

# Hermon Middle School



## Student Handbook

2018-2019

Hermon Middle School, in partnership with parents and the community, seeks to instill in all students, high standards for academic scholarship, integrity, leadership, and responsibility.

Hermon Middle School  
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[hermonms.org](http://hermonms.org)

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Dear Students:

Welcome to Hermon Middle School. We are excited about having you enrolled in our school and look forward to watching you grow during your time here. Our goal is to help you develop academic skills that will lead to high achievement, thus increasing your opportunities for the future.

Hermon Middle School administration and faculty believe learning is the primary focus of a students' educational experience. Academic rigor lies at the core of all course work and will challenge students to explore the unknown, take risk, share opinions, and make mistakes. Although learning can be very difficult, we encourage you to work hard every day. Through, perseverance, constructive conduct, work completion, and a confident mindset, you can have a positive academic experience at Hermon Middle School.

Hermon Middle School staff also believes that students should grow personally during their educational experience. We believe that students should learn how to make good decisions such as setting long and short term goals. Students should learn how to overcome obstacles like resolving difficulties with peers, while also gaining a sense of responsibility by taking accountability for their individual actions. Kindness, respect, safety, and responsibility are our core values, and are essential for healthy relationships and the cornerstone of future citizenship.

Please take the time to review the content of this handbook as it is designed to be a resource for you. Outlined in the handbook are matters pertaining to school practices, rules, regulations, and policies under which Hermon Middle School operates. Your teachers will review the contents with you and you are encouraged to read the handbook together with your parents or guardian. Make sure you ask if there are sections of the handbook which you do not understand.

The contents of the handbook are subject to change and policies approved by the Hermon School Department supersede those outlined in the handbook.

I know you can accomplish great things! Study hard, take responsibility, and be respectful! Have a great year!

Sincerely

Micah Grant  
Principal

## HERMON MIDDLE SCHOOL STAFF

### Administrative Office

Mr. Grant	Principal	grantm@hermon.net
Mrs. Dearborn	Secretary	dearbornp@hermon.net
Mrs. Badger	Affirmative Action Officer	badgerc@hermon.net

### Athletic Director

Mr. Sinclair	Athletic Director	Sinclairr@hermon.net
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### Guidance Office

Mrs. Moulton	Counselor	moultonl@hermon.net
Mrs. Kitchin	Social Worker	kitchink@hermon.net

### School Nurse

Mrs. Scripture	Nurse (k-4)	scripturea@hermon.net
Ms. LeBreton	Nurse (5-12)	lebretonk@hermon.net

### Special Education

Mrs. Michaud	Teacher	michauds@hermon.net
Mrs. Martin	Teacher	martint@hermon.net
Mrs. Reardon	Teacher	riordont@hermon.net
Mrs. Steltzer-Munch	Speech Therapist	steltzerl@hermon.net
Ms. Fish	Speech Therapist	fishk@hermon.net

### Gifted and Talented

Mrs. Griffin	Coordinator	griffinn@hermon.net
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### Interventionists

Mrs. Smith	Reading	smithr@hermon.net
Mrs. Barnes	Math	barnesch@hermon.net

### Cafeteria

Ms. Nicholas	Director	nicholase@hermon.net
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### Custodians

Ms. Davis	Head Custodian	davisa@hermon.net
Mr. Collins		collinsj@hermon.net
Mr. Howard		howards@hermon.net

### Instructional Staff

Mr. Colson	Math 7	colsonc@hermon.net
Mrs. Kurtz	E.L.A. 7	bullp@hermon.net
Mrs. Case	Art	caser@hermon.net
Mrs. Cyr	Math/Algebra I	cyr@hermon.net

Mrs. Donato	E.L.A. 8	donatok@hermon.net
Ms. Manzo	Grade 5	manzok@hermon.net
Mr. Flegel	Music/Band	flegelt@hermon.net
Mr. Fratini	Science 7 & 8	fratinij@hermon.net
Mrs. Goodrich	Librarian	goodrichk@hermon.net
Mr. Gray	Physical Education	graya@hermon.net
Mr. Kollman	Chorus	kollmanj@hermon.net
Mrs. LeBarnes	Math 6	lebarnesn@hermon.net
Mrs. Libby	Social Studies 7 & 8	libbya@hermon.net
Mrs. Lovejoy	Science 6 & 7	lovejoya@hermon.net
Mrs. Pinette	E.L.A. 6	pinettec@hermon.net
Mrs. Ross	Grade 5	rossr@hermon.net
Mrs. Severance	S.S. & Science Grade 6	severances@hermon.net
Mrs. Smith	Grade 5	smiths@hermon.net
Ms. Wedge	Social Studies. 6 & 7	wedges@hermon.net

**Educational Technicians**

Mrs. Devine	Special Education	devinev@hermon.net
Mrs. Garland	Library	garlandt@hermon.net
Mrs. Byers	Special Education	byersb@hermon.net
Mrs. Turner	Special Education	turnerc@hermon.net
Mrs. Hall	Special Education	hallc@hermon.net
Mrs. Bender	Special Eduation	bender@hermon.net

## Dates to Remember

August 30	5 <sup>th</sup> Grade Orientation
September 3	Holiday-Labor Day
September 4	First Day of School (All Students)
September 12	Open House (Grade 5-8)
October 5-8	Holiday-Columbus Day Weekend
November 2	1 <sup>st</sup> quarter Ends
November 8	Report Cards Mailed Home
November 12	Holiday- Veterans' Day- Recognition
November 19-20	Parent/Teacher Conferences
November 21-25	Holiday-Thanksgiving Break
December 22-January 1	Holiday-Christmas Break
January 18	2 <sup>nd</sup> Quarter Ends
January 21	Holiday- Martin Luther King, Jr. Day
January 24	Report Cards Mailed Home
February 16-24	Winter Break
March 29	3 <sup>rd</sup> Quarter Ends
April 4	Report Cards Mailed Home
April 13-21	Spring Break
May 27	Holiday-Memorial Day
June 8	High School Graduation
June 12	8 <sup>th</sup> Grade Graduation
June 12	Last Student Day/*
June 12	All Grades Close*
June 19	Report Cards Mailed Home

\*Pending Snow Days

## Bell Schedule

7:30	Doors Open/Breakfast Begins (Students wait in Gymnasium or with teacher they have made an appointment with)
7:50	First Bell- Students Report to 1 <sup>st</sup> Academic Class
7:55 to 8:50	Period 1
8:53 to 9:48	Period 2
9:51 to 10:46	Period 3
10:49 to 12:11	Period 4
10:49 to 11:10 11:15-12:11 (class)	Lunch 1 Grade 6
11:17 to 11:38	Lunch 2 Grade 5
11:49 to 12:11 10:49-11:44 (class)	Lunch 3 Grade 7-8
12:15 to 1:10	Period 5
1:13 to 2:08	Period 6
2:10 to 2:20	Lockers and Homeroom for announcements
2:20	Dismissal Walkers & Parent Pick Up Buses
2:30-3:00	Academic Support with teachers and Activities (For academic support please schedule with individual teacher)
2:25-3:30	Homework Lab (M-Th)
2:25-3:25	Administrative Detention (Tuesdays and Thursdays)

**School Hours:** School doors open at 7:30. Students must wait in the gymnasium under the supervision of school staff. Breakfast is available for purchase at this time. Students are not to be in the building before 7:30 a.m. without prior, advance permission from the Principal. On occasion, teachers may make arrangements to meet with students at an earlier time for the purpose of academic assistance or an activity.

