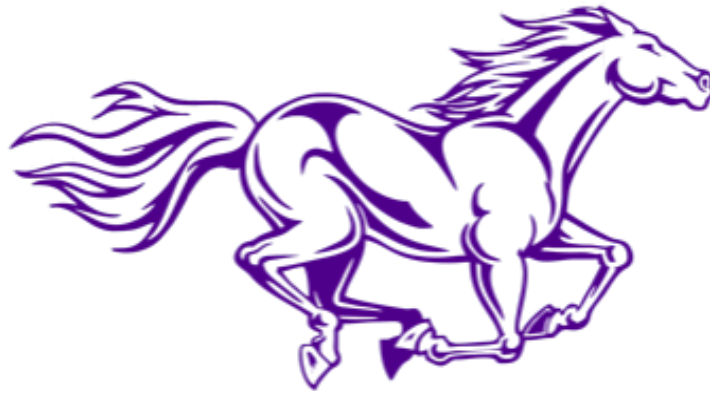


# ***HAMPDEN ACADEMY***



***Home of the Broncos***

**2025-26**

## **STUDENT AND FAMILY HANDBOOK**

Mission Statement:

*Hampden Academy is committed to the optimal learning of all students.*

This handbook provides information about our school and clarity about the expectations for student behavior at school and school-related functions. Each student and parent/guardian is expected to review and be familiar with the contents. A copy of this document will be distributed to students, and it can be found on our website.

Please feel free to contact the school with any questions regarding this handbook. If there is a conflict between the information in this handbook and RSU #22 Board of Directors' policies, the Board policies prevail.

Hampden Academy  
89 Western Avenue  
Hampden, ME 04444  
(207) 862-3791

website: [ha.rsu22.us](http://ha.rsu22.us)

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Hampden Academy 2025-26														
Purple & White Calendar														
No School					White Day					T Teachers Only				
E Early Release					Purple Day					H Holiday				
August					September					October				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
18	19	20	21	T	H	2	3	4	5			1	2	3
T	T	27*	28**	29	8	9	10	11	12	6	7	8	9	T
					15	16	17	18	19	H	14	15	16	17
* Gr 9 & new students					22	23	24	25	26	20	21	22	23	24
**all students					29	30				27	28	29	30	Q1
November					December					January				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
3	4	5	6	7	1	2	3	4	5				H	2
10	H	12	13	14	8	9	10	11	12	5	6	7	8	9
17	18	19	20	21	15	16	17	18	19	12	13	14	15	T
24	E	26	H	28	22	E	24	H	26	H	20a	21a	22a	Q2a
					29	30	31			26	27	28	29	30
February					March					April				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6	2	3	4	5	6			1	2	Q3
9	10	11	12	E	9	10	11	12	T	6	7	8	9	10
H	17	18	19	20	16	17	18	19	20	13	14	15	16	E
23	24	25	26	27	23	24	25	26	27	H	21	22	23	24
					30	31				27	28	29	30	
May					June					178 Student Days, including				
M	T	W	Th	F	M	T	W	Th	F	3 Snow Days				
				1	1b	2b	3	4	5c	a = Mid-term exams				
4	5	6	7	8	8c	9c	10c	E*	12	b = Senior final exams				
11	12	13	14	15	15	16	17	18	H	c = Underclass final exams				
18	19	20	21	E	*may be adjusted for snow days									
H	26	27	28b	29b	June 7: HA Graduation									

### Daily Bell Schedule

Block	Time	Full Block
1.1	8:00 - 8:40 (40 mins)	8:00 - 9:22 Total Academic Time: 82 min.
1.2	8:42 - 9:22 (40 mins)	
2.1	9:27 - 10:07 (40 mins)	9:27 - 10:49 Total Academic Time: 82 min.
2.2	10:09 - 10:49 (40 mins)	
1st Lunch	10:54 - 11:14	11:17 - 12:36 Total Academic Time: 79 min.
2nd Lunch	11:34 - 11:54	10:54 - 11:34 (40 min) 11:57 - 12:36 (39 min) Total Academic Time: 79 min.
3rd Lunch	12:16 - 12:36	10:54 - 12:13 Total Academic Time: 79 min.
4.1	12:41 - 1:21 (40 mins)	12:41 - 2:02 Total Academic Time: 81 min.
4.2	1:22 - 2:02 (40 mins)	

### Bell Schedule: Wednesday Short Advisory

Block	Time	Full Block
1.1	8:00 - 8:37 (37 mins)	8:00 - 9:16 Total Academic Time: 76 min.
1.2	8:39 - 9:16 (37 mins)	
Advisory	9:21 - 9:35	Advisory Time: 14 min.
2.1	9:40 - 10:17 (37 mins)	9:40 - 10:56 Total Academic Time: 76 min.
2.2	10:19 - 10:56 (37 mins)	
1st Lunch	11:01 - 11:21	11:24 - 12:41 Total Academic Time: 77 min.
2nd Lunch	11:42 - 12:02	11:01 - 11:39 (38 min) 12:04 - 12:41 (37 min) Total Academic Time: 75 min.
3rd Lunch	12:20 - 12:41	11:01 - 12:18 Total Academic Time: 77 min.
4.1	12:46 - 1:23 (37 mins)	12:46 - 2:02 Total Academic Time: 76 min.
4.2	1:25 - 2:02 (37 mins)	

### Bell Schedule: Wednesday Extended Advisory (Between 1 & 2)

Block	Time	Full Block
1.1	8:00 - 8:34 (34 mins)	8:00 - 9:10 Total Academic Time: 70 min.
1.2	8:36 - 9:10 (34 mins)	
Advisory	9:15 - 9:55	Advisory Time: 40 min.
2.1	10:00 - 10:34 (34 mins)	10:00 - 11:10 Total Academic Time: 70 min.
2.2	10:36 - 11:10 (34 mins)	
1st Lunch	11:15 - 11:35	11:38 - 12:45 Total Academic Time: 67 min.
2nd Lunch	12:50 - 12:10	11:15 - 11:47 (30 min) 12:13 - 12:45 (32 min) Total Academic Time: 62 min.
3rd Lunch	12:25 - 12:45	11:15 - 12:22 Total Academic Time: 67 min.
4.1	12:50 - 1:25 (35 mins)	12:50 - 2:02 Total Academic Time: 72 min.
4.2	1:27 - 2:02 (35 mins)	

# *Hampden Academy*

## *2025-26*

### ***Principal***

Dr. Susan Thibedeau  
sthibedeau@rsu22.us  
862-3791

### ***Assistant Principal***

Mr. Ryan Crane  
rcrane@rsu22.us  
862-3791

### ***Athletic Director***

862-3985

### ***Resource Officer***

Officer Katherine Dymment  
kdymment@rsu22.us  
862-3791

### ***Assignments based on student last name and grade level.***

#### ***School Counselor***

Mrs. Kelly Weaver  
kweaver@rsu22.us  
862-4111

Students with the last name beginning with A - C

#### ***School Counselor***

Ms. Charla Lowell  
clowell@rsu22.us  
862-4111

Students with the last name beginning with D - Mc

#### ***School Counselor***

Mrs. Christine Votour  
cvotour@rsu22.us  
862-4111

Students with the last name beginning with Me - Z

#### ***Clerical***

Mrs. Monica McKay, Main Office Coordinator  
Ms. Kimber Bilodeau, Main Office - Attendance  
Mrs. Kathleen Johnson, Athletics/Student Services  
Mrs. Bethany Lothrop, Student Services

mmckay@rsu22.us  
kbilodeau@rsu22.us  
kjohnson@rsu22.us  
blothrop@rsu22.us

## Staff Directory 2025-26

*The general email address for all Hampden Academy staff is the person's first initial, last name, followed by @rsu22.us. For example, to email Principal Susan Thibedeau, use sthibedeau@rsu22.us*

<p><b>English Department</b> Caitlyn Anderson Jennifer Guare Terri Jenkins-Suggs Rob Kissinger Sam Manhart Sophia McCluskey Allison Oyler Lindsey Shaw</p> <p><b>Visual/Performing Arts Dept</b> Melanie Crowe Adele Drake Jason Priest Molly Priest</p> <p><b>Math Department</b> Mathew Allen Sara Ballard Michael Ditzel Kim Elkins Chris Hink Tawnya Knupp Alisa Libby</p> <p><b>World Languages Department</b> Florence Cousineau Ben Johnson Jennifer Norwood Deborah Phillips</p> <p><b>Science Department</b> David Evanoff Danielle Johnson William McLain Amy Sidell Jenna Somerset Julie Thornton Peter Wagner</p> <p><b>Health/PE/Wellness Department</b> Jen Deprey Gloria DeRedin Nancy Desjardin Marcus Nadeau</p>	<p><b>Social Studies Department</b> Emily Albee Caitlyn Anderson Jason Dorr Heidi Harris Al Hills Beth Kilgore Seamus McKaig</p> <p><b>Technology Education Dept</b> Melanie Crowe Charlie Huff Todd Moore</p> <p><b>Special Education Department</b> Steven Austin Mariko Brown Bryan Campbell Rich Dudley Monica Larrabee Linda MacDonald Michelle Shaw Harold Williams</p> <p><b>Jobs for Maine Grads (JMG)</b> Anne Cowin</p> <p><b>Educational Technicians</b> Gloria Asalone Lon Bagley Zoe Bria Alyson Buhyoff Kai Butts Donna Chahley Annemarie Cole McKenzie D'Angelo Julie Dorritty Deborah Hotham Mara Larby Luiz Martinez Sarabeth Miller Ethan Robbins Barbara Rozelle Robensen Saintard Jill Sockalexis Denise Young Jeff Small Jennifer Wright-Smith</p>	<p><b>Alternative Education</b> Michelle Ksyniak Kenneth Wood</p> <p><b>Health Center</b> Barbara Parent, Nurse Kathleen Johnson, Admin Asst</p> <p><b>Social Workers</b> Jasmine Merchant Rudie Robinson</p> <p><b>Library</b> Leslie Rosenblatt, Librarian</p> <p><b>504 Coordinator</b> Brian Cartwright</p> <p><b>IEP Coordinator</b> Ashlee Peters</p> <p><b>Technology Integration</b> Ty Knappe Nate Savage Donald Sprague</p> <p><b>Custodians</b> Richard Faloon Traci Fox Nathen Perley Michel Philbrick Donald Spofford</p> <p><b>Nutrition Staff</b> Kristen Crabtree Sheila Harnish Heidi Lord Jonah Martin Makayla Thompson Carol Winch Michelle Wood</p>
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# Hampden Academy

89 Western Avenue, Hampden, ME 04444 • Office: 207 862-3791 • Fax: 207 862-4577

## Principal's Message

Dear Hampden Academy Community,

Welcome to a new year at Hampden Academy! We are delighted to have you as part of our school community. Our commitment is to create a supportive environment where every student feels they belong and can achieve their highest potential. Working with students, staff, and families, we help every student have the opportunity to learn and grow.

