

**Hermon High School  
Student Handbook  
2023-2024**

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### **Principal's Welcome**

To The Students:

The spirit of Hermon High School and Hawk Pride is 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 2023-2024.

Sincerely,

Brian M. Walsh, Principal

\*\*\*\*\*

### **HERMON SCHOOL COMMITTEE**

**2023 – 2024**

Stephanie Oiler – Chairperson

Christopher McLaughlin– Vice Chairperson

Haily Keezer

Jesse Keith

Brian Veneziano

Debbie CoWallis (RSU 87)

Shannon Knowles (RSU 87)

### **Mission Statement**

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

### **Core Values and Beliefs**

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.

### **Learning Expectations**

In order to achieve the vision of the graduate, all students are expected to:

#### **Academic Expectations**

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

#### **Social and Civic Expectations**

- 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

### **Vision of the Graduate**

The graduate of Hermon High School must demonstrate the following skills (as adapted from Maine's Guiding Principles). The Hermon High School graduate is

- A clear and effective communicator
- A self-directed and lifelong learner
- A creative and practical problem solver

- A responsible and involved citizen
- An integrative and informed thinker

**Hermon School Department  
2023-2024 School Calendar**



August 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	IS	IS	31	
1	student days			
2	inservice days			

September 2023				
M	T	W	T	F
				1
H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
20	student days			

October 2023				
M	T	W	T	F
2	3	4	5	IS
H	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
20	student days			
1	inservice day			

November 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	H
13	14	15	16	17
20	IS	22	H	H
27	28	29	30	
16	student days			
1	inservice day			

December 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
H	26	27	28	29
16	student days			

January 2024				
M	T	W	T	F
H	2	3	4	5
8	9	10	11	12
H	16	17	18	19
22	23	24	25	26
29	30	31		
21	student days			

**School Holidays**

- July 4 Independence Day
- Sept. 4 Labor Day
- Oct. 9 Columbus Day
- Nov. 10 Veterans' Day (Observed)
- Nov. 23 Thanksgiving Day
- Nov. 24 Holiday
- Dec. 25 Christmas
- Jan. 1 New Year's Day
- Jan. 15 Martin Luther King, Jr. Day
- Feb. 19 Presidents' Day
- Apr. 15 Patriots' Day
- May 27 Memorial Day (Observed)
- June 19 Juneteenth

February 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
H	20	21	22	23
26	27	28	29	
16	student days			

March 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	IS
18	19	20	21	22
25	26	27	28	29
20	student days			
1	inservice day			

April 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
H	16	17	18	19
22	23	24	25	26
29	30			
17	student days			

\*New Years is a special observance day as cited in Title 20-A MRSA §4803

N.B. - Legal Reference: Title 20-A MRSA, Sections 4802, 4803 & 4804

May 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
H	28	29	30	31
22	student days			

June 2024				
M	T	W	T	F
3	4	5	6	7
10	IS	S	S	S
5	18	H	20	21
24	25	26	27	28
6	student days			
1	inservice day			
5	storm days **			

**IS = In-Service Days - NO SCHOOL:**

- August 29 & 30, 2023 In-service
- October 6, 2023 In-service
- November 21, 2023 In-service
- March 15, 2024 In-service
- June 11, 2024 In-service

**P/T = K-12 Parent/Teacher Conferences**

- HHS P/T dates: 10/05 3:30-7:30; 10/12 3:30-7:30
- HMS P/T dates: 11/09 4:00-7:30; 11/20 9:00-2:00, 4:00-7:30
- PADS P/T dates: 11/16 4:00-7:00; 11/20 8:00-3:00 & 4:00-7:30

**Remote Day - Patricia A. Duran School ONLY**

**H = School Holiday - No School**

**Vacation Day - No School**

**S = Storm day**

**\* = No School/Comp Day for P/T Conferences**

Orientation for Grade 9: 08/30/23

August 31<sup>st</sup> First pupil day (K Screenings: 08/31 & 09/01/23)

First Kindergarten pupil day: 09/05/23

ER = Early Release - June 10 Last pupil day

\*\*This calendar includes five (5) days to be lost due to inclement weather. The actual calendar may be adjusted if fewer or more days are lost due to weather conditions.