Students not participating in after school activities/academic assistance are expected to leave the building and grounds by 2:30 p.m. All students staying after school must be under the direct supervision of a staff member.



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

**Excused Absences:**

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

1. Personal illness (medical documentation is required for four (4) or more days absent per trimester)
2. An appointment with a health professional that must be made during the regular school day (please bring medical appointment card)
3. Observance of a recognized religious holiday when observance is required during the regular school day.
4. A family emergency (death in family, legal obligation, etc.)
5. A planned absence that has been approved by administration.
6. Emergencies and other exceptional situations approved by the administration.

Each day that a student is absent from school, the parent or guardian of that student should contact the school by telephone between 7:00 A.M. and 8:00 A.M. and give the reason for the child's absence. The student's record will reflect absences as either excused or unexcused. Unexcused absences will result in administrative consequences as prescribed by State Statute, Hermon School District Policy, and all applicable school rules outlined in student and athletic handbooks.

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

**School-Related Absences:**

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

**Advanced Absence**

Parents and students are strongly encouraged to fill out the advance absence form prior to planned student absences. While the loss of instructional time is irretrievable, supplemental material such as readings and homework completed during a student absence will make reentry more efficient.

**Unexcused Absences:**

Unexcused absences are those that are not recognized by the state as warranting excused status.

**Skipping school or cutting class is not permitted.**

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

**Tardiness:**

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

1- 4 tardies (per trimester) = written notification issued to student.

5 - 6 tardies (per trimester) = 1 hour administrative detention

7- 8 tardies (per trimester) = 3 hour administrative detention and parental conference

9 + tardies (per trimester) = 1 day suspension (progressive suspensions will apply)

**Dismissals:**

Student dismissals will be approved only in the following manner:

1. Dismissals must be **IN WRITING FROM A PARENT/GUARDIAN ONLY** stating the reason and time for dismissal. Dismissal notes must be brought to the office first thing in the morning *before* first period so that they can be recorded. The dismissal note should include a telephone number where the parent may be reached in order to verify the dismissal. It is not acceptable for parents to dismiss a student without a legitimate and legal reason.
2. If it becomes necessary for a student to be dismissed during the course of the school day, a parent (or Emergency Contact) **must** sign the student out when they arrive to pick him/her up.
3. Phone dismissals **will not** be allowed.
4. In the event of extenuating circumstances faxed dismissals will be accepted.
5. Please note that according to state statute students must be in school for half their academic program to be considered Present for the entire day. Therefore, students being dismissed must be in school for at least three hours to count for a whole day (i.e. 8:00-11:00 a.m.)

**Perfect/Exemplary Attendance:**

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

**Backpacks and Sport Bags:** There are to be no backpacks or sports bags stored in the hallways due to fire regulations and safety considerations. They must be placed in lockers or classrooms if brought to school. Backpacks are not to be used to carry books and other school supplies to classes.

**Bicycles:** Students are allowed to ride bicycles to school and are encouraged to lock their bicycles to the bike racks provided. Those students who do ride their bike must present written permission, signed by their parent, to the Office for inclusion in their file. Students riding their bicycle home after school should remain in their homeroom until all buses have left the school driveway. Students who ride bicycles or walk home are to wait until all buses have left the school driveway before leaving.

**Buses:** Any student not riding to/from school on one of our buses is to provide the office, upon arrival to school, with a written note (signed by parent/guardian). This includes walkers, bike riders, etc.

Students wishing to debus at a different point than their usual stop, or ride a different bus than usual, must have written permission from their parent/guardian, presented to the office upon their arrival to school. Students are not allowed to use the phones to get permission to go to a friend's house.

**Cafeteria Services:** Free or reduced (\$.40 per day) lunch is available to qualified students. Applications will be sent home during the first week of school. Students may bring their lunch, purchase hot lunch (\$2.75 per day) or purchase items from the a la carte menu. White milk is available for purchase at \$0.50.

A breakfast program is also offered at \$1.25 per day or at no charge for those who qualify for free or reduced. Considerate and quiet behavior is expected in the lunchroom. Students are expected to clean up all litter from their table and floor area before leaving. All lunch materials should be put away by the end of lunch time.

**Cell Phones:** Cell phones (or other communication devices) are not to be visible, heard, or in use during the school day (7:50 a.m. - 2:20 p.m.). Students found to be in violation who are referred to the Office will have their devices taken by the Principal (or his designee) with the following progressive consequences applied:

1st offense:	Device taken; parent/guardian must meet with Principal to have device returned.
2nd offense:	Device taken; parent/guardian must meet with Principal to have device returned; 3 hours Administrative Detention.
3rd offense:	Device taken; parent/guardian must meet with Principal to have device returned; 1 day suspension
4th offense:	Device taken; parent/guardian must meet with Principal to have device returned; 3-day suspension/Device not allowed on school property

**Cheating/Plagiarism:** Cheating - Giving or receiving information on classwork/homework or during assessments, considered one and the same - and plagiarism or other forms of unethical academic misconduct are not acceptable to Hermon Middle School staff members. Students who engage in such inappropriate behavior jeopardize their academic standing and will be subject to progressive disciplinary action.

**Dances:** Informal dances are periodically scheduled for Hermon Middle School students. School behavioral rules and standards of dress are in effect during these dances. Once the dance has begun, students will not be able to return once they exit the building. Students who have presented disciplinary problems or been suspended during the period of time between dances may lose their privilege to attend. Hermon Middle School dances are for Hermon Middle School students.\*

*\*Students are allowed to bring guests to the 8<sup>th</sup> grade semi-formal per the guest referral form. Please note this dance is only for 8<sup>th</sup> grade students.\**

### **Detention:**

Administrative detention is assigned by the Principal or designee. Students assigned to detention are to report to the detention room promptly by 2:25 P.M.

Detention is regularly scheduled on Tuesday and Thursday from 2:25 P.M. – 3:25 P.M., and monitored by a teacher. **Detentions take precedence over all other obligations, including school-related activities.** Not attending detention on the date assigned will result in progressive discipline including three hour detention or suspension.

\*Please note, that at times, the Principal may assign a Friday 3 hour detention to be conducted at Hermon High school. This detention is usually reserved for egregious or repetitive behaviors that have already been addressed with 1 hour detention. Transportation to the high school is provided, however, parents/guardians are expected to pick up their student at the high school at 5:30 p.m.

### **Administrative/Office Detention Expectations:**

1. Everyone must have work to do or something to read.
2. No talking, sleeping, eating food, or consuming beverages.
3. All students must be seated and remain seated.
4. Detention is scheduled for one hour (2:25P.M.-3:25P.M.) Tuesday and Thursday. Disruptive or uncooperative students may be asked to leave and a suspension may result.
5. After detention period is over, all students must leave the building unless they have other legitimate, school-related responsibilities.
6. If a student is absent the day of an assigned detention, he/she must serve the detention on the first day available upon returning to school.