Our experienced teachers, staff, and administration bring dedication and expertise to their roles. HA driven by the belief that education is a powerful force for personal and societal growth. High school is a time of personal and intellectual growth, and we are proud to be part of that developmental process. Our community brings diversity in backgrounds, cultures, and perspectives, which strengthens and enriches our school.

As we begin this year together, we will continue to foster a spirit of collaboration, respect, and understanding. We encourage everyone to embrace the challenges and opportunities that lie ahead – they will help you find your passions and discover your potentials

Let's make this a year full of engaging learning, fun experiences, and meaningful achievements. GO BRONCOS!

Susan Thibedeau  
Principal

**Embrace Challenge — Get Involved — Be Kind**



**Hampden Academy challenges all students to achieve individual excellence.**



Accredited Member of the New England Association of Schools and Colleges

## HAMPDEN ACADEMY VALUES

Academic Excellence  
Personal Integrity  
Active Citizenship  
Critical and Creative Thinking  
Responsible Independence  
Personal Connections

### **We Believe:**

- Learning is a lifelong process.
- Students learn and demonstrate their learning in individual ways.
- A safe, supportive environment is essential to learning.
- Learning requires rigorous experiences, connections among disciplines, and application of knowledge in relevant situations in and out of school.
- Timely and specific feedback and self-reflection are critical supports for continuous improvement for all members of the school community.
- High school is a developmental process in which responsibility for learning and behavior shifts to the student.
- Effective learners monitor and balance their physical and emotional well-being.
- Staff participation in professional development enhances their knowledge and skills and promotes reflection and collegiality.
- A synergistic partnership among students, school, parents, and community is fundamental to education.
- Technology is an essential 21st century tool, which used productively enhances teaching and learning.
- Respect is a right of all people.

### **21st Century Learning Expectations**

#### **Academic Content (Know)**

Students will demonstrate a breadth and depth of knowledge and skills across eight content areas.

*Career and Education Development*

*English Language Arts*

*Mathematics*

*Modern and Classical Languages*

*Science and Technology*

*Social Studies*

*Visual and Performing Arts*

*Wellness*

Approved by HA Faculty 1/29/14

Approved by Bd of Directors 3/5/14

#### **Learning Habits (Work)**

Students will demonstrate habits of mind that will serve them well for a lifetime of learning.

\* *Self-directed and life-long learner*

\* *Clear and Effective Communicator*

#### **Collaboration (Engage)**

Students will demonstrate collaborative work.

\* *Responsible and Involved Citizen*

#### **Complex Reasoning (Think)**

Students will think critically and creatively.

\* *Creative and Practical Problem solver*

\* *Integrative and Informed Thinker*

## CODE OF CONDUCT

As part of our Social and Civic Expectations, Hampden Academy students are expected to demonstrate respectful, honest, responsible behaviors. The matrix below describes how these behaviors are demonstrated in the various settings at Hampden Academy.

	Classroom	Hallway	Extracurricular	Bathroom/ Locker Room	Large Group Activities/ Dining Commons	Parking Lot
<b>Be Here - Be Ready</b>	<ul style="list-style-type: none"> <li>*Attend school</li> <li>*Be attentive</li> <li>*Bring needed materials</li> <li>*Be on time</li> <li>*Bring planner and use it every day</li> </ul>	<ul style="list-style-type: none"> <li>*Keep moving</li> <li>*Keep a direct route to your destination</li> </ul>	<ul style="list-style-type: none"> <li>*Communicate needs and concerns to adults</li> <li>*Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Sign out of class</li> <li>*Use closest restroom</li> <li>*Return to class promptly</li> <li>*Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>*Know your pin and payment protocol</li> <li>*Be in designated lunch area when bell rings</li> <li>*Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>*Allow time for safe driving</li> <li>*Take needed items out of the car when arriving</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*Appreciate differences</li> <li>*Listen while others are talking</li> <li>*Use manners</li> <li>*Control volume</li> <li>*Respect personal space</li> <li>*Respect others' right to learn</li> </ul>	<ul style="list-style-type: none"> <li>*Respect personal space</li> <li>*Use appropriate language</li> <li>*Control volume</li> <li>*Be aware of classes in progress</li> <li>*Be alert and aware of others</li> </ul>	<ul style="list-style-type: none"> <li>*Be accountable for your actions</li> <li>*Resolve conflicts in a mature, respectful way</li> <li>*Maintain the privilege to participate in extracurricular activities</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands</li> <li>*Throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>*Wait turn in line</li> <li>*Be polite and patient</li> <li>*Say please and thank you</li> <li>*Be attentive to announcements and speakers</li> </ul>	<ul style="list-style-type: none"> <li>*Park in designated spaces</li> <li>*Be patient</li> <li>*Follow the rules of the road</li> <li>*Control volume</li> </ul>
<b>Be Honest - Be Ethical</b>	<ul style="list-style-type: none"> <li>*Help someone</li> <li>*Participate in class</li> <li>*Smile and say hello</li> <li>*Limit time out of class</li> <li>*Do your own work</li> <li>*Contribute daily</li> </ul>	<ul style="list-style-type: none"> <li>*Help others</li> <li>*Report problems/misconduct</li> </ul>	<ul style="list-style-type: none"> <li>*Be collaborative</li> <li>*Promote fair play</li> </ul>	<ul style="list-style-type: none"> <li>*Report problems</li> <li>*Help keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>*Help others</li> <li>*Pay for what you take</li> <li>*Keep the area clean</li> <li>*Make new friends</li> <li>*Report problems/misconduct</li> </ul>	<ul style="list-style-type: none"> <li>*Assist others</li> <li>*Keep parking area clean</li> <li>*Report problems/misconduct</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Be accountable</li> <li>*Resolve conflicts in a mature way</li> <li>*Use time wisely</li> <li>*Study/do homework</li> <li>*Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Be in assigned area when bell rings</li> <li>*Resolve conflicts in a mature way</li> </ul>	<ul style="list-style-type: none"> <li>*Be a good HA ambassador</li> <li>*Help others</li> </ul>	<ul style="list-style-type: none"> <li>*Use only what you need</li> <li>*Conserve resources</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up after yourself</li> <li>*Resolve conflicts in a mature way</li> <li>*Conserve food</li> <li>*Recycle</li> </ul>	<ul style="list-style-type: none"> <li>*Drive slowly and safely</li> <li>*Look for other drivers and people</li> <li>*Drive with caution</li> <li>*Yield to pedestrians</li> </ul>

# ACADEMIC POLICIES AND PROCEDURES

## ACADEMIC ETHICS

At Hampden Academy, we believe in the integrity, honesty, and responsibility of every student. Academic ethics are the foundation of our learning community. We expect all students to:

- Be honest in all academic work.
- Do their own work and give credit when they use others' ideas.
- Help classmates do their best while maintaining academic ethics and honesty.
- Take responsibility for their actions and learning.
- Understand that academic dishonesty can have lasting consequences.

## Academic Dishonesty

Academic dishonesty includes, but is not limited to:

### Cheating

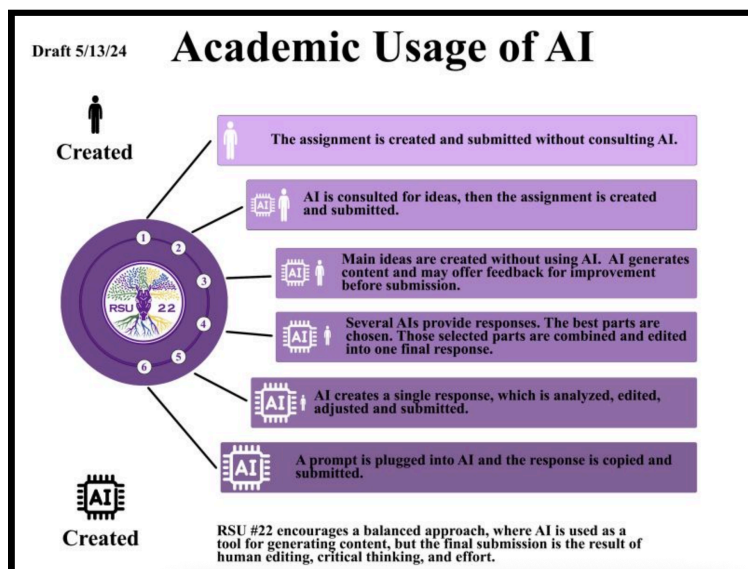
- Providing answers to others on homework, quizzes, or tests, either in person or digitally (through photos, chats, Google Classroom, texts, etc.)
- Using unauthorized resources during assessments or assignments, including the use of AI beyond teacher approval (see AI usage chart below).

### Plagiarism

- Using someone else's ideas, writing, or project, and presenting it as your own.
- Failing to cite sources, including paraphrased ideas.
- Using AI-generated work and submitting it as your own without approval and citation.

## Use of Artificial Intelligence (AI)

AI is a tool that can be beneficial and used to enhance learning, but should not replace student learning and practice. At Hampden Academy, we value transparency and thoughtful use of AI.



## Acceptable Use of AI

- AI may be used when a teacher gives clear direction and permission.
- You must be able to show your work.

## Unacceptable Use of AI

- Using AI without teacher permission or using AI beyond the teacher-approved level.
- Submitting AI-generated work as your own.
- Using AI to create answers, essays, or responses for you.
- Using AI to avoid learning or to misrepresent your understanding.

## **Consequences for Violations**

Consequences are designed to be **fair, consistent, and aligned with type of assignment** (formative vs. summative). Staff will communicate with families and document incidents. Records about incidents involving academic dishonesty will be maintained and may be reported to colleges and honor societies.

### Formative Assignments (e.g., homework, classwork)

**First Violation of Academic Ethics for Formative Assessments:** A conference between teacher and student. Family will be notified by teacher. Student may redo the assignment, or complete alternate work, or receive a zero on the assignment. Incident will be documented by the school.

**Second Violation of Academic Ethics for Formative Assessments:** A conference between teacher, family, student, school counselor, and case manager. Student will receive a zero on the assignment. The student will be assigned a classroom detention. Incident will be documented by the school.