Graduation Date: June 8, 2024

Approved by HSC: 03/06/2023

**HERMON HIGH SCHOOL**  
**DATES TO REMEMBER/RANKING PERIODS**

**2023 - 2024**

Aug. 30	Freshman Orientation Day
Aug. 31	First Student Day for Grades 9-12
Sept. 4	No School – Labor Day
Oct. 2	Mid-Quarter Progress Reports Issued
Oct. 5	Parent / Teacher Conferences (3:30-7:30 pm)
Oct. 6	Teacher Workshop Day
Oct. 9	Holiday - Indigenous People Day
Oct. 12	Parent / Teacher Conferences (3:30-7:30 pm)
Nov. 3	First Quarter Ends
Nov. 6	Second Quarter Begins
<b>Nov. 8</b>	<b><i>First Quarter grade reports issued</i></b>
Nov. 10	Holiday - Veterans' Day
Nov. 20-24	Holiday - Thanksgiving Break
Dec. 13	Mid-Quarter Progress Reports Issued
Dec. 25-Jan. 1	Holiday Recess
Jan. 15	Holiday - Martin Luther King, Jr. Day
<i>Jan. 19</i>	<i>Second Quarter Ends</i>
Jan. 22	Third Quarter Begins
<b>Jan. 24</b>	<b><i>Second Quarter grade reports issued</i></b>
Feb. 19-23	Winter Recess
Feb. 28	Mid-Quarter Progress Reports Issued
Mar. 15	Teacher Workshop Day (K-12)
<i>Mar. 29</i>	<i>Third Quarter Ends</i>
Apr. 1	Fourth Quarter Begins
<b>Apr. 3</b>	<b><i>Third Quarter grade reports issued</i></b>
Apr. 15-19	Spring Recess
May 8	Mid-Quarter Progress Reports Issued
May 27	Holiday - Memorial Day
June 8	Graduation
June TBA	Final Exams – All students

**Ranking Periods**

1st Quarter	August 31 - November 3	3rd Quarter	January 22 - March 29
2nd Quarter	November 6 - January 19	4th Quarter	April 1 - June 17 (tentative)
Mid-Term	January 20 - 21	Finals	June 20 - 21



## **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 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 to academic success. Students are expected to attend all classes and study halls and 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 expectations for students in all content areas of Maine's system of Learning Results and other content areas as specified by the Hermon School Committee. These standards intend 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**

Adding or dropping of a full-year class 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.

**Any schedule changes after the scheduled Add/Drop period 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 procedure after the add/drop period 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.
2. Guidance personnel will meet with the student and make a recommendation for any change to his/her schedule.
3. The student must obtain 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 approve any add/drop to take effect.
6. The student must return the completed add/drop slip to the guidance office. Students will not change any classes until all steps are complete.

## **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  
31 Billings Road  
Hermon, ME 04401

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 the administration. Assemblies are held in the auditorium and/or gym. Teachers escort their classes to the assembly and sit with them. Assemblies are considered 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:** Students in Grades 6, 9, and 11 wishing to participate in a competitive sports program will be required to have a physical prior to participation. All new students, no matter what grade, will be required to have a current physical on file.
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 the parent(s)' insurance policy.
4. **Parental Consent Form:** This form must be signed by a 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 (Policy JED)**

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 after three 3 consecutive absences or 10 total absences for illness**)
2. An appointment with a health professional that must be made during the regular school day (please bring medical appointment card for documentation)
3. Observance of a recognized religious holiday when observance is required during the regular school day.
4. A family emergency (death in the 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, including educational disruptions

A parent or legal guardian should contact the school by telephone (848-4000 ext 1300) to report and absence before 9:00A.M. *If the school is not notified of an absence and the parent or guardian cannot be reached, the absence will be considered unexcused.*

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.

### ***Pre-Arranged Absence Procedures:***

Parents and students are urged to schedule medical and dental appointments, recreation, family vacations, college visits, and other optional absences for times when school is not in session. However, on occasion, it may become a necessity for a student to miss school.

- (1) Obtain the Advance Notice of Absence form from the main office.
- (2) Complete the form including teacher signatures, assignment information, and parent/guardian signature and return to office for Principal's approval.
- (3) Except for emergency family situations, the Advance Notice of Absence form should be completed **at least 5 days prior** to the planned absence.

### ***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.

#### **Skiping 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, progressive discipline will apply.

### ***Tardy to School:***

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. 8**). If the school is not notified **within 24 hours (next school day)** or the reason does not meet the legal definition (**see Excused Absences P. 8**) 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 and (progressive suspensions will apply)

### ***Tardy to Class:***

Students who are late to class without a pass will be admitted and may receive a teacher detention. After repeated offenses the student will be referred to administration for disciplinary action.

### ***Dismissals:***

Student dismissals will be approved only in the following manner:

1. Dismissals must be **IN WRITING FROM A PARENT/GUARDIAN** 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. 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 school day:
  - a. A parent (or Emergency Contact) **must** sign the student out when they arrive to pick him/her up.
  - b. Emails and faxed dismissals will be accepted (email address **hhs\_attendance@schools.hermon.net**).
  - c. In the event of extenuating circumstances, phone dismissals will be approved by administration, provided there is a follow-up fax or email.
  - d. The student **MUST** check in with the office to ensure documentation has been received prior to leaving the building.

### ***Truancy:***

A student is habitually truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A M.R.S.A. 5001-A) and he/she

1. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or
2. Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during the school year.

### ***Chronic Absenteeism:***

Students are considered chronically absent if they are enrolled for a minimum of 10 days and are absent 10% or more of the days enrolled. Absences include both excused and unexcused absences. Additionally, students who are tardy or released early are considered absent if they miss more than 50% of the school day.

### ***Actions / Loss of Credit:***

Whenever a student misses seven (7) consecutive **OR** ten (10) total days of school, the student and parent/guardian will be notified **in writing** that the student is now legally truant from school.