### **Teacher Detention**

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

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

### **DISCIPLINE**

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

In fifth grade students misbehavior will be categorized into minor and major offenses, tracked by the office. Students will be assigned a detention on their 5<sup>th</sup> minor infraction per trimester regardless of the minor types.

**Field Trips:** Field trips are developed and planned by grade level teams or other sponsoring organizations within the school. They reflect the curriculum and have a specific educational purpose. The privilege of attending trips is at the discretion of the Principal.

**Fire Drills:** Periodic announced and unannounced fire drills will be held during the school year. Students are to move to the nearest exit, and when outside, move a considerable distance from the building, as

directed by their teacher. In evacuating and entering, students are expected to be quiet and compliant with teacher's directions. Fire drill evacuation plans are displayed in each room.

**Food and Beverages in School:** Food and beverage consumption is not permitted outside the cafeteria unless part of a class, celebration, or other school sanctioned activity. An exception is made for students carrying water in clear, plastic bottles.

**Grading**

**Report Cards and Progress Reports:** A student's academic progress will be reported to him/her and the student's parents/guardians six (6) times per year, through the use of report cards following the conclusion of each trimester and interim reports which are given in the four core subject areas about the middle of each trimester.

**(4) Exceeds the Standard-** The student's work demonstrates exemplary accomplishment of content knowledge and skills.

**(3) Meets the Standard** - The student's work demonstrates consistent accomplishment of content knowledge and skills.

**(2) Partially Meets the Standard** - The student's work demonstrates partial accomplishment of content knowledge and skills.

**(1) Does Not Meet the Standard** - The student's work demonstrates limited command of content knowledge and skills.

**SEBR:**

Student conduct, effort, and work completion are critical for current and future academic and personal success. These scores will be issued by the students' respective grade level team (Principal, Guidance Counselor, and content level teachers) at the end of each trimester. Scores will be based upon minor and major office referrals and formative work completion. Please note that your student will receive a team level cumulative score, and not individual SEBR scores in each course. Individual teachers and/or administrators may reach out to parents regarding behavior or academic outliers or other areas of concerns specific to a course and/or category.

For Example:

Subject	Academic	Conduct	Work Completion
English	4		
Math	3		
Art	3		
SEBR		3 (2-4 Minors)	2 74-85% work completion.

Each grade level team will meet bi-weekly, to discuss and track students' academic, conduct, and work completion.

**Guidance:** Guidance services are available to all Hermon Middle School students. Any student with an educational, social, or personal issue can receive services through group or individual counseling. Other important services offered through the Guidance Department include the academic monitoring of students, classroom activities, parental/family support, referrals to community resources and crisis intervention.

**Gum Chewing:** Gum chewing is at the discretion of the individual classroom teacher. Students who do chew gum are expected to properly care for their gum when finished with it.

**Harassment and Sexual Harassment of Students:** Harassment of students because of race, color, sex, sexual orientation, religion, ancestry, or national origin, age, or disability is prohibited. Such conduct is a violation of School Committee Policy. Harassment of students because of race, color, sex, religion, ancestry or national origin, age, or disability may constitute illegal discrimination under state and federal laws.

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

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

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

The Superintendent or Mrs. St. Pierre, the Title IX Coordinator (the Affirmative Action Officer) will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure.

**Electronic Devices:** Students are not allowed to use these items (ipods, ipads, cell phones, mp3 players, etc.) in school during instructional hours. Should this occur, they will be confiscated and held by administration and returned to the student or parent.

**Laptop Computers:** All seventh and eighth grade students will have access to one to one computing at Hermon Middle School. It is critical that students take this privilege seriously and take appropriate care of laptops when they use them. Students are often required to research, prepare, and test on these devices. Therefore, misuse will not be tolerated and may result in the loss of this privilege.

**Library:** The Library contains a wide variety of instructional materials, books, magazines, newspapers, and pamphlets as well as audiovisual materials and equipment. Except for books which are in high demand, books may be checked out for a two-week period with options for renewal. Audiovisual items, such as filmstrips or tape recorders, may be checked out only by teachers, but they may be used by students in the Library.

The Library provides an excellent opportunity for student research, quiet study, and reading enjoyment. If used properly, the Library is an invaluable source for learning which develops lifelong skills necessary to becoming an informed, interesting member of society.

### **LIGHTERS/MATCHES**

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

**Lockers:** The school is **NOT** responsible for any losses from lockers issued to students. Lockers, complete with combination locks, will be assigned to students on the first day of school. No additional/outside locks may be used. Lockers are the school possession and are a privilege for students to use.

**Lost and Found:** Any item that has been found should be turned in to the Office. If a student has lost books or personal items, he/she should check with the Office and the lost and found area in the lobby at the front of the school. Students are advised not to bring valuables to school. The school **will not** be responsible for money or valuable items lost or stolen. Lost and Found is purged before Thanksgiving, Christmas, February, and April breaks.

### **Medication:**

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

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

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

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

See Policy JLCD – Administration of Medication to Students

**No School or Delayed Opening:** If it is necessary to delay the opening of school or to cancel school because of inclement weather, the announcements may be heard on: WZON, WABI, WKIT, WWMJ, WABI-TV, WKSQ, Q106.5, WWFX, WLBY-TV, AND WVII-TV.

**Parent Communication:** Students benefit greatly by having parents and school staff working closely together. We ask for support regarding school policies, particularly in the areas of attendance, tardiness,

dress, and work completion. Keep informed of your child's school progress by regularly checking PowerSchool, attending conferences and reviewing report cards and progress reports with your child.

**Parent Conferences:** Time will be set aside for parent conferences. A conference request form will be sent home with all students. Additional conferences may be scheduled by either parents or school staff at any time. In order to set up an appointment, call the Office (848-4000, X2010) to make your request.

**Phone Use:** All students who need to use a phone are to ask in the Office. Generally, only in the case of an emergency should a student request to use the phone.

**Physical Education Classes:** All students are expected to be prepared for class each day with **appropriate clothing** which includes socks, sneakers, shorts or sweat pants, t-shirt or sweatshirt. Due to the fact that during physical activity students will perspire, a change of clothes is recommended in order to maintain good health and hygiene. Students are provided lockers so that they may secure their valuables during physical education class.

**Public Displays of Affection:** Public displays of affection such as handholding, hugging, kissing, etc. are not appropriate in the middle school setting and are not to be engaged in by Hermon Middle School students. Students choosing to engage in these types of behaviors can expect, minimally, a warning, Administrative Detention and parental notification.

**School Property, Materials, and Books:** It is the student's responsibility to properly care for all school property assigned to them including library books. Loss or damage to assigned school property and library books will result in the student being billed for the replacement value.

**Sports Physicals:** Every student who participates in school sports at Hermon schools is required to have a sports physical completed and approved before trying out or playing. Sports physicals must be documented on the school-approved form only. Sports physical forms can be picked up in the Office. Students will need to have a physical completed each year during middle school and high school.