**Third Violation of Academic Ethics for Formative Assessments:** A conference between teacher, family, student, school counselor, administrator, and case manager. Student will receive a zero on the assignment. The student will be assigned an office detention and lose honors study hall privileges for a semester. Incident will be documented by the school.

**Subsequent violations will result in further discipline and/or restorative action.**

### Summative Assignments (e.g., quizzes, tests, writing assignments, projects)

**First Violation of Academic Ethics for Summative Assessments:** A conference between teacher, student, family, school counselor, administration, and case manager. Student will receive a zero on the assignment. The student will be assigned an office detention, lose honors study hall and honor privileges for a semester, and have consequences as outlined in honor societies' bylaws. Incident will be documented by the school.

**Second Violation of Academic Ethics for Summative Assessments:** A conference between teacher, student, family, school counselor, administration, and case manager. Student will receive a zero on the assignment. The student will be assigned an in-school suspension, lose honors study hall and honor privileges for the year, and have consequences as outlined in honor societies' bylaws. Incident will be documented by the school.

**Third Violation of Academic Ethics for Summative Assessments:** A conference between teacher, student, family, school counselor, administration, and case manager. Student will receive a zero on the assignment and will fail for the quarter. The student will be assigned an in-school suspension, lose honors study hall and honor privileges for the duration of their HA career, and have consequences as outlined in honor societies' bylaws. Incident will be documented by the school.

**Subsequent violations will result in further discipline and/or restorative action.**

*Documentation of Academic Ethics Violations will be kept through a student's high school years. Many colleges and universities require reports of such violations during the application process.*

### **ADD/DROP**

Add/drop period is the first two weeks of school.

Adding a course: If a course is not at maximum size, a student may add this course during the first five days of the semester (Semester 1 deadline is September 5, 2025; Semester 2 deadline is January 30, 2026). This is done through the guidance office with the approval of the teacher.

Dropping a course: **Students must take 6 or more classes.** In general, once a student selects and starts attending a course, the student remains in that course. There is no penalty for dropping a class during the first two weeks of the semester. The course is removed from the student's schedule and will not appear on a grade sheet or transcript. For schedule changes beyond the add/drop deadlines, please adhere to the procedure outlined on the "Schedule Change Request" form found in the Guidance Office.

Once add/drop is concluded, the procedure is as follows:

1. With teacher input the principal will determine if the class will be marked as W or WF in the "Schedule Change Request Form."
2. There is no grading consequence if the record is marked W. If the student transcript is marked WF, the course will carry a grade of 60 that is averaged into the GPA.

Schedule Changes: Schedule changes should be made before announced deadlines no later than the first five days of the course and be based on academic reasons. Typical academic reasons for making schedule changes are:

1. Strengthening of a program by adding a course
2. Dropping an additional course beyond the requisite number of six
3. Recommendation of an IEP or a 504 meeting
4. Student's ability is inconsistent with the ability level of the class

A preference for having a particular teacher is NOT an academic reason.

### **ADVISORY**

The purpose of the academic advisory program is to assist students in navigating their high school years and to ensure that each student at Hampden Academy has an adult that they can build a positive supportive relationship with over the course of four years. Each student will be in a group of approximately 15-20 students with a teacher as the advisor. This group will stay together for four years, meeting weekly for a brief check-in (14 minutes) and once a month for an extended period (40 minutes).

## **ANNOUNCEMENTS**

Important announcements for school-wide information are announced each morning at 8:00am over the intercom. Additional important information is posted each day on the daily bulletin in PowerSchool. Students are responsible for being aware of information presented in the morning announcements and daily bulletin. If needed, afternoon announcements will be made at 1:57pm.

## **ARRIVAL AND AREAS TO ACCESS BEFORE SCHOOL**

The building opens at 7:15am. Until 7:45am, the Dining Commons and first floor bathrooms (near student services) are available for students. Students may see teachers for extra help if the teacher is expecting them. Students are expected to use appropriate language, control volume, respect the space of others, and resolve conflicts in a mature way. Bathrooms are not intended for social use.

## **ASSESSMENTS**

Mid-year and final assessments are important checkpoints in a student's educational career. Schedules of end-of-semester assessments are posted in advance. **All students are expected to attend all class periods and study halls in their schedule.**

**Students must take their midterms or finals during the regularly scheduled times. Exceptions to this must be pre-approved by the principal.**

## **COMMUNICATING CONCERNS**

We encourage students to be strong advocates for their ideas, needs, and potential concerns. When one of these situations arises, students should address it using the process outlined below. If that does not resolve the situation, then the next step is for parents/guardians to get involved.

If a parent or guardian has a concern or complaint involving personnel, instruction, discipline, learning materials or other school matters, please follow the proper administrative channel:

- 1<sup>st</sup> – Faculty or Staff member
- 2<sup>nd</sup> – School Administration
- 3<sup>rd</sup> – Superintendent of Schools
- 4<sup>th</sup> –Board of Directors

## **CREDIT - OFF-CAMPUS**

Hampden Academy encourages students to take the most challenging curriculum available to them. There is a wide variety of classes offered by Hampden Academy that meet most students' needs. If a student has a need not met by school offerings, students sometimes opt to take courses from institutions outside of Hampden Academy. This may include college courses; online courses from accredited colleges, programs, or high schools; and credit retrieval courses through adult education providers, as outlined below.

- **Early College for ME** is offered through EMCC and other community colleges in Maine and is an opportunity for students to take a course at EMCC with waived tuition. Students meet monthly with a support person from EMCC and are considered for a scholarship to EMCC should they matriculate there. Students apply during the spring of their Junior year.
- **Aspirations** is a program through the University of Maine that allows students to take a college course of their choice and earn college credit while still in high school. There are scholarships available to Aspirations students on a limited basis.
- **Academ-e** is a program through the University of Maine that allows students to take certain specific courses online, tuition free, and earn college credit.

- **Advanced Standing Academic Program (ASAP)** is offered by Husson College where students can take a college course, tuition free, at Husson and earn college credit. Business courses, as well as several others, are offered.
- **AP4ME** is an online program where students can take AP courses that are not offered at Hampden Academy. These courses are approved for Hampden Academy credit.
- **Edgenuity** is a standards-based online learning resource for core, elective, and credit recovery, through both remedial and accelerated work.

Students attending **in-person** college classes may be eligible for early dismissal or late start. Arrangements for any adjustment to arrival or departure times must be made in advance through school counselors. Online class enrollments do not qualify for changes to a student's HA schedule, arrival, or departure.

Students may also earn college credit through approved **dual enrollment** programs earning high school and college credit simultaneously. Many programs through United Technology Center (UTC) are approved for dual enrollment credit. If you are interested in any of these or any other off campus programs, please see your guidance counselor.

Students may request to have credits earned outside of Hampden Academy applied to their transcript and towards their completion of HA graduation requirements. Students must:

1. Meet with their guidance counselor to look at available options.
2. Complete a "HA Credit Request Form" and get parent/guardian and administrative approval prior to enrolling in the course.
3. Provide HA with a copy of their transcript upon completion of the course. ***Students must provide HA with an official transcript (or other documentation of a completed course and passing grade) prior to the deadline for all senior work if the credit is being used to meet a graduation requirement.***

Credits will be allocated at the rate of one credit toward an HA diploma for a three credit college course. Only one half of this credit may be applied toward an academic requirement, and the other half will be counted as elective credit. Courses through an approved Adult Education program will be awarded one half credit for one semester of work.

### **CREDIT RECOVERY**

1. A student who does not receive credit for a course may be eligible, under special circumstances only, to make up lost credits during the current year. A student must remain in all regular courses here at Hampden Academy until the course is completed. For example, a student must take and complete U.S. History here at Hampden Academy. If the student completes but fails a course, they may then be permitted to take a summer school course or repeat the course at Hampden Academy.
2. If a student drops a course against administrative recommendation or they withdraw and are failing (unless there are extenuating circumstances), a WF (withdrawn failing) will appear on the transcript.
3. Online options are available for credit recovery. Please check with your guidance counselor.
4. Students can earn credits outside of Hampden Academy towards a Hampden Academy diploma. These courses must be approved in advance. Students must begin all courses taken for credit outside Hampden Academy by March 1. Courses must be completed by May 30.

5. Credits outside the official Hampden Academy curriculum may be accepted toward a Hampden Academy diploma from approved institutions which are:
  - a. accredited colleges and universities
  - b. diploma courses at approved adult ed programs
  - c. other courses pre-approved by the principal
6. In order for a student to participate in regularly scheduled graduation exercises, all courses required for graduation must be successfully completed before the last day of senior finals. Students who do not complete graduation requirements cannot march with their class.

### **EARLY GRADUATION**

Any current sophomores who are considering graduating early must meet with their guidance counselor and have a plan approved by June 1 of their sophomore year to be considered for early graduation at the end of their junior year. Juniors who wish to complete their high school requirements by the end of the first semester of their senior year must meet with their guidance counselor and have their plan approved by April 15 of their junior year.

### **HONORS STUDY HALL**

Enrollment in the Honors Study Hall is a privilege. In order to be eligible each quarter students must:

- be enrolled in grades 10, 11 or 12
- have received an 85 or above in all registered classes the prior quarter (students with an incomplete at the end of the grading period are not eligible for Honors Study Hall)
- be a good school citizen based on: attendance, behavior, and character.

For any exceptions or extenuating circumstances, the final decision will be made by the Principal.

Expectations:

1. Students must sign themselves in at the Multipurpose Room at the beginning of the period. Students are allowed to study in the Dining Commons or the Mezzanine.
2. Students who go to the Library, Writing Center or to meet with a teacher, must indicate this on the sign out sheet in the Multipurpose Room.
3. Students should have work or reading materials with them.
4. Students must be seated and keep the area clean.
5. Cell phone use is not allowed during Honors Study Hall.
6. During the semester students may be removed from Honors Study Hall for:
  - a. attendance
    - i. unexcused attendance issue
    - ii. three or more absences from school
    - iii. skipping class
    - iv. three or more tardies to school
    - v. three or more late to class
  - b. behavioral concern (phone use, disruptive or disrespectful behavior, detentions, disciplinary referrals, etc.)
  - c. not following the Honor Study Hall expectations.
7. Consideration by administration for a student to be reinstated in Honors Study Hall will only take place at the beginning of a new quarter.

## **HONORS PARTS - GRADUATION**

Grade point average shall be determined by the average of grades during the seven (7) semesters of a student's high school career. (Grades earned during the final semester shall not count for the purpose of this policy).