School administrators may require medical documentation for any excused absences, tardies, or dismissals.

Whenever a high school student misses twenty (20) unexcused days of class/school of a full year course or ten (10) unexcused days of a semester course, the student and parent/guardian will be notified **in writing** by the school that the student has lost credit.

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

***Appeals Process:***

To appeal the rulings of the attendance policy, a student and parent or guardian may request, in writing, a hearing with the Hermon School Committee as to why he/she should be exempt from the policy.

***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.

**BACKPACKS**

Backpacks are **NOT** permitted during the school day, due to the crowding in hallways, classrooms, and the cafeteria. Students may use string bags to carry belongings between classes and are encouraged to use their assigned lockers.

**BELL SCHEDULES**

	Monday, Wednesday, Thursday	Tuesday	Friday
Warning Bell	7:50	7:50	7:50
Intervention			7:55-8:32
Period 1	7:55-9:15	7:55-9:08	8:37-9:50
Period 2	9:20-10:40	9:13-10:26	9:55-11:08
Homeroom	10:45-10:55		
Period 3	11:00-12:45 Lunches: A 11:00-11:20 B 11:44-12:04 C 12:25-12:45	10:31-12:10 Lunches: A 10:31-10:51 B 11:10-11:30 C 11:50-12:10	11:13-12:52 Lunches: A 11:16-11:36 B 11:55-12:15 C 12:32-12:52
Period 4	12:50-2:10	12:15-1:28	12:57-2:10
Intervention		1:33-2:10	

*Schedules may be adjusted for school functions such as assemblies or class meetings.*

**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**

Students may have beverages in plastic or metal containers with secured lids.

## **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 that 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 (Policy JICK)**

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."



### ***Consequences for Policy Violation***

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions. The School Committee retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal charges.

### **CELL PHONES/ELECTRONIC/AUDIO DEVICES**

Cell phones, headphones, earbuds, or other audio devices may be used for **teacher-approved** educational purposes during the regular school day. Students may also use cell phones and other electronic devices during their lunch period.

For the safety of all students, cell phones, headphones, earbuds, or other audio devices may NOT be **visible, heard or in use** in the hallways, restrooms, or locker rooms. In addition, the use of electronic devices during class time without teacher approval is prohibited. 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 (returned at the end of the day) & parent contacted
2. Second offense – device confiscated (returned at the end of the day); parent contacted; 1hr detention assigned
3. Third offense – device confiscated; parent must pick-up device; 2-hour detention assigned
4. Fourth offense – device confiscated; parent must meet with administration; 3-hour detention assigned; student is banned from having device on school property
5. Fifth offense – device confiscated; parent must meet with administration; 1-day suspension

### **CHEATING/ PLAGIARISM**

Copying/using another student's work, using an artificial intelligence program, or providing work for another student to use are considered one and the same. The student(s) may 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.

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 may 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.

### **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 Officers	Civil Rights Team	Hawks-4-Change	One Act Play
Junior Class Officers	Conspiracy Club	International Thespian Society	Outdoor Adventure Club
Sophomore Class Officers	Creative Writing	JLAB (JROTC)	Show Choir
Freshmen Class Officers	Cube Club	Key Club	Spanish Club
Anime	Fall Musical	Knitting / Crochet Club	Spring Production
Art Club	French Club	Math Team	Steel Pans
Book Club	Game Club	Marksmanship Team (JROTC)	Student Council
Chess Team	GSA	National Honor Society	Yearbook

## **COMPUTER POLICIES AND INTERNET SAFETY**

These rules accompany Hermon School Committee policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving Hermon School Department computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the School Department's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the technology coordinator.

### ***A. Consequences for Violation of Computer Use Policy and Rules***

Student use of School Department computers, networks and Internet services is a privilege, not a right. Compliance with the School Department's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

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

In cases which the violation affects the integrity of the network, the Information Services (I.S.) Department may also suspend or revoke the student's privileges. The I.S. Department may restore the privileges with the approval of the building principal.

### ***B. Acceptable Use***

The School Department's computers, networks and Internet services are provided for educational purposes and research consistent with the School Department's educational mission, curriculum and instructional goals.

All School Committee policies, school rules and expectations concerning student conduct and communication apply when students are using computers.

Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the School Department's computers.