**Student Activities:**

Band	Builders Club	Chorus	Math Team	Student Council
Art Club	Chess Club			

**Extracurricular Activities:**

Fall:	Field Hockey	Soccer	Cross Country
Winter:	Basketball	Cheering	
Spring:	Baseball	Softball	Track (through Hermon Rec.)

**Student Participation in Extracurricular Activities:** All students of Hermon Middle School are advised that participation in extracurricular activities is a privilege as opposed to a right. One earns and keeps that privilege in many ways; grades and conduct are but two of these ways.



Statements relative to Academic and Behavioral Eligibility are included with the materials in the back of this handbook.

### **DRESS AND GENERAL APPEARANCE:**

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

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

- A. Gang-related clothing and insignia including but not limited to wearing display of “colors”, flags, bandanas, symbols, signs, emblems, or any article of clothing, jewelry, footwear, or other item that is evidence of membership, promotion or affiliation in a gang are not allowed in school or at school sponsored activities.
- B. Articles of clothing which promote the use of tobacco, alcohol, other drugs or illegal activities or clothing that violates the School Committee’s discrimination/harassment policy may not be worn on school grounds (when school is in session) or at other school related functions.
- C. Clothing with displays/words that are vulgar, sexual, lewd, or indecent or include insulting words, e.g., racial/ethnic slurs, are impermissible.
- D. Clothing that is destructive to school property, e.g., cleats, pants with metal inserts that may scratch furniture, is not permitted.
- E. Short shorts, clothing that reveals the midriff, clothing that is low-cut, clothing that reveals undergarments, clothing that is torn or ripped, or excessively short skirts are not permitted.
- F. No hats, sunglasses, or accessories such as heavy gauge chains are to be worn in the school buildings.

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

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

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

**Student Preparation:** All students must come to class:

1. With all homework completed;
2. With a pen/pencil, notebook, textbook, and assignment book;
3. Ready to pay attention to the lesson or discussion; and
4. Ready to do the best they can.

**Homework:** Teachers assign homework on a regular basis. While some of this work may be completed at the end of class or during study hall, students should take all homework home each evening for review and further study. There will be times when students will need to spend extra time on homework because of major or long term projects. The key to successful studying is to be organized. Students are expected to write down all homework assignments in their assignment book. At the end of the school day, students should check these assignments to ensure that they bring home all books and other materials necessary for doing their homework.

\*Homework counts for 10% of a student's overall course grade and is categorized in Powerschool as FORMATIVE.

**Study Halls:** The purpose of study halls at Hermon Middle School is to provide an academic setting with minimal distractions so that students can engage in educational activities such as studying or reading.

Students assigned to study hall are expected to:

- \*arrive on time;
- \*be prepared with all materials they will need that period (e.g. pencils and pens; textbooks and worksheets; assignment book; laptop [if available]);
- \*work quietly so as not to disrupt others
- \*obtain a pass (in advance) to work with another teacher or access the library to get a book (and return to study hall);
- \*bring free reading material (book or magazine) if all homework is completed.

**Supplies:** Suggestions for student supplies have been developed by each of the grade level teams. Students unsure as to what supplies are needed should contact one of their grade level team members. Individual teachers and specials teachers may request that students have additional supplies.

**Substitute Teachers:** During the course of the year students can expect to have substitute teachers. It is critical to behave and conduct yourself as if your regular teacher were conducting class.

**Tobacco, Alcohol and Drug Use and Possession:** The use, possession, distribution and dispensing of tobacco, alcohol, and controlled substances, including look-alike substances is prohibited. Being under the influence of alcohol or drugs is also an infraction of school policy. The prohibitions apply to students who are on school property or attending any school sponsored activity.

Students who violate this policy (ADC-R) will be referred to the substance abuse counselor.

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

**Visitors:** All visitors to the school must immediately report to the Office upon their arrival.

**Walkers:** Students who choose to walk home or to other areas (e.g. Hermon Elementary School for an athletic event) after school must have **written permission** from their parent/guardian on file in the Office.

**Weapons Policy (JICIA):**

A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, course, or harass another person (JICIA). Examples of such articles include but are not limited to all types of guns, ammunition, explosives, brass knuckles, switchblades, knives, chains and clubs;

B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, course, or harass another person. Examples of such articles include but are not limited to bats, belts, pencils, objects capable of ignition, tools, and replicas of weapons;

**Violence and Threats (JICIA):**

Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, and threats to commit violence against persons or property. Violations result in disciplinary action up to and including expulsion.

**Wellness**

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

**Annual Notification of Asbestos-Containing Building Materials**

All schools/buildings in the Hermon School Department have been inspected for the presence of Asbestos-Containing Building Materials (ACBMs). The inspection report detected ACBMs in some floor tiles at Hermon Elementary School. The asbestos inspection report and documents are available for inspection at the Superintendent's Office.

**Hermon Middle School  
Code of Conduct (Policy JIC)**

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

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

\*Respect

\*Honesty

\*Compassion

\*Fairness

\*Responsibility

\*Courage.

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

The Code applies to students:

\*on school property

\*while in attendance at school or at any school sponsored activity

\*at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

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

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

Violations of the Code of Conduct will result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Restitution for loss or damage may be required in addition to any of the consequences imposed. Behavior that also violates the law may be referred to law enforcement authorities.

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

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

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

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

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

<u>Offense</u>	<u>Definition</u>	<u>Range</u>
<b>Absence-Unlawful</b>	An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence.	I to IV
<b>Alcohol Violation</b>	Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute.	IV to V
<b>Arson/Fire</b>	Attempting to, aiding in, or setting fire to a building or other property.	IV to V
<b>Bus Misbehavior</b>	Any violation of school system policy or bus driver rules or policy occurring on a school bus.	I to IV
<b>Cheating/Academic Dishonesty</b>	Copying, plagiarizing, altering records, or assisting another in such actions.	I to IV
<b>Computer/Electronic Communication Misuse</b>	Any unauthorized use of computers, software or internet/intranet account to access internet/intranet, accessing inappropriate websites misuse of a website, internet/intranet account or internet/intranet resource.	I to V
<b>Cutting Class</b>	Unexcused absence from a class or school activity.	II to IV
<b>Defamation</b>	False or unprivileged statements are representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.	II to IV
<b>Destruction of Property/Vandalism</b>	Damage, destruction, or defacement of property belonging to the school or others.	I to IV
<b>Discrimination</b>	Use of race, color, creed, national origin, religion,	II to V

physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.