### **Class Ranking to determine GPA/Rank.**

The Valedictorian, Salutatorian and Honor Essayist are recognized and have speaking roles at graduation. To be eligible for this honor, students must have attended Hampden Academy a minimum of their junior and senior year. Students graduating early are not eligible as their GPA is determined by five (5) semesters.

The valedictorian is the student with the highest GPA in their class and must be a student in good standing. Final determination would be the responsibility of the Hampden Academy Administration.

The salutatorian is a graduate who finished with the second highest GPA in their class and must be a student in good standing. Final determination would be the responsibility of the Hampden Academy Administration.

The honor essayist is a graduate who finished with the third highest GPA in their class and must be a student in good standing. Final determination would be the responsibility of the Hampden Academy Administration.

Honor stole designation at graduation shall be determined by the average of grades during the seven (7) semesters of a student's high school career. At the end of seven (7) semesters students must attain a GPA of 93.0 and above for this honor. The honor stole designation for graduating Juniors would be based on five (5) semesters of a student's high school career. At the end of five (5) semesters students must maintain a GPA of 93.0 or above for this honor.

Foreign exchange students are not eligible for honor stole designation or honors parts during the graduation ceremony as they attend for a one (1) year time frame. Foreign exchange students would be eligible for honor stole designation if they attended an accredited high school, meet all Hampden Academy graduation requirements, and are receiving a diploma not a certificate of attendance.

## **LIBRARY**

Library passes are used to allow all students an equal opportunity to use the library. However, students who disturb or disrupt the library or who do not return borrowed material may have their library pass withdrawn for a period of time. A student who loses library books or materials will be expected to pay for them. Upon request of teachers, books are put on reserve for special assignments. Suggestions for the purchase of new books are welcomed from both students and teachers.

## **NATIONAL HONOR SOCIETY**

Members of the National Honor Society are selected by the Faculty Council during the student's junior or senior year. Membership is based on:

**Leadership** The student who exercises leadership:

- is resourceful in proposing new problems, applying principles, and making suggestions
- demonstrates initiative in promoting school activities
- exercises positive influence on peers in upholding school ideals

- contributes ideas that improve the civic life of the school
- is able to delegate responsibilities
- exemplifies positive attitudes
- inspires positive behavior in others
- demonstrates academic initiative
- successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- is a leader in the classroom, at work, and in other school or community activities
- is thoroughly dependable in any responsibility accepted
- is willing to uphold scholarship and maintain a loyal school attitude.

**Service** The student who serves:

- volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- is willing to represent the class or school in inter-class and inter-scholastic competition.
- does committee and staff work without complaint
- participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor or disadvantaged.

**Character** The student of character:

- takes criticism willingly and accepts recommendations graciously
- consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- upholds principles of morality and ethics
- cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- demonstrates the highest standards of honesty and reliability
- regularly shows courtesy, concern, and respect for others
- observes instruction and rules, is punctual, and faithful both inside and outside the classroom
- has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of other
- actively helps rid the school of negative influences or environment.

**Scholarship** (90 or better average)

A student's entire high school record is extremely important in the selection process.

**POWERSCHOOL**

PowerSchool is our student information management system. During the school year students and families can access grades and attendance online through PowerSchool. The information is password protected and can only be viewed by authorized users. Students and their families will be provided with a password upon enrolling in school. PowerSchool is not available for viewing during the summer, for the first two weeks of the school year, or the final week of the school year.

## **PROGRESS REPORTS**

Families are able to monitor student progress through PowerSchool. If you need a report mailed home, please contact the main office.

## **REPORT CARD GRADING SYSTEM AND HONOR ROLL**

Grading System:

The grading system is as follows:

- A = 93 - 100
- B = 85 - 92
- C = 77 - 84
- D = 70 - 76
- F = below 70 - failing
- I = Incomplete

**Honor Roll:** To qualify for high honors, a student must have all “A” grades. To qualify for honors, a student must have all “A” and “B” grades.

The following will be requirements for both honor rolls:

1. A student must carry a load of at least four full-time courses.
2. A student with an incomplete on the day grades are issued may not be considered for honor roll.

**Incomplete:** An “I” (Incomplete) may be assigned when a student is unable to complete classwork by the end of a quarter due to extended, excused absences. Incompletes are not common and must be approved by the principal in consultation with the teacher.

It is the student’s responsibility to meet with the teacher to develop a plan for completing the missing work. In general, all incomplete work should be submitted within two weeks of the end of the quarter. If the work is not completed by the deadline, the incomplete will be replaced with the grade currently reflected in the gradebook.

## **REQUIREMENTS FOR HIGH SCHOOL GRADUATION**

The awarding of a Hampden Academy diploma by this district shall be based on a high standard of academic achievement. Although individual students and their families may pursue special interests by making certain course selections, a core of knowledge is considered essential for the purpose of attaining a comprehensive education. This core of knowledge will be incorporated in the basic requirements for graduation from Hampden Academy.

4 credits of English	1 credit of Fine Arts
3 credits of Math	1 credit of Physical Education
2 credits of Science	1 credit of Health
3 credits of Social Studies	7 credits of Electives

**22 credits are needed for graduation from Hampden Academy.**

**Effective in the 2026-2027 school year, the Advisory Credit will no longer be granted. Advisory will continue to be part of the students’ schedules.**

## **STANDARDS GRADING & REPORTING**

All of our courses are built on standards and learning targets. We strive for students to demonstrate proficiency in each learning target. In order for a student to pass a class they will need to show a preponderance of evidence towards meeting/learning the required skills information that are in the Standards. This aligns with a traditional score of 70-100. Standards are reported out on the report card on 1 through 4 scale.

## **STUDENT RECORDS**

Hampden Academy follows the requirements of the board policy regarding student records. As required by federal law, Hampden Academy may provide the names and addresses of our students to all branches of the military.

## **VERITAS**

Seniors who meet the Veritas criteria will be issued two vouchers to use to leave school during a study hall. This privilege is in place for Quarters 2, 3, and 4.

To be eligible, seniors must meet the following criteria:

- GPA of 87 or higher for the quarter, no class lower than an 85
- No Friday night detentions
- No suspensions
- No more than two absences in daily attendance in the quarter
- No more than one tardy to school in the quarter

Eligible seniors must sign-out and leave school property. If the senior is using the voucher for a first period study hall, the senior will sign in at the main office before second period and turn in their voucher.

The Veritas process is as follows:

- The main office coordinator will review the attendance and discipline records of the recommended students for final determination.
- Parents/guardians will be notified and will confirm permission to use vouchers via parent/guardian signature on each voucher.
- Seniors will bring in the signed voucher on the day of use in order to sign-out or in the case of a first period study hall in order to sign-in.
- Seniors are awarded a maximum of two vouchers per quarter which may be used back to back for two study halls in a row.
- Vouchers must be used within the quarter issued. They are invalid after that quarter.
- Due to school safety and liability concerns, students are not allowed to leave campus with other students.
- There are no replacements for lost vouchers.

## **WEIGHTED GPA**

Starting the 2024-25 school year, Hampden Academy will implement a weighted GPA system for students enrolled in Advanced Placement (AP) courses.

- At the end of each semester, AP course grades will be weighted using a multiplier of 1.04. This means that the semester grade earned in these courses will be multiplied by 1.04 before being factored into the overall weighted GPA.

- Both the weighted and unweighted GPA will be included on each student's transcript. This provides a comprehensive view of academic performance, with the weighted GPA reflecting the additional challenge of AP coursework.
- Class rank will be determined solely based on the unweighted GPA. This ensures fairness and consistency in ranking students, regardless of the number of AP courses they have taken.

This policy encourages students to challenge themselves academically while maintaining clarity and equity in the calculation of academic honors.

## **WITHDRAWAL & TRANSFER**

To withdraw or transfer from Hampden Academy the student must:

1. Obtain note from parent/guardian authorizing withdrawal or transfer.
2. Obtain appropriate forms from the guidance office.
3. Have forms filled out by teachers, **return all books and property**, and make sure all fees are paid.
4. Take the completed forms to the principal's office for final clearance.

## **ATTENDANCE**

Consistent and regular school attendance is essential for students to make satisfactory academic progress. Whenever a student misses classroom instruction, they have lost an important aspect of education.

### **DAILY ATTENDANCE**

In order to promote good school attendance and maximize learning opportunities, Hampden Academy adheres to the following attendance guidelines:

1. If a student is absent from school, parents/guardians should **email the school at [haoffice@rsu22.us](mailto:haoffice@rsu22.us)** before 9:00 a.m. to notify the school of the absence and provide a reason for the absence.
2. Accurate records of student attendance including absence, tardiness and dismissal are maintained in the main office. Reasons for absence, tardiness and dismissals are verified and recorded as either excused or unexcused. **Excused absences, tardies and dismissals** are determined by state law and school board policy as listed below:
  - a. Absence due to personal illness. In the case of illness or suspected truancy, a doctor's statement may be required.
  - b. Appointments with health professionals that cannot be made outside of the regular school day.
  - c. Observance of recognized religious holidays when the observance is required during the regular school day.
  - d. Planned absences for personal/educational purposes that are approved in advance by the Principal or Assistant Principal. A planned absence of three or more days requires the completion of a Request for Planned Absence Form seven days prior to the absence.
  - e. Absence due to emergency family situations.
3. All unexcused absences will be addressed through the school's disciplinary and truancy policies.
4. Any student who accumulates five absences from school or a class in a semester, for any reason, will have his/her case reviewed by the Assistant Principal. They may determine

that absences are clearly explained and further action is not necessary, or they may refer the student to the Hampden Academy Response Team (HART).

5. A student is **chronically absent** once the student has been absent 10% or more of their school days. This includes absences that are excused, unexcused, or discipline related.
6. A student is **truant** if the student has the equivalent of 10 unexcused absences or 7 consecutive school days of unexcused absences during the school year.
7. Once a student is determined to be chronically absent and/or truant, the student will be referred to the HART

The HART will:

1. Meet with/contact the student and/or families.
2. Discuss and recommend remedial action within an intervention plan including possible referral to other school and community resources. Since attendance is a key to learning, the HART is authorized to make recommendations to the principal for further action.

Individual teachers have attendance guidelines for their classes that are described on the course syllabi.

### **CO- AND EXTRACURRICULAR ATTENDANCE GUIDELINES**

Any student that participates in co- and extracurricular events needs to arrive before 8:30 am. Students arriving after 8:30 will not be eligible to participate in that day's activities. Co- and extracurricular team members must be in school all day in order to participate in a practice, performance or competition.