### **C. Prohibited Uses**

Examples of unacceptable use of School Department computers that are expressly prohibited include, but are not limited to, the following:

1. Accessing Inappropriate Materials: Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually aggressive, threatening, discriminatory, harassing and/or illegal materials.
2. Illegal Activities: Using the School Department's computers, networks and internet services for any illegal activity or in violation of any School Committee policy or school rules. The School Department assumes no responsibility for illegal activities of students while using school computers.
3. Violating Copyrights: Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission. The School Department assumes no responsibility for copyright violations by students.
4. Copying Software: Copying, downloading or installing software without the express authorization of the technology coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The School Department assumes no responsibility for illegal software copying by students.
5. Plagiarism: Representing as one's own work any materials on the Internet (such as term papers, articles, music etc.). When Internet sources are used in student work, the author, publisher and web site must be identified.
6. Non-School-Related Uses: Using the School Department's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; and any other personal use not connected with the educational program or assignments.
7. Misuse of Passwords/Unauthorized Access: Sharing passwords, using other users' passwords, and accessing or using other users' accounts.
8. Malicious Use/Vandalism: Any malicious use, disruption or harm to the School Department's computers, networks and internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. Unauthorized Disclosure of Personal Information: Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **D. No Expectation of Privacy**

The Hermon School Department computers remain under the control, custody and supervision of the School Department at all times. Students have no expectation of privacy in the use of any computing device in the school district, including e-mail, stored files and internet access logs. In the event that a staff member has reasonable suspicion that a personal computing device is being used in violation of this policy, the district shall have the right to inspect the device.

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

The student and his/her parents are responsible for compensating the School Department for any losses, costs or damages incurred by the School Department for violations of School Committee policies and school rules while the student is using School Department computers or personal computer equipment on the school network, including the cost of investigating such violations. The School Department assumes no responsibility for any unauthorized charges or costs incurred by a student while using School Department computers or the network.

### ***F. Student Security***

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

### ***G. System Security***

The security of the School Department's computers, networks and internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

### ***H. Additional Rules for Laptops Issued to Students***

1. Laptops, which are loaned, shall be used for educational purposes only and not be used to engage in activities of no educational value.
2. Students and faculty are responsible for the proper care at all times, including costs associated with repairing or replacing the laptop.
3. If a laptop is lost or stolen, this must be reported to the building principal immediately. If a laptop is stolen, a report should be made to the local police and to the building principal immediately.
4. The School Committee's policies or rules governing the use of any computer, or any careless use of any laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of School Committee policies or school rules.
5. Parents are responsible for supervising their child's use of the laptop and internet access when in use at home.
6. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by staff.

### **COPYRIGHT COMPLIANCE (Policy EGAD)**

It is the intent of the Hermon School Committee that all employees and students of the Hermon School Department adhere to the provisions of federal copyright law. Employees and students who willfully disregard the law and the School Department's copyright policy and administrative procedure do so at their own risk. The School Department will not extend legal and/or insurance protection to employees or students for willful violations of this policy. Such violations may also result in disciplinary action.

The superintendent is responsible for implementing this policy and the accompanying administrative procedure. The superintendent may develop additional administrative procedures and/or delegate specific responsibilities to building principals and others as he/she deems appropriate.

At a minimum, the following steps shall be taken in an effort to prevent violation of the copyright law in the School Department:

- A. Employees shall be informed of this policy/administrative procedure.
- B. Notices shall be posted in reasonable proximity of equipment that may be used for copying materials.
- C. Teachers and library media specialists shall be responsible for informing students about the legal, ethical and practical problems caused by copyright infringement and illegal use of materials.

Legal Reference: Public Law 94-553, The Copyright Act of 1976, 17 USC § 101 et seq.

### **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 the 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.**

#### ***Dance Rules:***

1. Dances are scheduled from 7:00-10:00 p.m., students attending the dance must be there no later than 8:00 p.m.
2. All students entering the dance are subject to a noninvasive alcohol test. Anyone who arrives under the influence of alcohol, tobacco, or other drugs, or who may be imbibing on the premises, will be evicted from the dance and subject to all penalties under the Alcohol/Drug Abuse Policy.
3. Once a student leaves the dance they will not be re-admitted and must leave school grounds.
4. Suspended students will not be allowed to attend a dance that is held during the time of his/her suspension.
5. Students with excessive absences may be denied the opportunity to attend school dances by administration.

6. Students who are disorderly must leave the dance without a refund and may be denied the privilege of attending future dances.
7. All rules and regulations as specified in the Student Handbook are in effect during the dance, including those regarding public displays of affection (PDA).

## **DISCIPLINE**

### ***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.

Teachers will communicate with students the date and location of the detention. Students will be given 24 hours notice. Failure to report to teacher detention may result in referral to the Assistant Principal for further disciplinary action.

### ***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.

### ***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.

1 hour detentions are scheduled Monday, Tuesday, Thursday & Friday 2:20-3:20 P.M.

3 hour weekly Friday Detentions will run from 2:20 P.M. - 5:20 P.M.

3 hour Saturday School (as needed) will run from 7:30 A.M. - 10:30 A.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 or Saturday School may be assigned.

If a student does not report to an assigned Friday Detention or Saturday School or if a student is asked to leave a Friday Detention / Saturday School 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, or eating.
3. All students must be seated and remain seated.
4. 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.*

5. If a student does not report to an assigned Friday Detention/ Saturday School the result will be a suspension. ***The student will also have to make-up the 3-hour detention.*** Subsequent skipping will result in additional suspension and student will have to make-up 3 hour detention.
6. After the detention period is over, all students must leave the building unless they have other legitimate, school-related responsibilities.
7. 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.

### ***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:

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 from school.

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.