<b>Disrespect Toward Adults</b>	Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community.	I to IV
<b>Disruption, classroom</b>	Behavior that interferes with the learning of others in any learning environment.	I to IV
<b>Disruption, inciting and/or participating</b>	Behavior disturbing the atmosphere or order	I to V
<b>Disruption, school</b>	Behavior that interferes with the safe and orderly environment of the school or school activity.	I to IV
<b>Drug Violation</b>	Possession or use of (including possession with the intent to sell, give, deliver or distribute) any inhalants or other intoxicants, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia.	IV to V
<b>Extortion/Strong-arming/Blackmail</b>	The process of obtaining property from another with or without that person's consent, by wrongful use of force, fear or threat.	IV to V
<b>Failure to Serve Assigned Consequences</b>	Failure to serve detention, contract room, Saturday school, suspension, or other assigned consequences.	I to IV
<b>Bomb Threats/False Alarms</b>	Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.	IV to V
<b>Fighting</b>	A hostile confrontation with physical contact involving two or more students.	III to V
<b>Fireworks or Explosives</b>	Possession, use and/or threat to use firecrackers smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.	IV to V

<b>Forgery</b>	To use, make or reproduce another's signature for deceptive purposes.	I to IV
<b>Gambling</b>	Wagering money or property.	I to IV
<b>Harassment</b>	A sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.	II to V
<b>Hazing</b>	Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club or team.	IV to V
<b>Indecent Exposure</b>	Exposure to sight of the private parts of the body in a lewd or indecent manner.	II to V
<b>Insubordination</b>	Refusing to follow reasonable directions of teachers, staff, administration, including failure to identify self.	III to IV
<b>Intimidation</b>	Engaging in actions or statements that put an individual in fear of bodily harm.	I to IV
<b>Leaving School Grounds Without Permission</b>	Leaving school grounds during regular school hours without written permission from parent/guardian or someone listed on the Emergency procedure card.	III to IV
<b>Pager</b>	Carrying, wearing, or using an unauthorized portable electronic communications device.	II to IV
<b>Physical Attack on Staff</b>	Aggressive action with physical contact directed at school staff while on school grounds or at a school sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity.	IV to V
<b>Physical Attack on Students or Others</b>	Aggressive action, with physical contact directed at another person, student or non-student on school grounds or at a school-sponsored event.	IV to V
<b>Profanity</b>	Using vulgar or abusive language, cursing	I to IV



	or swearing.	
<b>Refusal to Obey School Rules</b>	Failure to comply with school rules, regulations, policies and/or procedures.	I to V
<b>Sexual Activity</b>	Behavior of a sexual nature including consensual sexual activity; possession of pornographic materials.	II to IV
<b>Sexual Harassment</b>	Unwanted and inappropriate verbal, written or physical conduct of a sexual nature directed toward others.	II to V
<b>Stalking</b>	A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death; or that a third person will likely suffer serious bodily injury or death.	IV to V
<b>Tardiness</b>	Lateness to school or class; tardiness to class of 20 minutes or more equals one class absence; three incidents of unexcused tardiness of less than 20 minutes equals one class absence.	I to IV
<b>Theft</b>	Taking or obtaining property of another without permission or knowledge of the owner.	II to V
<b>Threat to Staff, Physical or Verbal</b>	Expression, conveyed by word or action, of intent to do physical harm to a staff member.	IV to V
<b>Threat to Student, Physical or Verbal</b>	Expression, conveyed by word or action, of intent to do physical harm to another student.	IV to V
<b>Tobacco Use/ Possession</b>	Possession or use of any tobacco or tobacco products, including possession with the intent to sell, give, deliver or distribute.	III to V
<b>Trespassing</b>	Unauthorized presence on school property including while on a restrictive trespass, suspension or expulsion.	II to V
<b>Truancy</b>	Unexcused absence without parental knowledge.	III to IV
<b>Uncooperative Behavior</b>	Intentional failure to follow reasonable directions of a staff member or to participate cooperatively in a school or	I to IV

class activity.

**Weapons  
Violations**

Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, knives, and any implement, visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon.

IV to V

## AMERICANS WITH DISABILITIES ACT

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

**A. Program Access:**

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

**B. Communications:**

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

**C. Complaints:**

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

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

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

SEF#BB

PARENT ANNUAL NOTICE  
STUDENT RECORDS

Pupil records are collected and maintained to promote the instruction, guidance and educational progress of the pupil and for legitimate educational research.

Parents or eligible students (age 18 years or older) are entitled to certain rights and protection under the Family Educational Rights and Privacy Act. A complete copy of the school's record policy may be obtained by contacting the building principal. However, the following items outline your rights.

The parent or eligible student has a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's educational records;
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent allowed in accordance with 34CFR, section 99;
4. File a complaint with the U.S. Department of Education; and
5. Obtain a copy of the school's student records policy by contacting the building principal.

The three types of student records maintained by the school include:

- A. Academic information such as grades, progress reports, student work samples, achievement test data, etc;
- B. Statistical information including aptitude scores, mental ability, permanent school health records, etc ;
- C. Directory information on students, such as names, ages, addresses, telephone number, grade, field of study, participation in officially recognized activities, and sports and awards received.

All directory information may be made public without notice, unless the school is notified in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is to be withheld. Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent.

The school forwards educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

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

SEF#AA

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### SPECIAL EDUCATION CHILD FIND NOTICE

The Hermon School Department is in compliance with federal and state regulations regarding the delivery of services to all children with special needs. Federal statute (I.D.E.A.) requires that the school department identifies, locates, and evaluates all children with disabilities, ages 3-20, residing within the school district. Residents who believe that their child is in need of special education services, whether attending public or private school, should contact the Director of Student Services, P.O. Box 6360, Hermon, ME 04402-6360 (848-4086).

*11/6/07 to HTO for Hermon Connection*

September 2018

Dear Parent, Guardian or Staff Member:

I am writing about three subjects that can affect children's health in schools: pests, pesticides and your right to know.

**Pest Control**

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

**Pesticide Use**

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

**Your Right to Know**

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

The School Department also keeps records of prior pesticide applications and information about the pesticides used. You may review these records as well as a copy of the Hermon School Department's integrated pest management policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting Mr. Jason Davis, our IPM Coordinator at 848-4000, x 2409.

If you have any questions, please contact Mr. Davis. For further information about pests, pesticides and your right to know, please call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM website at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