### **DISMISSAL PROCEDURE**

Once a student arrives at school, they are expected to stay on school grounds until dismissal. If a student needs to be dismissed before the regular dismissal time, a parent or guardian must notify the office via note or phone call giving permission and indicating the reason for early departure. Excused dismissals are determined by state law and are listed above in the Daily Attendance section.

Students are dismissed under the following guidelines:

1. Students who wish to be dismissed due to illness **must** be dismissed by the nurse.
2. The parent/guardian should call the front office if a student is being dismissed by them. The student must report to the office for a dismissal slip.
3. When dismissed, students must sign out in the office and leave school premises.
4. Parent/guardian permission is required in writing for the express purpose of the student working at a part-time job (under the provisions of current Maine Labor Laws), and parent/guardian must sign an Early Dismissal Permission form. This permission slip makes it clear that once the student has left the school grounds, the student may not return until after the close of school on that day. Early dismissal is considered a privilege, not a right, and may be revoked (for a given student) by administration for good reason.

### **LATE TO CLASS**

Students are expected to arrive to class before the bell. Students with an excuse for being late should have a pass from the office or the sending teacher. Students without a pass are considered unexcused. The consequences for unexcused late-to-class are outlined below:

<u># late</u>	<u>Consequence</u>
1 - 2	No penalty
3 - 4	Teacher warning

5 - 6	Teacher detention
7 - 8	Two-hour Friday night detention
9 - 10	In-school suspension
11 or more	Meeting with Principal and/or Superintendent

Students who are late to class by more than 20 minutes for 80-minute classes and 10 minutes for 40-minute classes will be assigned a full Friday night detention.

### **LATE TO SCHOOL**

A student who arrives after the 8:00am bell is considered tardy for the day. Students who are tardy to school must check-in at the Main Office for a late pass. Excused tardies are determined by state law and are listed above in the Daily Attendance section. The consequences each semester for unexcused tardies are outlined below:

<u># tardies</u>	<u>Consequence</u>
1 - 2	No penalty
3 - 4	Warning
5 - 6	One-hour Friday night detention
7 - 8	Two-hour Friday night detention
9 - 10	In-school suspension
11 or more	Meeting with Principal and/or Superintendent

### **MAKE UP WORK**

A student is expected to make up all missed work after any excused absence, tardy, or dismissal from school.

1. It is the student's responsibility to contact the teacher the day they return to obtain the missed assignments. Assignments may cover the same or related material from the period of the absence. NOTE: When an absence is anticipated, the student should discuss the upcoming absence with teachers and get pre-approval from the principal.
2. All make-up work shall be completed and turned in within an agreed upon time frame but not to exceed six school days of the absence unless otherwise mutually agreed upon by the teacher and student. Credit shall be given on the same basis as though assignments were completed during the regular academic schedule.

Multiple and/or extended excused absence(s) may result in a student falling behind in multiple classes. In such an instance the student or parent/guardian should contact their school counselor who will help develop a make-up plan. In the event that the absences were due to a medical issue the school nurse will assist in the development of the plan.

**Students are not allowed to make up missed work due to unexcused absences, tardies, late to class, or dismissals.**

## **CO-CURRICULAR**

### **ACCIDENTS/INSURANCE**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and the health center or the principal's office.

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, the student will be given a claim form from the principal's office. This form must be completed by the student's parent/guardian and physician or hospital. The school merely acts as a middle man in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

## **ACTIVITIES**

### **Clubs/Activities**

Art Club  
 ASB Leadership  
 Beekeeping Club  
 Boys & Girls Club  
 Chess Club  
 Civil Rights Team  
 Class Officer  
 Cribbage Club  
 Debate Club  
 Dirigo State (Coed)  
 Drama Club  
 Envirothon Team  
 e-Sports  
 Fitness Room  
 French Club  
 Game Club/MTG Club  
 GSA

Junior Classical League  
 (JCL)  
 Key Club  
 Math Team  
 Robotics  
 Spanish Club  
 Student Council

### **Music**

Jazz Band  
 Jazz Ensemble  
 Jazz Combo  
 Pep Band  
 R & B Group  
 Show Choir  
 Voices Unlimited

### **Sports**

Baseball  
 Basketball  
 Cheerleading (fall/winter)  
 Cross Country  
 Field Hockey  
 Football  
 Golf  
 Ice Hockey  
 Lacrosse  
 Ski Team  
 Soccer  
 Softball  
 Swimming  
 Tennis  
 Track (Winter)  
 Track (Spring)  
 Unified Sports  
 Volleyball

## **ATHLETIC RULES AND ELIGIBILITY**

Athletic rules and regulations are available from the athletic director and participants will receive them from individual coaches.

## **CO-CURRICULAR ACTIVITIES**

Co-curricular activities are an important aspect of the total school curriculum. These activities provide an excellent training ground to establish the qualities of leadership, initiative, responsibility and good citizenship. Students are encouraged to participate in some extracurricular activity that is of interest to them.

## **DANCES**

Dances will start at 7:00p.m. or 8:00p.m. and last for two to three hours. Once a student leaves the dance, they will not be readmitted. The intent is that dances will be held for Hampden Academy students, but others may come, provided they have signed up as a guest and received a guest pass. Students who have not yet entered high school and students that have reached the age of 21 or older will not be permitted to attend HA dances. Student guests must be in good standing as determined by the administration. All guests are required to follow the Academy regulations. **Breathalyzer tests may be conducted before and during dances.** Any students under the influence of alcohol or drugs will be removed from the dance, will be subject to standard disciplinary procedures, and parents/guardians will be contacted. It is expected that students at dances will conduct themselves following all school rules, in order to allow dances to

continue at Hampden Academy. Behavioral expectations for dances will be reviewed during Academic Advisory.

### **NCAA ELIGIBILITY REQUIREMENTS**

Please review the following requirements and minimum high school courses necessary for NCAA Initial-Eligibility. The Hampden Academy athletic director can offer more information for students who are interested in playing sports at the collegiate level.

<b>Division I High School Graduation</b>	<b>Division II High School Graduation</b>
4 years of English	3 years of English
3 years of math Algebra I or above	2 years of Math Algebra I or above
2 years of Science (1 lab)	2 years of Science (1 lab)
1 year additional English, Math or Science	2 years additional Math / Science / English
2 years of Social Studies	2 years of Social Studies
4 years of additional in any above and/or Foreign Language	3 years of additional in any above and/or Foreign Language

\*\*In addition to the above coursework there are GPA and SAT requirements to meet NCAA eligibility. Please see your guidance counselor prior to your junior year if you are considering participating in Division I or Division II athletics.

### **OUT OF SCHOOL GROUPS**

Activities of groups not connected officially with the high school are not to be carried on by students during school hours without prior approval from the principal. Initiations of any kind are strictly prohibited.

## **DISCIPLINE**

### **BULLYING (RSU22 Policy JICK)**

RSU 22 believes bullying, including cyberbullying, is harmful 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, including “cyberbullying”, is not acceptable conduct in RSU 22 and is prohibited.

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

### **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 their 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
  - 3. For the peace and usefulness of the school.
- C. Is based on:
  - 1. A student’s actual or perceived characteristics identified in Maine Law;
  - 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.

## **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 Violations**

### **Students**

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 Board 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 penalties.

### **School Employees and Others**

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

### **Staff Training**

RSU 22 will provide professional development and staff training in bullying prevention and responses.

### **Delegation of Responsibility**

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures at the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

A student or their parent/guardian who is dissatisfied with a decision of the Superintendent or designee related to the taking or not taking of disciplinary action in the course of implementing this policy may appeal, in writing, to the Superintendent within 14 calendar days of notice of the decision.

### **Dissemination of Policy**

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, families, school employees, and volunteers in handbooks, on RSU 22's website, and by such other means (if any) as may be determined by the Superintendent.

### **DESTRUCTION OR LOSS OF SCHOOL PROPERTY**

Students who damage or lose any school-owned property will be expected to pay for the repair or replacement of such property. Students will not receive their end of the year report card and/or diplomas until damage or loss claims are satisfied.

### **DETENTION**

Teacher detentions are intended to address behaviors and hold students accountable for academic responsibilities. Each student is to have sufficient materials and books to study and is to cooperate with the teacher. Students assigned detention are to report to the room designated by the teacher at the given time and for the amount of time assigned. Failure to attend a teacher detention may result in office detention.

Office detention can only be assigned by an administrator and is typically conducted from 2:30 - 5:30 p.m. on Friday afternoon. Failure to attend an office detention may result in suspension

from school or an in-school suspension. Repeated office detentions may result in an in-school suspension.

### **DISMISSAL FROM CLASS**

If a teacher finds it necessary to send a student from a classroom, the student must report immediately to the office. To be reinstated in the class, the student must confer with an administrator. The student's parents/guardian will be informed. If a second eviction from the same class occurs, the student must meet with their guidance counselor and the teacher and develop a plan to improve the working relationship. Continued removal from a class or an egregious incident may result in removal from the class.

### **HARASSMENT (RSU22 Policy JBA)**

The school recognizes the right of each employee/student to work in an atmosphere, which is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, employees/students are not to engage in harassment of others. Acts of harassment not only are a violation of this policy but also constitute illegal discrimination under state and federal laws. For further information, a copy of the district harassment policy is below:

Harassment will not be tolerated in R.S.U. #22. Acts of harassment based upon race, color, sex, religion, age, national origin, handicapping condition, or sexual orientation are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment include, but are not limited to:

- A. Unwelcome sexual advances, gestures, comments, or contact;
- B. Threats;
- C. Offensive jokes;
- D. Ridicule, slurs, derogatory action or remarks; or
- E. Basing employment decisions on practices of submission to harassment.

Each employee and each student has the right to work and learn in an environment which is free of intimidation, hostility, and offensiveness. Employees and students are encouraged to inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate.

Employees and students who believe that they are victims of harassment should report such occurrences to the Affirmative Action Coordinator or designee. The Affirmative Action Coordinator or designee shall advise the person who has allegedly been harassed of the various options available to the person: Human Rights Commission complaint, Title IX civil action, or formal request for discipline by the superintendent and/or board.

Appropriate information regarding harassment and recourse will be posted in a prominent and accessible location in each workplace in the unit, as well as public place. Education and training shall take place as required by law for each new employee

### **HARASSMENT COMPLAINT PROCEDURE**

Any student who feels that he/she is a victim of harassment should report such occurrences to the principal, assistant principal or school resource officer.

