identify self. | III to IV |
| Intimidation | Engaging in actions or statements that put an individual in fear of bodily harm. | I to IV |
| Leaving School Grounds Without Permission | Leaving school grounds during regular school hours without written permission from parent/guardian or someone listed on the Emergency procedure card. | III to IV |
| Pager | Carrying, wearing, or using an unauthorized portable electronic communications device. | II to IV |
| Physical Attack on Staff | Aggressive action with physical contact directed at school staff while on school grounds or at a school sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity. | IV to V |
| Physical Attack on Students or Others | Aggressive action, with physical contact directed at another person, student or non-student on school grounds or at a school-sponsored event. | IV to V |
| Profanity | Using vulgar or abusive language, cursing or swearing. | I to IV |
| Refusal to Obey School Rules | Failure to comply with school rules, regulations, policies and/or procedures. | I to V |
| Sexual Activity | Behavior of a sexual nature including consensual sexual activity; possession of pornographic materials. | II to IV |
| Sexual Harassment | Unwanted and inappropriate verbal, written or physical conduct of a sexual nature directed toward others. | II to V |
| Stalking | A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death; or that a third person will likely suffer serious bodily injury or death. | IV to V |

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| Tardiness | Lateness to school or class; tardiness to class of 20 minutes or more equals one class absence; three incidents of unexcused tardiness of less than 20 minutes equals one class absence. | I to IV |
| Theft | Taking or obtaining property of another without permission or knowledge of the owner. | II to V |
| Threat to Staff, Physical or Verbal | Expression, conveyed by word or action, of intent to do physical harm to a staff member. | IV to V |
| Threat to Student, Physical or Verbal | Expression, conveyed by word or action, of intent to do physical harm to another student. | IV to V |
| Tobacco Use/ Possession | Possession or use of any tobacco or tobacco products, including possession with the intent to sell, give, deliver or distribute. | III to V |
| Trespassing | Unauthorized presence on school property including while on a restrictive trespass, suspension or expulsion. | II to V |
| Truancy | Unexcused absence without parental knowledge. | III to IV |
| Uncooperative Behavior | Intentional failure to follow reasonable directions of a staff member or to participate cooperatively in a school or class activity. | I to IV |
| Weapons Violations | Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, knives, and any implement, visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon. | IV to V |