Sincerely,

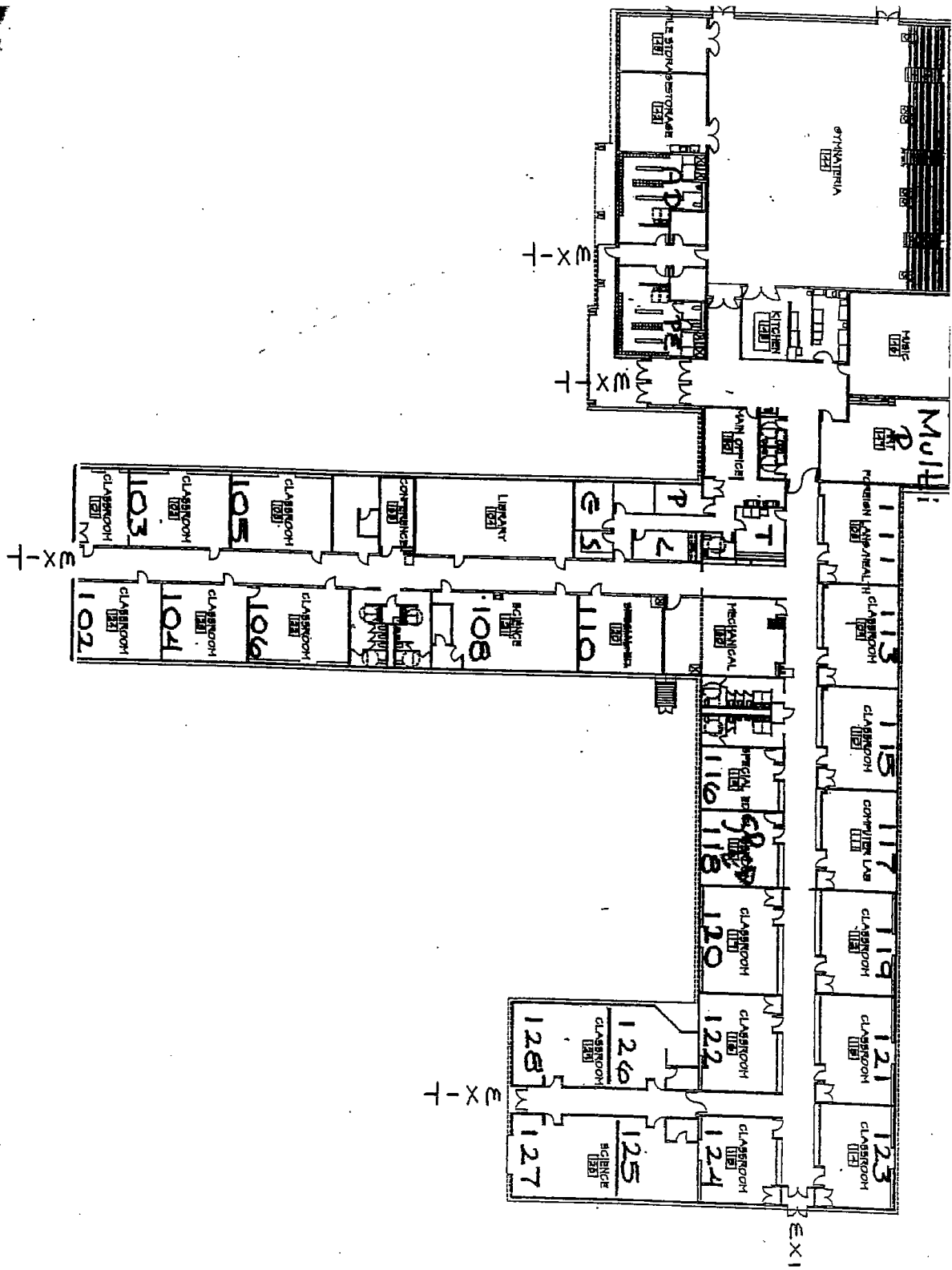
Gary Gonyar  
Superintendent of Schools

## ***HERMON MIDDLE SCHOOL***

August 2018-2019

Please review the following fire exit routes for Hermon Middle School.

- |   |                  |     |   |
|---|------------------|-----|---|
| ➤ | 101              | 102 | *Exit through the doors at the end of                 |
|   | 103              | 104 | the hall by rooms 101/102                             |
|   | 105              | 106 | *Turn right and assemble in the pump                  |
|   | Conference Rm    | 108 | house parking lot                                     |
|   | Library          | 110 |   |
| ➤ | Main Office      | 111 | *Exit through the main entrance                       |
|   | Teachers Rm      | 113 | *Assemble in the parking lot                          |
|   | Multi-Purpose Rm | 115 |   |
|   | Music Rm         | 116 |   |
|   | Kitchen          | 117 |   |
|   |                  | 118 |   |
| ➤ | P.E. Office      |     | *Exit at the far end of the gymnasium                 |
|   | A.D. Office      |     | by the table storage room                             |
|   | Gymnasium        |     | *Assemble on the fire road and proceed to parking lot |
| ➤ | 119              | 120 | *Exit through the doors at the end of                 |
|   | 121              | 122 | the hall by room 123                                  |
|   | 123              | 124 | *Assemble on road at the rear of                      |
|   |                  |     | school  |
| ➤ | 125              | 126 | *Exit through the doors at the end of                 |
|   | 127              | 128 | the hall by rooms 127/128                             |
|   |                  |     | *Assemble in the bus garage parking lot               |





Code: AC  
Adopted: 9/22/75  
Amended: 2/06/89  
Amended: 5/21/01  
Amended: 2/10/03

Hermon School Department

### **Nondiscrimination / Equal Opportunity and Affirmative Action**

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age or disability are prohibited. Discrimination against or harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin or disability are prohibited. The Hermon School Department shall continue to engage in a program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having rights to access school premises and activities. The Hermon School Department Affirmative Action Plan includes the designation of an Affirmative Action Officer who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent.

The Hermon School Committee directs the administration to provide notice of compliance with federal and civil rights laws to all applicants for employment, employees, students, parents and other interested persons as appropriate.

The Hermon School Department will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the Hermon School Department to subscribe to all applicable federal and state laws pertaining to contract compliance.

Legal Reference: Equal Employment Opportunities Act of 1972  
(P.L. 92-261) amending Title VII of the Civil Rights Act of  
1964 (42 U.S.C. § 2000 (e) et seq.)  
Title IX of the Education Amendments of 1972  
(20 U.S.C. § 1681 et seq.)  
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)  
Equal Pay Act of 1963 (29 U.S.C. § 206)  
Age Discrimination in Employment Act of 1967  
(29 U.S.C. § 621 et seq.)  
Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.)  
Americans with Disabilities Act (42 U.S.C. § 12101 et seq.)  
Maine Human Rights Act of 1972 (5 MRSA 4571) as amended

Cross Reference: Hermon School Department Affirmative Action Plan  
ACAA – Harassment and Sexual Harassment of Students  
ACAB – Harassment and Sexual Harassment of Employees

Code: ACAA  
Adopted: 4/04/94  
Amended: 5/21/01  
Amended: 2/10/03

Hermon School Department

## **Harassment and Sexual Harassment of Students**

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

### **Harassment**

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

### **Sexual Harassment**

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

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

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

Legal Reference: Title IX of the Educational Amendments of 1972 (20 USC § 1681 et seq.)  
Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)  
5 MRSA §§ 4602; 4681 et seq.  
20 MRSA 6553

Code: ACAC  
Approved: 2/1/10  
Amended: 4/9/12

Hermon School Department

### **Service Animals for Students and Employees**

The following rules shall govern the use of service animals by a person in the schools.

#### A. General Conditions

1. Only qualified individuals with disabilities are eligible to use service animals in school.
2. Use of a service animal by a person with a disability will be allowed in school when the animal is required to perform work or tasks directly related to the individual's disability.
3. "Service animal" is defined in Maine law as follows:

A dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of such work or tasks include, but are not limited to, assisting an individual who is totally or partially blind with navigation or other tasks, alerting an individual who is deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or a telephone, providing physical support and assistance with balance and stability to an individual with a mobility disability, and helping a person with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

4. The Hermon School Department will not be responsible for the training, feeding, grooming or care of any service animal permitted to attend school under this policy (except in the limited circumstances described in Section B.2.a.2). It shall be the responsibility of the individual with a disability or designated handler to ensure the proper care and supervision of the service animal.
5. All service animals must be kept on a harness, leash or tether unless this prevents the animal from performing his/her specific work or tasks with the individual. The animal must be under the control of the individual with a disability

or designated handler at all times and must have identification as a service animal.