## **HAZING (RSU22 Policy ACAD)**

Maine statute defines injurious hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school.” It is the policy of the board that hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with this school unit who fail to abide by this policy will be subject to ejection from school property and/or other measures as may be available under the law. Administrators, faculty members, students, and all other employees who fail to abide by this policy will be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with this school unit which authorized hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action, or lack of action, on the part of the superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the full school board. The ruling of the school board, with respect to the provisions of this policy, shall be final.

## **NONDISCRIMINATION**

Hampden Academy provides educational services to all high school students residing in Hampden, Frankfort, Newburgh and Winterport. Services will be provided without regard to race, color, sex, religious affiliation, national origin, handicapping condition, or sexual orientation.

## **POSITIVE ALTERNATIVE TO SCHOOL SUSPENSION**

PASS is an alternative consequence to out-of-school suspension (when appropriate) that would include academic and/or behavioral intervention. This may include service to the school for part of the day, as appropriate.

## **SCHOOL RESOURCE OFFICER**

To support Hampden Academy’s safe school efforts a school resource officer (SRO) is on the staff. The goals of the SRO program are to help maintain an atmosphere where teachers feel safe to teach, and students feel safe to learn; to establish a cooperative partnership among students, families, teachers, administrators, our communities, and the police; to promote better understanding of our laws; to serve as a resource to teachers, students, families, and administrators; and to assist administration in issues that require a law enforcement presence.

These goals create a triad role for the SRO where at any given time the officer will be a teacher, a law related advisor, or a law enforcement officer. Issues brought to the attention of the SRO will be kept confidential and will only be disclosed if the party involved wishes it to be or if it is a mandated reporting issue such as disclosures of suicide, child abuse, or criminal behavior that

alleges a threat of harm to someone. The SRO works closely with the administration of Hampden Academy and supports our proactive, prevention approach to guiding adolescents through their high school years.

### **SEARCHES OF STUDENTS AND PROPERTY (RUS 22 Policy JIH)**

The Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school.

Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

### **SUSPENSION**

Suspension may be used as a disciplinary measure when other means of correcting misconduct have been unsuccessful or when instances of gross misbehavior threaten the safety of others or violate the rules of conduct set by the administration and/or the board.

The principal or the assistant principal shall have the authority to suspend students for ten (10) days or less for sufficient reason in accordance with school board policy and due process protection provided by law. The principal shall notify the superintendent whenever any suspension occurs.

Students may be suspended for reasons including, but not limited to, the following:

1. Repeated instances of disturbing and disrupting classes
2. Fighting
3. Bullying
4. Use of oral/written language or gestures considered intimidating, hostile, offensive and/or vulgar
5. Defacing or destroying school property
6. Repeated unexcused absences, tardiness, skipping or cutting class

7. Bringing prohibited articles to school (e.g., any type of weapon, fire crackers, stink bombs, etc.)
8. Use or possession of alcoholic beverages, drugs or drug paraphernalia, and/or tobacco/nicotine products on the school grounds during the school day or at any school function
9. Stealing
10. Impertinent language or conduct toward staff members
11. For all due and sufficient reasons as determined by the administration

Procedures following suspension:

1. In cases of first suspension of a student, the parent/guardian shall be notified by telephone and letter of the reason(s) for suspension, the length of suspension, the conditions for the student's readmission to school, and the date when the student may return to school.
2. A second suspension will follow the procedures of the first suspension. On this occasion it may be necessary for the student and the student's parent/guardian to meet with the superintendent before re-admittance.
3. If a third suspension occurs in any one school year, the student and the student's parent/guardian may be required to appear before a committee of the school board before re-admittance. First or second suspensions in extreme or very serious cases may be required to appear before a committee of the school board before re-admittance.
4. If the suspension is to continue for more than ten (10) days or expulsion is a possibility, the student and the student's parents/guardians may be required to appear before the full school board.

Note: Students under suspension will not be permitted to attend any school activities except those considered as public events and open to the general public. Students are responsible for making up work during a period of suspension.

## **TITLE IX**

It is the policy of Hampden Academy not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendment.

Inquiries regarding compliance with Title IX may be directed to the Superintendent of Schools, 24 Main Road North, Hampden, ME 04444, Telephone 862-3255.

## **TOBACCO/NICOTINE, DRUG, AND ALCOHOL USE BY STUDENTS (RSU 22 Policy JICH)**

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

In order to promote the safety, health and well-being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention, education, intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any illegal substance; any other controlled substance defined in federal and state laws/regulations; any look-alike substance; or any substance that is represented to be a controlled substance; or possess any paraphernalia.

These prohibitions apply to any student who is on school property or in a school vehicle, 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.

### **Hampden Academy Expectations**

- No student will manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, or performance enhancing substances.
- No student will use, sell, furnish, or be in possession of any product containing tobacco/nicotine.
- No student will manufacture, sell, furnish, possess, use, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, anabolic steroid, inhalant, any other controlled substance defined in federal/state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.
- No student will manufacture, sell, furnish, possess, use, or be under the influence of any prescription or non-prescription drug unless the student has a lawful prescription for that drug, is using it in the manner prescribed or directed by the manufacturer, and is consistent with RSU #22 medication policy.
- No student will be in possession of any paraphernalia verified to be associated with the use of such substances.

Early use of drugs, tobacco/nicotine, and alcohol are associated with higher rates of substance addictions and abuse later in life, higher rates of suicide and adolescent injuries and death, and poor academic performance. Students need to have a positive, safe and healthy learning environment which is free of detrimental effects of tobacco/nicotine, drugs, and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, families, community members, law enforcement, and organizations.

### **Regulations (RSU22 Policy JICH-R)**

In order to ensure the highest possible standards of learning, as well as the safety, health, and well-being of students, visitors, and staff, the Board endorses a substance abuse policy which will aid students to abstain from prohibited conduct and substances by providing prevention education, provide intervention when use is detected, give corrective and progressive discipline, and provide aftercare support as appropriate.

Compliance with the District's policy and regulations related to tobacco/nicotine products, e-cigarettes/vaping, drugs, and alcohol is mandatory and the administration will be provided with the tools necessary to investigate any allegations or information concerning violations of this policy. Failure of parents/guardians to work in partnership with the school in addressing violations may result in a referral to the Department of Health and Human Services.

### **Covered Activities**

These regulations shall apply to all students on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Additionally, these regulations are built on the recognition that participation in school extracurricular activities, holding leadership positions in school activities and school government, and receiving school recognition are privileges, not rights. In each case, students are held out by the school or perceived by the public to represent RSU #22. Accordingly, these regulations shall apply to:

- All students involved in student government and leadership positions.
- All students involved in interscholastic competitions of any sort including, but not limited to athletics, Math Team, etc.
- All students involved in extracurricular activities involving public performances, including but not limited to Voices Unlimited, drama, and jazz band.

Each year the administration shall list in the student handbook those activities, in addition to athletics, to which these regulations apply based on the activities available to students during that given year.

### **Prohibited Conduct and Substances**

- No student will manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, or performance enhancing substances.
- No student will use, sell, furnish, or be in possession of any product containing tobacco/nicotine.
- No student will use, sell, furnish, or be in possession of any electronic cigarette or vaping device.
- No student will manufacture, sell, furnish, possess, use, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, anabolic steroid, inhalant, any other controlled substance defined in federal/state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.
- No student will manufacture, sell, furnish, possess, use, or be under the influence of any prescription or non-prescription drug unless the student has a lawful prescription for that drug, is using it in the manner prescribed or directed by the manufacturer, and is consistent with RSU #22 medication policy.
- No student will be in possession of any paraphernalia verified to be associated with the use of such substances.

### **Prevention Education**

The District will provide students with appropriate information and activities focused on educating students about tobacco/nicotine, drugs, and alcohol and preventing their use, possession, furnishing and trafficking. Programs shall teach students that the use of tobacco/nicotine, drugs, and alcohol can be harmful. Students will be taught how to resist peer pressure, and the legal, social, and health consequences of tobacco/nicotine, drug, and alcohol abuse.

The District will collaborate regularly with local law enforcement to improve understanding of tobacco/nicotine, drug, and alcohol laws and in partnership provide educational opportunities within the school and the communities.

As part of the prevention education program, policies and regulations will be disseminated to coaches and advisors with the expectation that the policies and regulations will be reviewed with the students/athletes. Coaches and advisors will review the policies and regulations as outlined through a handbook and/or protocol. In order to participate in interscholastic activities, public performance events, and student government and leadership positions students must review and discuss the policy and regulations and sign a card. Their parents/guardians must also review the policies and regulations and sign the card. This card acknowledges parent and student awareness of an agreement to abide by the tobacco/nicotine products, drug, and alcohol policy and regulations. Parents/guardians of athletes must attend, *at a minimum*, one preseason meeting a year with the coach and review the policies and regulations. If parents/guardians are unable to attend a preseason meeting, the principal may waive the attendance requirement, however parents/guardians will still need to review the policies and regulations and sign the card.

The effectiveness of the RSU #22 prevention/education program will be reviewed as per the District's curriculum evaluation cycle.

### **Intervention**

Regardless of whether a student has violated school rules, the District will provide assistance, using a team approach, to students who are using tobacco/nicotine products, drugs, and/or alcohol. The Student Assistance Team of each building, in conjunction with administration, will periodically review data associated with this policy and work to set up systemic intervention responses.

1. Upon being notified of a violation of this regulation or receiving a referral from another source the principal shall appoint individuals to an individual student team: typically a guidance counselor, the school nurse, and another educator.
2. The student must first meet with the substance abuse counselor within 10 days of the referral for an evaluation.
3. After the required student meeting with the substance abuse counselor the student team will meet with the student, substance abuse counselor, and parents/guardians to develop a plan.
4. If the substance abuse counselor recommends interventions that are not available at the school level referral information will be provided to students and parents/guardians to aid them in connecting to community agencies for access to treatment programs. Student records concerning such interventions shall be kept confidential as required by state and federal laws.
5. The school team will meet with the student (with parents/guardians being invited) a minimum of two times to review progress on the plan.

### **High School Administrative Procedure**

The following outline represents what may normally be the appropriate progression of action. However, the administrator may deviate from the sequence as is appropriate for each case, for example the high school administrator may take into consideration offenses at the middle school or may take into consideration student self-referral.

### **Possession/Use Violations (including tobacco/nicotine offense)**

#### **First Offense**

1. The administrator meets with the student and verifies the violation.
2. The administrator notifies parents/guardians and the superintendent.
3. The administrator notifies law enforcement agencies, if appropriate.
4. The student may be suspended from school (in-school or out-of-school).