### ***Expulsion of Students (Policy JKE)***

No student shall be expelled from school except by action of the Board. Following a proper investigation of a student's behavior and due process proceedings conducted in accordance with 20-A :MR.SA§ 1001(8)(A), the Board shall expel the student, if found necessary for the peace and usefulness of the school, as provided in 20-A MRSA § 1001(9) and (9A).

The Board also has the authority to readmit an expelled student on satisfactory evidence that the behavior which was the cause of the student being expelled will not likely recur.

### **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. Non-transparent clothes must be worn in a way such that genitals, buttocks, nipples, and midriff (area between chest and waist) are covered at all times. All shirts must have a shoulder strap. Clothing that reveals underwear is prohibited.
- B. No hats, hoods, or sunglasses may be worn during the school day, exceptions for religious, cultural, or medical issues may apply.
- C. Costumes, capes, and flags are not permitted during the school day, exceptions may apply for school approved events such as spirit week or winter carnival.
- D. Students are not permitted to carry stuffed animals during the school day.
- E. 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.
- F. Clothing with displays/words that are vulgar, sexual, lewd, or indecent or include insulting words, e.g., racial/ethnic slurs, are impermissible.
- G. Clothing that may be destructive to school property, e.g., cleats, pants with metal inserts, and spiked jewelry is not permitted.
- H. 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.

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 (Policy JICH)**

The Hermon School Committee and the staff of the Hermon School Department support a safe and healthy learning environment for students which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law-enforcement and organizations concerned with the use of drugs and alcohol by school-aged 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.

### **HHS ALCOHOL AND DRUG INTERSCHOLASTIC ACTIVITY PROTOCOL**

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 Extracurricular 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 the 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.**

#### **A. 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 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 other clubs or activities.*

## **EXTRACURRICULAR PERFORMANCE CODE (Policy ICB)**

### ***Purpose***

The purpose of interscholastic/extracurricular 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/extracurricular 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/extracurricular 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/extracurricular 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 / extracurricular 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 / extracurricular 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 / extracurricular 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 /extracurricular activity.
4. 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.

Year-end grades from the previous school year determine fall sports eligibility for the next school year. Students may take summer classes to regain eligibility. Academic contracts for the fall may also be issued based on year-end grades.

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 extracurricular 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 extracurricular 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 extracurricular 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 extracurricular contest based upon his/her attendance at practice. The principal and the advisor of an extracurricular 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 School Department Policy JICH Drug and Alcohol Use by Students.

### ***Behavioral Eligibility: Interscholastic and Extra Curricular Activities***

Participation in an interscholastic or extracurricular 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 (extracurricular) after which the principal, athletic director and/or activity supervisor will determine behavioral eligibility for other interscholastic and extracurricular 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***

Students participating in interscholastic and extracurricular 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 extracurricular 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 extracurricular/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 2019 will be ineligible after June of 2023, 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.

## **THE FAMILY EDUCATION RIGHTS and PRIVACY ACT: FERPA (Policy JRA-E)**

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

### **A. Inspection of Records**

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the superintendent or building administrator in writing and must identify the record(s) to be inspected. The superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of ten cents (\$0.10) per page copied.

### **B. Amendment of Records**

Parents/eligible students may ask the Hermon School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the superintendent, or building administrator, in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing procedure.

## **C. Disclosure of Records**

The Hermon School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law.

### ***1. Directory Information***

The Hermon School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the Hermon School Department, and honors and awards received, and photographs and videos of student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the Hermon School Department to disclose directory information must notify the superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later:

### ***2. Military Recruiters/Institutions of Higher Education***

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Hermon School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the Hermon School Department to disclose this information must notify the superintendent in writing within (30) days of enrollment.

### ***3. School Officials with Legitimate Educational Interests***

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons 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); members of the Hermon School Committee; persons or companies with whom the Hermon School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

### ***4. Other School Units***

As required by Maine law, the Hermon School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

**5. *Health or Safety Emergencies***

In accordance with federal regulations, the Hermon School Department may disclose education records without prior written consent in a health and safety emergency to any person whose knowledge or the information is necessary to protect the health or safety of the student or other individuals.

**6. *Other Entities/Individuals***

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the superintendent or building administrator.

**D. Complaints Regarding School Department Compliance with FERPA**

Parents/eligible students who believe that the Hermon School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. 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, will not be tolerated at Hermon High School. Students involved in fighting and/or inappropriate physical contact may be suspended for the first offense; the consequences could be more severe, depending on the offense. Any subsequent fighting and/or inappropriate physical contact will result in a 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 10% of the student's overall class average. During finals, all students must remain in the classroom until the end of the period.

**FIRE / LOCKDOWN DRILL**

The evacuation / lockdown 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.

**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	70-76	D
85-92	B	Below 70	F
77-84	C	I = Incomplete work	

Summative assessments are 70% of course grade

Formative assessments are 30% of course grade

Incompletes: Incompletes will only be granted for extenuating circumstances that are agreed upon by the student, parent, teacher, and administration. Any student with an incomplete must meet with the teacher and create a plan including a timeline to finish the required work. Any incomplete that remains at the end of the agreed upon timeframe will be changed to the numerical grade that is reflected in the gradebook or an 'F,' if applicable.