6. The individual with a disability (or in the case of a student, the student's parent(s) is liable for any damage to school or personal property and any injuries to individuals caused by the service animal.

7. Individuals with service animals may access the same areas that individuals without disabilities are authorized to access.

#### B. Administrative Review of Service Animals

1. Whenever a service animal is in school or on school property (and it is not obvious that the dog qualifies as a service animal, e.g., guide dog for a blind person), a building administrator or other authorized school official may ask:

- a. Whether the service animal is required because of a disability;
- b. What work or task(s) the animal has been trained to perform.

2. When it is anticipated that a service animal is going to be in school on a regular basis with an employee, student, volunteer or other frequent visitor to the school, the individual using the service animal (or in the case of a student, the student's parent(s), is expected to notify the building administrator in advance.

- a. The school shall not provide staff support to care for or control a service animal but may provide support to the student using the service animal as needed in a particular instance (i.e., accompanying a young student who takes a service animal outside to relieve him/herself).
- b. Any handler (parent or other person) accompanying the service animal must have approval to work in the school from the Maine Department of Education and undergo the State criminal background check.

3. Service animals must be properly licensed and vaccinated. Owners should provide documentation of license and vaccinations.

#### C. Removal or Exclusion of Service Animals from Schools

1. A building administrator or other authorized school official may require that a service animal be removed from the school or other school property under any of the following circumstances:

- a. The service animal poses a direct threat to the safety of individuals at school, causes a significant disruption of school activities or otherwise jeopardizes the safe operation of the school;

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- b. The service animal demonstrates that he/she is unable to perform reliably the work or tasks which he/she was represented as being able to perform;
- c. The service animal is not under the full control of the person with the disability or the authorized handler;
- d. The service animal is sick (vomiting, etc.), infested with parasites, has an infection of the skin, mouth or eyes or otherwise presents a threat to the public health;
- e. The service animal demonstrates that it is not sufficiently trained to relieve him/herself outside the school building; or
- f. The service animal's presence significantly impairs the learning of students and/or fundamentally alters the nature of any school program.

#### D. Miniature Horses

Miniature horses are not defined as service animals under State or Federal law. However, miniature horses which have been individually trained to perform specific work or tasks may be permitted in the schools in certain circumstances as a reasonable accommodation for a qualified individual with a disability. Any such requests should be directed to the building administrator for consideration. If a miniature horse is approved, all the conditions in this policy shall apply.

Legal Reference: 42 U.S.C. § 12101 et.seq.

28 C.F.R. § 35, 104; 35.130 (h); 35.136

5 M.R.S.A. §§ 4553; 4592

Maine Human Rights Commission Rule Chapter 7

Cross Reference: AC – Nondiscrimination/Equal Opportunity and Affirmative Action

ACAA-R – Student Discrimination and Harassment Complaint Procedure

ACAB-R – Employee Discrimination and Harassment Complaint Procedure

Code: ADAA  
Approved: 2/1/2010

Hermon School Department

### **School System Commitment to Standards for Ethical and Responsible Behavior**

The Hermon School Committee believes that promoting ethical and responsible behavior is an essential part of the Hermon School Department’s educational mission. The School Committee recognizes that ethics, constructive attitudes, responsible behavior, and “character” are important if a student is to leave school as a “responsible and involved citizen,” as described in the Guiding Principles of the Maine Learning Results. The School Committee also recognizes that Maine law requires the adoption of a district-wide student code of conduct consistent with statewide standards for student behavior developed by the Commissioner of the Department of Education in compliance with 20-A MRSA § 254(11).

The School Committee seeks to create and maintain a school climate in which ethical and responsible behavior can flourish. The School Committee believes that instilling a sense of ethics and responsibility in students requires setting positive expectations for student behavior as well as establishing disciplinary consequences for behavior that violates School Committee policy or school rules. Further, the School Committee believes that in order to teach ethical and responsible behavior, adults who interact with students must strive to model and reinforce ethical and responsible behavior. To that end, the School Committee supports an active partnership between schools and parents.

Recognizing that collaboratively identified core values are the foundation for a school culture that encourages and reinforces ethical and responsible student behavior, the School Committee is committed to the establishment and implementation of a process for identifying shared values and setting and enforcing standards for behavior, including prescription of consequences for unacceptable behavior. The process for identifying such shared values will invite and include the participation of School Committee members, school administrators, staff, parents, students, and the community. Core values will be reviewed periodically, with opportunity for public participation. The School Committee will direct the superintendent/designee to develop a process to assess school system progress toward achievement of an ethical and responsible school culture. Following the identification of core values, the School Committee, with input from administrators, staff, parents, students, and members of the community, will adopt a Student Code of Conduct consistent with statewide standards for student behavior<sup>1</sup> that shall, as required by law:

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<sup>1</sup>The statewide standards are the “core values” identified in the report of the Commission for Ethical and Responsible Student Behavior, *Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities*. The core values are: Respect, Honesty, Compassion, Fairness, Responsibility and Courage. The Code of Conduct must be “consistent with,” not identical to, the statewide standards developed under 20 M.R.S.A. § 254(11). This provides an opportunity for communities to identify their own core values and articulate what they “look like” when applied to behavior. The core values serve as a basis for school system expectations for student conduct.

- A. Define unacceptable student behavior;
- B. Establish standards of student responsibility for behavior;
- C. Prescribe consequences for violation of the Student Code of Conduct, including first-time violations, when appropriate;
- D. Describe appropriate procedures for referring students in need of special services to those services;
- E. Establish criteria to determine when further assessment of a current Individual Education Plan (IEP) is necessary, based on removal of the student from class;
- F. Establish policies and procedures concerning the removal of disruptive or violent students from a classroom or a school bus, as well as student disciplinary and placement decisions, when appropriate; and
- G. Establish guidelines and criteria concerning the appropriate circumstances when the Superintendent/designee may provide information to the local police or other appropriate law enforcement authorities regarding an offense that involves violence committed by any person on school grounds or other school property.

The Student Code of Conduct will be reviewed periodically by the School Committee, with input from administrators, staff, parents, students, and members of the community.

Students, parents, staff, and the community will be informed of the Student Code of Conduct through handbooks and/or other means selected by the superintendent/ designee.

### **Ethics and Curriculum**

The School Committee encourages integration of ethics into content areas of the curriculum, as appropriate. The School Committee also encourages schools to provide students with meaningful opportunities to apply values and ethical and responsible behavior through activities such as problem solving, peer mediation and student government/leadership development.

Legal Reference: 20-A MRSA §§ 254, 1001(15)

Code: EGAD  
Adopted: 7/15/02

Hermon School Committee

### **Copyright Compliance**

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

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

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

A. Employees shall be informed of this policy/administrative procedure.

B. Notices shall be posted in reasonable proximity of equipment that may be used for copying materials.

C. Teachers and library medial specialists shall be responsible for informing students about the legal, ethical and practical problems caused by copyright infringement and illegal use of materials.