5. Upon return to school the student must meet with the substance abuse counselor.
6. The student must follow recommendations of substance abuse counselor, failure to follow the recommendations of the counselor may result in further disciplinary action
7. Parents/guardians will be encouraged to attend an educational program on substance abuse/use.

In the case that a student also participates in interscholastic activities, public performance events, and/or student government or leadership positions there will be a 10 day restriction (Saturdays with competitions count towards the 10 days) from all school activities, including games and competitions. Ability to practice will be at coaches'/advisors' discretion with the approval of the administration.

### Second Offense

1. The administrator meets with the student and verifies the violation.
2. The administrator notifies parents/guardians and the superintendent.
3. The administrator notifies law enforcement agencies if appropriate.
4. The student is suspended from school.
5. The student and parents/guardians meet with the superintendent before returning to school.
6. Upon return to school the student must meet with the substance abuse counselor.
7. The parents/guardians must meet with the administrator and the substance abuse counselor to develop a contract and determine a follow-up plan.
8. The student must follow the recommendations of the substance abuse counselor; failure to follow the recommendations of the counselor may result in further disciplinary action.
9. The parents/guardians will be encouraged to attend an educational program on substance abuse/use.

In the case that a student also participates in interscholastic activities, public performance events, and/or student government or leadership positions there will be an 8 week restriction from all school activities, including games and competitions. Ability to continue with practices will be at the coaches'/advisors' discretion with approval of the administration. This will carry into the next school year if there are not 8 weeks left in the current school year.

### Third Offense

1. The administrator meets with the student and verifies the violation.
2. The administrator notifies parent/guardian and superintendent.
3. The administrator notifies law enforcement agencies, if appropriate.
4. The student is suspended from school.
5. The student and parents/guardian must meet with the superintendent.
6. The superintendent may bring the student to the school board for their consideration regarding continued attendance at Hampden Academy.
7. Upon return to school the student will meet with a substance abuse counselor.
8. The parents/guardians must meet with the administrator and the substance abuse counselor to develop a contract and determine a follow-up plan which may include a clinical evaluation and an educational program for the student and parents/guardians.
9. The student must follow recommendations of the substance abuse counselor; failure to follow the recommendations of the counselor may result in further disciplinary action.

In the case that a student also participates in interscholastic activities, public performance events, and/or student government or leadership positions there will be a 1 calendar year (365 days)

restriction from all school activities, including practices, games, and competitions from the date of the offense.

### **Providing Substances to Others (excluding tobacco/nicotine offenses)**

#### First Offense

1. The administrator meets with the student and verifies the violation.
2. The administrator confiscates the substance.
3. The administrator notifies parents/guardians and superintendent.
4. The administrator may notify law enforcement agencies.
5. The student is suspended from school.
6. The student and parents/guardians shall meet with the superintendent before the student is allowed to return to school.

In the case that a student also participates in interscholastic activities, public performance events, and/or student government or leadership positions there will be a 10-day restriction from all school activities, including practices, games and competitions. This will carry into the next school year if there are not 10 days left in the current year.

#### Second Offense

1. The administrator meets with the student and verifies the violation.
2. The administrator confiscates the substance.
3. The administrator notifies parents/guardians and the superintendent.
4. The administrator notifies law enforcement agencies.
5. The student is suspended from school.
6. The student and parents/guardians shall meet with the superintendent and will meet with the Board of Directors.
7. The students and parents/guardians shall meet with school administration to develop a contract and determine a follow-up plan.

In the case that a student also participates in interscholastic activities, public performance events, and/or student government or leadership positions there will be an 8-week restriction from all school activities, including practices, games and competitions. This will carry into the next school year if there are not 8 weeks left in the current year.

#### Third Offense

1. The administrator meets with the student and verifies the violation.
2. The administrator confiscates the substance.
3. The administrator notifies parents/guardians and the superintendent.
4. The administrator notifies law enforcement agencies.
5. The student is suspended from school.
6. The student and parents/guardians shall meet with the superintendent and will meet with the Board of Directors.
7. The Board of Directors will consider long-term suspension or expulsion.

In the case that a student also participates in interscholastic activities, public performance events, and/or student government or leadership positions there will be a 1 calendar year (365 days) restriction from all school activities, including practices, games, and competitions from the date of the offense.

### **Detecting Substance Use**

1. Students who are suspected of being under the influence of some substance will be evaluated by a trained individual. The evaluation may include field sobriety tests, breathalyzer and drug tests.
2. Students who refuse the evaluation will be subject to discipline in keeping with the suspected violation.
3. Students attending dances or participating in overnight school sponsored trips may be subject to a random breathalyzer test and random searches of their personal belongings.
4. School administration will consult with the superintendent prior to conducting random searches carried out with the assistance of law enforcement officials.

### **VANDALISM**

By state law, students and their parents are liable for damage to school property by students. Restitution is required when school property is lost or damaged. Intentional destruction of or damage to school property is subject to suspension and possible expulsion and legal proceedings.

### **WEAPONS**

Possession and/or use of any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, any knife including any pocket knife. The possession or use of any such weapon will require that proceedings for the suspension and/or expulsion of the student involved will be initiated by the building's administration.

## **STUDENT SERVICES (GUIDANCE) AND HEALTH INFORMATION**

### **AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)**

Hampden Academy is equipped with AEDs. An AED is a lightweight portable device that automatically analyzes heart rhythms and determines if a shock is necessary. This device is used to treat sudden cardiac arrest and is safe and effective to use.

### **HART**

The Hampden Academy Response Team (HART) is a student assistance team made up of faculty and staff which can provide students the support they need to attain academic, vocational or personal growth goals. The HART team monitors student risk factors including: failing grades, attendance issues, visits to the nurse, detentions and suspensions. Services range from peer tutoring to support groups. Students may access the HART process through a self referral made in the guidance office. Students who accumulate two, three or four risk factors may access a variety of interventions.

### **HEALTH SERVICES**

The school nurse will be available at the health center for any student who is ill or wishes to seek health advice. Visits should be scheduled between classes or during study halls when possible. The parent/guardian will be contacted immediately concerning any serious injury or health problem. Any medications (prescription or nonprescription) brought to school must be kept in

the health center. Student emergency data updates must be completed each year. This will be sent electronically to parent/guardian emails in September for completion online.

### **STUDENT SERVICES**

The purpose of Student Services is to help each student in educational, vocational, and personal development. Counselors are in Student Services daily from 7:30 a.m. to 2:30 p.m. Conferences with students receive first consideration of the counselors' time and are scheduled when necessary. Regular appointments are scheduled for each student. Urgent or emergency appointments may be made at any time. Parents/guardians of ninth grade students are asked to schedule one conference with their child's counselor.

The counselor may assist the student with:

1. Planning the student's schedule and school program.
2. Making realistic curriculum selections and suitable plans for the future.
3. Recommending materials that the student may use to improve study habits.
4. Helping students with problems of adjustment and listening to the student's needs.
5. Suggesting outside agencies to deal with severe emotional problems.

In addition, a substance abuse counselor and school social workers also may provide supports to students.

### **STUDENT TUTORING**

The purpose of the Student Tutoring Program is to provide students with peer instruction in specific course content areas. Students can self refer or be referred by teachers, guidance counselors, or families. Peer volunteers are recruited from the student body through the guidance office. Students who would like to take advantage of this service or volunteer to tutor should see their guidance counselor.

### **WRITEOUS WRITING CENTER**

The purpose of the Writeous Writing Center (WWC) is to provide students with peer instruction to improve their writing prior to turning it in to their teacher. The WWC is open before and during school and students can access this service during their study halls with a pass from their teacher.

## **SCHOOL POLICIES & PROCEDURES**

### **BUSES**

Bus transportation is a privilege. Students may be denied bus privileges if their conduct does not meet school and bus company expectations.

### **CARE OF SCHOOL PROPERTY**

The school and its equipment must be kept in good condition. The high school provides students with books and equipment for courses, equipment for co-curricular programs, and athletic uniforms and gear. Students are responsible for all school materials and must take care to maintain them in good condition. Any school materials given to students must be returned to the teacher, advisor, or coach at the end of each course, athletic season, or program. Textbooks will remain in better condition if they are kept covered. Any problems with school Chromebooks should be immediately reported to the teacher. Final report cards and, in the case of a senior, the diploma will be withheld until school property is returned or paid for.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Computers are the primary means of accessing tech activities (phones should not be used for something the computer can do). One goal of a comprehensive education is to promote social interaction, intellectual dialogue, and healthy debate. Individuals who have electronic devices on during the school day throughout the hallways, classrooms and dining commons are missing out on the opportunity to interact with others and are setting up barriers to communication.

Student use of cell phones at Hampden Academy is a privilege, not a right. During classes, students should only access cell phones as needed for their education and as directed by school staff. Phones should be turned off and stored out of sight (in backpack, binder, or classroom storage space designated for phones) during classes and study halls. Students may access cell phones before school, at lunch, and after school. Phones are not allowed during class time, including study halls and hallways. Smart watches should be put in school mode and not used for texting, calling, or being on the internet.

Students **are not allowed** to take pictures of or record faculty, staff members, or other students without their permission.

Consequences:

- First offense: the student is required to give the phone to staff member who brings it to the office for the duration of the day. Parents/guardians will be notified of the offense. Student may pick it up at the end of day.
- Second offense: phone is taken to the office and not returned until a parent/guardian picks it up.
- Third offense: phone is taken to the office and not returned until a parent/guardian picks it up. Student will be assigned an office detention.
- **Subsequent violations will result in further discipline and/or restorative action.**
- Some offenses (e.g. unauthorized photos or videos, bullying, harassment, etc) may result in the immediate loss of cell phone privileges.

## **CHANGE OF ADDRESS**

Students or families should inform both the principal's office and the guidance office of a change of address or telephone number.

## **CLOSED CAMPUS**

Students are expected to arrive at school prior to 8:00 a.m. and remain on campus until 2:02 p.m. Students are not permitted to leave the school grounds at any time during the school day without permission from the office. If students must leave the building for dismissal, they must sign out at the office. Failure to follow the proper procedure will be considered a skip and will result in a Friday night detention.

## **CORRIDOR PASSES**

The purpose of classes is learning and the purpose of study halls is to provide time to support that learning. Except between class periods, students are not to be in the corridors, bathrooms, or outside without a hall pass or room pass from a teacher or the office. Teachers will grant permission to leave the classroom for necessary reasons only. Students who are feeling ill must report to the health center.