### **Honor Roll**

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 the honor roll until work is completed.

### **GRADUATION REQUIREMENTS**

- **English:** (4 non-elective credits required) Core courses in English shall include instructional elements in the following areas: grammar, vocabulary development, composition, literature, analytical reading and oral communication.
- **Math:** (3 credits plus 1 year math experience, and all third year students must be enrolled in a math class) Core courses in Mathematics shall include instructional elements in algebra, geometry, trigonometry, statistics, and/or calculus. (Program of Studies for Math choices and experiences.)
- **Science:** (3 credits, including at least 1 Lab Science, plus 1 year Science experience) Students are required to take Earth Systems, a Biology class and at least 1 physical science class. Physical Sciences include: Conceptual Chemistry, Conceptual Physics, Chemistry, Honors Chemistry, Physics and Honors Physics. (See Program of Studies for Science choices and experiences).
- **Social Studies:** (3 Social Studies credits plus 1 year Social Studies experience) as defined by the Program of Studies including 1 course that meets the American History/ Government standards. (See Program of Studies for Social Studies choices and experiences.)
- **Health:** (1 credit required) .5 credit during both Freshman and Sophomore year, equaling 1 credit total.

- *Physical Education: (1 credit required) .5 credit during both Freshman and Sophomore year equaling 1 credit total.*
- *Visual and Performing Arts: (1 credit required) The Visual and Performing Arts requirement may be satisfied by successful completion of one full year or two half year courses in art, music or theater arts.*
- *Successful completion of a course that meets the Personal Finance standards. Students can meet this requirement by taking Personal Finance, another approved course that meets the personal finance standards, or a special project approved by administration.*
- *20 hours of completed Community Service by the start of the Senior year.*
- *State Assessments:* Participate and complete all required state assessments during their high school career..

The remaining credits may be selected by the student based on his/her interest, satisfaction of course prerequisites, and requirements of the field that he/she plans to enter upon graduation.

### **GUIDANCE**

The Guidance Department is staffed by three school counselors, a social worker, and a registrar. Some of the services offered within this department include academic advising, course registration, post-secondary planning, and solution focused counseling.

### **HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS (Policy ACAA)**

Harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct.

Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

#### ***A. Harassment***

Harassment includes, but is not limited to, verbal abuse and other offensive conduct based on race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse, and/or bullying behavior are also addressed in Board Policies JICIA – Weapons, Violence and School Safety and JICK – Bullying.

**B. *Sexual Harassment***

Sexual harassment is addressed under federal and state laws/regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

*1. Title IX Sexual Harassment*

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit's education programs and activities:

- a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;
- b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or
- c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

*2. Sexual Harassment Under Maine Law*

Under Maine law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
- b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
- c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or offensive environment.

**C. *Reports and Complaints of Harassment or Sexual Harassment***

All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. Failure to report such incidents may result in disciplinary action.

Students, parents/legal guardians and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. The Affirmative Action Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R).

### **HEALTH SERVICES**

Hours are posted on the door of the nurse's office (room 113)

### **LANGUAGE/PROFANITY**

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

### **LEAVING SCHOOL GROUNDS**

Once a student arrives at school at 7:30 AM or later, he/she is not permitted to leave the school property after entering the building. If a student leaves without administrative permission, disciplinary action will range from 3-hour administrative detention, and loss of driving privileges, to suspension.

### **LIBRARY**

The librarians are authorized and has the primary responsibility for maintaining the order of the library. 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. 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.

### **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, 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 corridors, restrooms, and the parking lot is prohibited. Loitering in the hallways during class can disrupt learning for other students. Students need to have a valid pass to be in

the hallways except during passing periods. At the conclusion of the school day students are expected to leave the building in a timely fashion unless they are participating in a school sponsored activity. Students waiting for rides must wait in the front foyer. Students will not be allowed to wander the building. 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. 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.
6. Remain in the cafeteria or outside on the patio until the lunch has ended.

### **MEDICATION**

A medication form, signed by the parent/guardian must be provided prior to administration of any medications.

Any prescribed medications must be provided by the parent in the original labeled container with no more than a 20-day supply (5-day supply for medications regulated by the Federal Narcotics Act). Students can not transport prescribed 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.

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 condition:

- A Physician's Request for Student to Self-Administer form must be completed and signed by the parent/guardian and physician.

### **'NO SCHOOL' ANNOUNCEMENTS**

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

### **NOTIFICATION OF PARENTS RIGHT TO KNOW**

Working with parents is an important aspect of our efforts to teach and learn. As a part of these efforts, all schools in the State of Maine are required to inform parents of their right to know and request the professional teacher qualifications for all teachers and paraprofessionals. We wish to let you know the information and qualifications of your child's teacher(s) is available upon request. Please contact your child's principal or the Superintendent's Office (848-4000 ext. 6000) if you have any questions or would like further information.

## **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 schedule an appointment to meet in person.

Parents are 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.hhs.hermon.net** and the Hermon High School Facebook site.