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



Code: IHBAC  
Adopted: 4/08/02  
Amended: 2/1/10

Hermon School Department

### **Child Find**

Hermon School Department seeks to ensure that all children within its jurisdiction are identified, located and evaluated who are school-age 5 through the school year in which they turn 20 and who are in need of special education and supportive assistance -- including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools, children receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade.

The Hermon School Department's child find responsibility shall be accomplished through a unit-wide process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the IEP Team.

This child find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. The Hermon School Department may schedule child find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. If screening occurs in the spring prior to school entry, the Hermon School Department will refer the child to the regional CDS site within 10 school days.

If the child find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services.

School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the Hermon School Department's pre-referral and referral policy.

References: 34 C.F.R. § 300.111 (2006);  
Me. Dep't of Educ. Reg. Ch. 101, IV (2) (2008).

Code: ILD  
Adopted: 11/3/03

Hermon School Department

### **Student Surveys and Marketing Information**

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

### **Parental Consent to Surveys**

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

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

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

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

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

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

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

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

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

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

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

### **Protection of Student Privacy**

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

### **Students Over 18 / Emancipated Students**

In the case of emancipated students or students over the age of 18, the parent/guardian rights described in this policy transfer to the student.

Code: ILD  
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11/3/03

## **Complaints**

The United States Department of Education maintains an office that handles complaints about alleged violations of the Protection of Pupil Rights Amendment by local school units. Complaints regarding violations may be submitted in writing to:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605.

Legal References: 20 U.S.C. § 6361 (No Child Left Behind Act)  
20 U.S.C. § 1232h; 34 C.F.R. Part 98 (Protection of Pupil Rights Amendment)  
20 U.S.C. § 1232g; 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)  
Cross Reference: JRA – Student Education Records and Information

Code: JICIA  
Adopted: 2/10/03

Hermon School Department

## **Weapons, Violence and School Safety**

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

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

### **Prohibited Conduct**

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

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, and nunchucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys).
- C. Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, and threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others; which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;

- G. Lewd, indecent, or obscene acts or expressions of any kind;
- H. Violations of the school department's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

**Disciplinary Action**

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

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

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

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and School Committee policy JKF.

The School Committee authorizes the superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school. The superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such violations shall be performed at the School Department's expense.

If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the superintendent and the School Committee may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

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2/10/03  
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Legal References: 20 USCA §8921 (Gun Free Schools Act of 1994)  
5 MRSA § 4681 et seq.  
17-A MRSA § 2 (9); 2 (12-A)  
20-A MRSA § 1001 (9); 1001 (9-A); 6552

Cross Reference: ACAA – Harassment and Sexual Harassment of Students  
ADC – Tobacco Use and Possession  
EBCA – Crisis Response Plan  
JICH – Drug and Alcohol Use by Students  
JK – Student Discipline  
JKD – Suspension of Students  
JKE – Expulsion of Students  
JKF – Suspension/Expulsion of Students with Disabilities

Code: JICK  
Adopted: 1/28/08  
Amended: 2/11/13

Hermon School Department

## **Bullying**

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

### **Bullying Prohibited**

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

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

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

### **Definition of Bullying**

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

#### **Bullying**

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

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

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

B. Interferes with the rights of a student by:

1. Creating an intimidating or hostile educational environment for the student; or



2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

C. Is based on:

- a. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
- b. 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.

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

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

### **Application of Policy**

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or

B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying.”

## **Consequences for Policy 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 School Committee retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal 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 School Committee approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

### **Staff Training**

The Hermon School Department will provide professional development and staff training in bullying prevention and response.

### **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 on the school level.

Code: JICK  
Amended: 2/11/13  
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The superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

### **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, parents, school employees and volunteers in handbooks, and by such other means (if any) as may be determined by the superintendent.

Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference: AC - Nondiscrimination, Equal Opportunity  
ACAA-R - Harassment and Sexual Harassment of Students  
ACAD - Hazing  
ADF - School District Commitment to Learning Results  
CHCAA - Student Handbooks  
JI - Student Rights and Responsibilities  
JIC - Student Code of Conduct  
JICC - Student Conduct on Buses  
JICIA - Weapons, Violence and School Safety  
JK – Student Discipline  
JKD - Suspension of Students  
JKE - Expulsion of Students  
KLG - Relations with Law Enforcement Authorities

Code: JLCD  
Adopted: 1/23/87  
Amended: 6/30/97  
Amended: 2/10/03  
Amended: 10/18/04  
Amended: 7/9/12  
Amended: 2/11/13  
Reviewed: 9/23/13

Hermon School Department

## **ADMINISTRATION OF MEDICATION TO STUDENTS**

Although the Hermon School Committee discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The School Committee encourages collaboration between parents/guardians and the schools in these efforts. The School Committee disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

### **I. DEFINITIONS**

"Administration" means the provision of prescribed medication to a student according to the orders of a health care provider.

"Health care provider" means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

"Indirect supervision" means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider.

"Parent" means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

"School nurse" means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

## II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

### A. Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication. Requests shall be valid for the current school year only.

### B. Health Care Provider’s Order

All parental requests must be accompanied by a written order from the student’s health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student’s health and attendance in school. Such order must include:

1. The student’s name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g., tablets, liquid, drops); and
5. Time intervals for administration (e.g., every four hours, before meals);
- 6.. Any special instructions; and
7. The name of the prescribing health care provider.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

#### C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

#### D. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one week supply shall be kept at school unless specifically directed otherwise by the student's healthcare provider or addressed in an IEP.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

#### E. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

#### F. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

#### G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

#### H. Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the Hermon School Department's Section 504 coordinator and/or PET, will determine whether an individual student's participation is contraindicated due to the

unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips" will be followed.

#### I. Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.
2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.



4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.

5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the Hermon School Department will not be responsible for any injury arising from the student's self-medication. Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

#### J. Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

#### K. Delegation and Implementation

The superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications;
6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N)  
Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule)  
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)  
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)  
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Code: JRA

Adopted: 2/10/75

Amended: 12/12/84

Amended: 2/25/02

Amended: 11/3/03

Amended: 4/9/12

Hermon School Department

### **Student Education Records and Information**

The Hermon School Department 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 information.

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

The Hermon School Department designates the following student information as directory information: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the Hermon School Department, honors and awards received, and photographs and videos of student participation in school activities open to the public (except photographs and videos on the Internet). The Hermon School Department 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 the Hermon School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

#### **C. Health or Safety Emergencies**

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

#### **D. Information on the Internet**

Under Maine law, the Hermon School Department 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.

#### **E. Transfer of Student Records**

As required by Maine law, the Hermon School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance

records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

**F. Designation of Law Enforcement Unit**

The Board hereby designates the Hermon Police Department as the Hermon School Department's law enforcement unit.

**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.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended  
20 U.S.C. § 7908  
20-A M.R.S.A. §§ 6001, 6001-B  
Maine Department of Education Rules, Chapters 101 and 125  
Cross Reference: JRA-E – Annual Notice of Student Education Records and Information Rights  
JRA-R – Student Education Records and Information Administrative  
Procedure  
ILD – Student Surveys and Marketing Information  
EHB – Records Retention Policy