## Two Types of Passes

Hall Pass: Bathroom only

Room Pass (written): Library, Student Services, another teacher's Classroom, Study Hall, Interventionist, Writing Center and Math Tutor

- Students must sign out when leaving the classroom (destination, time) and sign in when they return.
- Only one student should use the hall pass at a time.
- Students should not be signing out to the office during class time.
- Study Hall students must have a signed pass in order to leave a study hall. The pass needs to have been obtained prior to the start of the study hall period.
- If a pattern emerges that leads to consistently missed class time, then the privilege to sign out may be restricted or revoked.

\*\*\*In general students should not be signing out the first 15 or last 15 minutes of class.

## **DISPLAY OF AFFECTION**

Each student has a right to feel comfortable in the school environment. Public displays of affection are not allowed on school grounds. Students who do not adhere to this policy will be warned by staff members - a phone call to the parent/guardian of students involved will be made as necessary. Subsequent violations will be followed up with disciplinary consequences.

## **DRESS CODE (RSU22 Policy JICA)**

The responsibility for dress, hygiene and appearance of students rests with individual students and their parent(s)/guardian(s). Students must use sound judgment that reflects respect for themselves and others in dress and grooming. Students must dress so that their clothing allows them to safely and comfortably participate in classroom activities throughout the day; this may include a lab, PE, or movement setting. The goal of the school district is to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development as well as to provide an environment where students feel free to express themselves. In keeping with this goal, the Board will not interfere with personal choices unless they hinder education or affect the health or safety of the student or others.

Guidelines for student dress throughout the RSU22 district may be adjusted by the administration based on the individual needs of the grade level. The guidelines for student dress shall be present in the student handbook. These guidelines shall be written in a manner free from discrimination on the basis of race, sex, color, sexual orientation, gender expression, gender identity, physical or mental disability, religion, age, ancestry, national origin or genetic information.

The following requirements shall be enforced. These include but are not limited to:

- A. Articles of clothing that promote the use of tobacco/nicotine, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.
- B. Articles of clothing that display images, symbols, or language that is sexual, vulgar, lewd, indecent, or include suggestive innuendos or insulting words (e.g. racial/ethnic slurs) are prohibited.
- C. Clothing, footwear, insignia or accessories that are intended to
  - identify the wearer as a member of a particular gang are prohibited.

- promote hate groups via words, letters, and symbols associated with said groups are prohibited.

#### D. Clothing Requirements

- Top garments must have shoulder straps that connect the front and back of the clothing. Shoulder straps may be worn on or off the shoulder.
  - Top garments must be worn and cover the chest area at all times. Garments must not be translucent, transparent or otherwise see through.
  - Top garments must touch, at minimum, the top of the bottom garments.
  - Bottom garments must be worn and cover the buttocks and bottom undergarments at all times. Garments must not be translucent, transparent or otherwise see through.
  - Baseball caps, beanies, bandanas and other headwear that do not obstruct the view of the face may be worn.
    - Hats of excessive size that interfere with the education of others are prohibited.
  - Hoods are prohibited.
  - Faces must be visible at all times. Therefore, clothing or accessories that cover or obstruct the view of a student's face are prohibited.
    - Exemptions:
      - Protective facial coverings intended to limit the spread of infectious diseases.
      - Glasses where the student's eyes are clearly visible from the outside.
      - Articles that are worn for religious purposes.
      - Medical exemptions may be granted on a case by case basis. These require a note from the school nurse or other qualified medical professional.
- E. Clothing that is destructive of school property (e.g. cleats, pants with metal inserts that scratch furniture) is prohibited.
- F. Excessive perfume, after-shave, and other fragrances are prohibited.
- G. Clothing or accessories, which are worn with the intent to harm one's self or others, are prohibited.
- H. Footwear is required. Footwear posing a safety concern is prohibited. School administrators or teachers may require special clothing for health and safety reasons, however, no particular brand for any article of clothing may be required.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Parents or guardians will be notified in the case of repeated violations.

#### **FOOD DELIVERY**

Food delivery or dropoff is not permitted at school. Hampden Academy does not have the office staff capacity to manage external food deliveries. As such, food deliveries will not be accepted at the main office or any other location on school grounds. Students should either bring meals from home or enjoy the free breakfast and lunch provided by the school.

#### **INTERNET**

Hampden Academy provides Internet access for students, faculty, and staff who apply for access using the procedure outlined in RSU22 policy and who comply with the RSU22 acceptable use

standards. Access to the internet is a privilege, not a right and inappropriate use of the access will result in cancellation of the privilege, possible disciplinary action by school officials and or legal action. System administrators will have access to all user accounts including electronic mail and google drive. Therefore, student communication and content made through school devices and/or on school accounts should be considered public in nature. Please refer to the [Student Technology Computer/Device and Internet Use Rules](#) (RSU 22 Policy IJNDB-R) for more policy about acceptable use.

### **LOITERING**

Students must have a valid reason for staying on the school campus after their classes are over and must be supervised by an adult. Students must leave the building after the bell if not scheduled to stay with a teacher or an extracurricular activity. Students waiting for rides or for an extracurricular activity must remain on the mezzanine or in the front lobby.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where they can be claimed by the owners.

### **REQUIRED PARENT/GUARDIAN SIGNATURES**

All students, regardless of age, are required to provide a parent/guardian's signature on notes and school forms that require those signatures.

### **SCHOOL-ISSUED CHROMEBOOKS**

Goals:

- Prepare students for the 21st century
- Increase productivity and engagement of all learners
- Make student-centered learning a priority
- Increase collaboration, creativity, critical thinking, and communication in our students

Students are expected to:

1. Bring the Chromebook to school each day.
2. Have the Chromebook fully charged and ready for use during the school day.
3. Keep the Chromebook away from food and drink.
4. Report any software/hardware issues or damage to the IT department immediately in person or via the help desk found on our website.
5. Keep the Chromebook in a well-protected temperature controlled environment when not in use. (Do not leave the Chromebook in a vehicle or location that is not temperature controlled.)
6. Clean the screen with microfiber cloth. (Do not use any spray cleaners or liquids.)
7. Return the Chromebook and charger in good working condition at the end of school year (seniors) or if you transfer to another school.

Students are not allowed to:

1. Modify the Chromebook in any way other than instructed by the administrator of school personnel.
2. Apply marks, stickers, or other decoration to supplied Chromebook.
3. Exchange Chromebooks with any other student.
4. Clear or disable browsing history on the device.
5. Jailbreak or disable the Chromebook.

Students must understand that this is a school-owned device and can be viewed/inspected at any time by school personnel. By accepting the Chromebook it is expected that each student will follow, In addition, students will be responsible for any damage or loss of the Chromebook, cover, and charger. Please refer to the [Student Technology Computer/Device and Internet Use Rules](#) (RSU 22 Policy IJNDB-R) for more policy about acceptable use.

### **SCHOOL MEALS**

Breakfast and lunch are provided free of charge for all students. Families can add funds to student accounts to buy ala carte items. Students can also pay cash for these items. RSU 22 uses [MySchoolBucks](#) for student accounts. Please complete the [Free/Reduced lunch form](#) if your family qualifies for these benefits. Even though meals are free, completing this form is needed for federal funding.

### **STUDENT EDUCATION RECORDS and INFORMATION (RSU22 Policy JRA)**

RSU 22 shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

#### **A. Directory Information**

RSU 22 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. RSU 22 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

#### **B. Military Recruiters/Higher Education Access to Information**

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU 22 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.

#### **C. Information on the Internet**

Under Maine law, RSU 22 shall not publish on the Internet any information that identifies a student, including but not limited to the student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents’ names, without written parental consent.

#### **D. Transfer of Student Records**

As required by Maine law, RSU 22 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).

#### **E. Designation of Law Enforcement Unit**

School units may disclose student education records without parental consent to personnel of local law enforcement agencies, provided that they have been designated as school officials with legitimate educational interests for the purpose of compliance with FERPA.

#### **F. Health or Safety Emergencies**

As permitted by FERPA, the school unit may disclose personally identifiable information from a student’s educational record to appropriate parties, including parents of an eligible student, if taking into account the totality of the circumstances, it determines that there is an articulable and significant threat to the health or safety of the student or other

individuals and that knowledge of the information is necessary to protect the health or safety of the student or other individuals. In the event of disclosure, the school unit will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the school unit has disclosed and maintain such record with the student's educational record.

**G. Administrative Procedures and Notices**

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

**TELEPHONE**

The school office telephones are for school business but may be used by students with permission from office personnel.

**SAFETY INFORMATION**

**CRISIS RESPONSE PLAN**

Hampden Academy has a contingency plan in the event of a school crisis. The plan is acted upon in accordance with the school district and police and fire department. Due to safety procedures and confidentiality, the plan in its entirety is earmarked for the Crisis Response Team and local authorities.

**EVACUATION DRILLS**

An evacuation plan is posted in each room. Students should be familiar with the plan. The teacher in each classroom will give immediate instruction when the alarm sounds. Students are to remain at least 50 feet from the building until the signal to reenter is given. No one is to return to the building until the signal is given. Students are not permitted to enter or move their vehicle during an evacuation drill.

**INCLEMENT WEATHER ANNOUNCEMENTS**

All announcements about changes in school arrival, dismissal, or cancellation due to weather will be sent out via school messenger to families. In addition, local TV stations will provide information.

**PARKING and VEHICLES**

All student vehicles must be parked in the front of the school, in one of the three large parking lots. Parking in the front circle is reserved for guests. Speeding and careless driving on school grounds could result in being denied access privilege on Academy property. Students are not permitted to be in parked cars on school property during the school day. Cars are not to be moved during the school day without permission from the office. Students are not permitted to go to their car during the school day without permission from the main office. Repeated parking violations may result in loss of access privileges.

**VISITORS**

The school policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must receive approval and register in the Main Office. Parents/guardians must also register in the Main Office. Visitors are expected to leave promptly when their

business is over. In general, student visitors are not allowed. Any student visitor requests must be approved by the principal.

## **STUDENTS WITH DISABILITIES**

### **SECTION 504**

If a student has a disability that affects his/her educational progress, modifications and/or accommodations can be made with a 504 Plan. To determine if a student is eligible, the student or parent/guardian should notify his/her guidance counselor to initiate the referral process.

### **SPECIAL EDUCATION SERVICES**

Hampden Academy offers a wide range of services to any student who is identified as having a disability that requires specialized instruction. Parents/guardians who suspect that their child has difficulty learning due to a disability should first discuss their concerns with the student's teachers. If the concerns are not resolved, parents/guardians or the student may discuss referral for special education services with the student's guidance counselor. Students may also refer themselves through these procedures.