## **PASSES**

Students must utilize the electronic hall pass system to be out of their 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 (Policy ECB)**

### ***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 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](http://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.

### **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:

1. *Access to students in the school building during school time:*  
Military recruiters may meet with students for the purpose 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 15<sup>th</sup> of each school year in which the student is enrolled at Hermon High School.

## **REPORT CARDS**

Individual student report cards will be mailed home four (4) times per year (see Dates to Remember/Ranking Periods). 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 SONG**

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

## **SKATEBOARDS/ROLLER BLADES/SCOOTERS**

Skateboards, roller blades, scooters, and similar equipment are not to be used 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 vape pens) is prohibited at Hermon High School and on Hermon High School property. Any student violating this policy will be subject to suspension.

## **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 (Policy IHBAC)**

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, 31 Billings Road, Hermon, ME 04401 (848-4000).

## **SPORTS**

The following team sports are offered at Hermon High School:

Varsity Boys Soccer	Fall Cheering	Baseball
JV Boys Soccer	Varsity Boys Basketball	JV Baseball
Varsity Girls Soccer	JV Boys Basketball	Softball
JV Girls Soccer	Freshmen Boys Basketball	JV Softball
Varsity Field Hockey	Varsity Girls Basketball	Golf
JV Field Hockey	JV Girls Basketball	Tennis
Cross Country	Cheering	Unified Basketball
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 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.

## **STUDENT SURVEYS AND MARKETING INFORMATION (Policy ILD)**

From time to time, the Hermon School Department may administer surveys to students in the course of developing and evaluating programs and services offered in the schools. The Hermon School Department will comply with the federal Protection of Pupil Rights Act and applicable regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in this policy.

### ***Parental Consent to Surveys***

No student shall be required to participate in a survey receiving funding under U.S. Department of Education programs that reveals the following information without prior notice to and the written consent of parents/guardians:

- Political affiliations or beliefs of the student or the student's parents;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
- Religious practices, affiliations or beliefs of the student or the student's parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.)

In the case of surveys not funded under U.S. Department of Education programs, parents/guardians will receive prior notice of the survey and their right to opt-out. Parents/guardians may request that their child not participate in a particular survey by submitting a written request to the building principal within ten calendar days of receiving the notice.

### ***Notice to Parents Regarding Surveys***

Parents/guardians will be provided with a copy of this policy at the beginning of each school year, and within a reasonable time if substantive changes are made to the policy by the School Committee. If actual or unexpected dates of surveys have been scheduled when the policy is distributed, parents/guardians of affected students will be notified at that time. If surveys are scheduled after the start of the school year, parents/guardians will be provided with reasonable notice before the survey is administered.

### ***Procedure for Inspection of Surveys/Instructional Materials***

Parents/guardians have the right to inspect any survey created by a third party before it is distributed or administered to students. Parents may also inspect any instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey.

Parents/guardians may request to inspect surveys or related instructional materials by submitting a request in writing to the building principal within ten calendar days of receiving notice that a survey is to be administered. The building principal shall make arrangements for the parent/guardian to inspect the survey and/or materials within a reasonable time prior to the scheduled date for the survey.

### ***Use of Student Personal Information for Marketing Purposes***

The Hermon School Department does not collect, use or disseminate personal information about students for marketing or commercial purposes.

This policy does not prevent the collection, use or dissemination of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions (including but not limited to tests and assessments, sale by students of products or services to raise funds for school-related purposes, student recognition programs and book clubs or magazines).

### ***Protection of Student Privacy***

The superintendent shall be responsible for ensuring that appropriate measures are taken to ensure that student privacy is protected when surveys are administered or personal information about a student is collected, disclosed or used for marketing purposes.

### ***Complaints***

The United States Department of Education maintains an office that handles complaints about alleged violations of the Protection of Pupil Rights Amendment by local school units. Complaints regarding violations may be submitted in writing to:

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

## **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.*** Student involved in disruptive behavior will be subject to disciplinary action.

## **STUDY HALL / INTERVENTION PRIVILEGE (JUNIOR / SENIOR)**

Juniors and seniors, in good academic standing, are eligible for study hall and/or intervention privilege. Students and parents must complete the appropriate form prior to the privilege taking effect.

***Study Hall:*** Junior and seniors with a first and/or fourth period study hall will have the privilege of coming to school after study hall or leaving school after their last class. Once the appropriate form is completed, the study hall periods will be removed from the student's schedule.

***Intervention:*** Juniors and seniors, in good academic standing, may choose not to participate in the intervention period study hall. If the student is requested by a teacher using the EdYOUshed program, the student is still expected to be with the teacher during the intervention period.

## **SYLLABI**

A syllabus for each course offered at Hermon High School is posted on the high school website ([www.hhs.hermon.net](http://www.hhs.hermon.net)). The syllabi includes the course description, graduation standards, unit summaries, grading practices, and retake policy.

## **TRANSPORTATION/PARKING**

Operating and parking a vehicle (including a snowmobile) on school property is a privilege. No vehicle may be parked on school property unless it is registered through the office. All vehicles should be locked/secured and students are not allowed to go their vehicle during the school day without permission from administration.

Parking is allowed in student-designated areas only; students are not to park in staff parking spaces or in spaces designated for visitors. Once a student has parked their vehicle they should go directly to the high school, loitering in the parking lot is prohibited. Violations such as, but not limited to, loitering, parking outside of marked lines, 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 must be admitted through the front entrance and report directly to the Main Office to secure a visitor's pass. 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 administration.

## **WEAPONS (Policy JICIA)**

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 (Policy JL)**

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.

## **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 (Policy JIC)**

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 (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
<b>Options:</b>	<b>Options:</b>	<b>Options:</b>	<b>Options:</b>	<b>Options:</b>
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.

<b><u>Offense</u></b>	<b><u>Definition</u></b>	<b><u>Range</u></b>
<b>Absence-Unlawful</b>	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

<b>Alcohol Violation</b>	Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute.	IV to V
<b>Arson/Fire</b>	Attempting to, aiding in, or setting fire to a building or other property.	IV to V
<b>Bus Misbehavior</b>	Any violation of school system policy or bus driver rules or policy occurring on a school bus.	I to IV
<b>Cheating/Academic Dishonesty</b>	Copying, plagiarizing, altering records, or assisting another in such actions.	I to IV
<b>Computer/Electronic Communication Misuse</b>	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
<b>Cutting Class</b>	Unexcused absence from a class or school activity.	II to IV
<b>Defamation</b>	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
<b>Destruction of Property/Vandalism</b>	Damage, destruction, or defacement of property belonging to the school or others.	I to IV
<b>Discrimination</b>	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
<b>Disrespect Toward Adults</b>	Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community.	I to IV
<b>Disruption, classroom</b>	Behavior that interferes with the learning of others in any learning environment.	I to IV
<b>Disruption, inciting and/or participating</b>	Behavior disturbing the atmosphere or order	I to V

<b>Disruption, school</b>	Behavior that interferes with the safe and orderly environment of the school or school activity.	I to IV
<b>Drug Violation</b>	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
<b>Extortion/Strong-arming/Blackmail</b>	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
<b>Failure to Serve Assigned Consequences</b>	Failure to serve detention, contract room, Saturday school, suspension, or other assigned consequences.	I to IV
<b>Bomb Threats/False Alarms</b>	Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.	IV to V
<b>Fighting</b>	A hostile confrontation with physical contact involving two or more students.	III to V
<b>Fireworks or Explosives</b>	Possession, use and/or threat to use firecrackers smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.	IV to V
<b>Forgery</b>	To use, make or reproduce another's signature for deceptive purposes.	I to IV
<b>Gambling</b>	Wagering money or property.	I to IV
<b>Harassment</b>	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

<b>Hazing</b>	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
<b>Indecent Exposure</b>	Exposure to sight of the private parts of the body in a lewd or indecent manner.	II to V
<b>Insubordination</b>	Refusing to follow reasonable directions of teachers, staff, administration, including failure to identify self.	III to IV
<b>Intimidation</b>	Engaging in actions or statements that put an individual in fear of bodily harm.	I to IV
<b>Leaving School Grounds Without Permission</b>	Leaving school grounds during regular school hours without written permission from parent/guardian or someone listed on the Emergency procedure card.	III to IV
<b>Pager</b>	Carrying, wearing, or using an unauthorized portable electronic communications device.	II to IV
<b>Physical Attack on Staff</b>	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
<b>Physical Attack on Students or Others</b>	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
<b>Profanity</b>	Using vulgar or abusive language, cursing or swearing.	I to IV
<b>Refusal to Obey School Rules</b>	Failure to comply with school rules, regulations, policies and/or procedures.	I to V
<b>Sexual Activity</b>	Behavior of a sexual nature including consensual sexual activity; possession of pornographic materials.	II to IV
<b>Sexual Harassment</b>	Unwanted and inappropriate verbal, written or physical conduct of a sexual nature directed toward others.	II to V

<b>Stalking</b>	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
<b>Tardiness</b>	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
<b>Theft</b>	Taking or obtaining property of another without permission or knowledge of the owner.	II to V
<b>Threat to Staff, Physical or Verbal</b>	Expression, conveyed by word or action, of intent to do physical harm to a staff member.	IV to V
<b>Threat to Student, Physical or Verbal</b>	Expression, conveyed by word or action, of intent to do physical harm to another student.	IV to V
<b>Tobacco Use/ Possession</b>	Possession or use of any tobacco or tobacco products, including possession with the intent to sell, give, deliver or distribute.	III to V
<b>Trespassing</b>	Unauthorized presence on school property including while on a restrictive trespass, suspension or expulsion.	II to V
<b>Truancy</b>	Unexcused absence without parental knowledge.	III to IV
<b>Uncooperative Behavior</b>	Intentional failure to follow reasonable directions of a staff member or to participate cooperatively in a school or class activity.	I to IV
<b>Weapons Violations</b>	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