

Field Trip Permission

Below is a permission slip that will allow your child to attend field trips for the 2011-12 school year. This permission slip will be kept on file at the school throughout the school year. Individual classroom field trip notices will be sent home to you during the school the year notifying you of the time and date, as well as the outline of each trip.

At any point, should you not want your child to attend a particular trip, we ask that you send a note to the school.

Field Trip Permission Form

I give permission for my child, _____ to attend class field trips during the 2011-12 school year.

Signed: _____ Date: _____
(parent/guardian)

(over) →

Please complete photo permission on reverse side.

Photo Permission

Many times during the school year, we have occasion to take pictures of students.

In addition to class pictures taken every year, newspapers television stations often will ask to take photos of students at play or work during the school day. We also take digital images, slides, and videos of special events and classroom experiences. At any point, should you not want your child's photo taken, we ask that you send a note to the school.

Photo Permission

(Please check one)

Yes

I give permission for my child, _____ to be included in all photographic images that may be taken for school related activities including but not limited to: newspapers, television, slide presentations, yearbooks, brochures, and school videos. I realize that this permission will be in effect for every year that my child attends Biddeford High School. If any time I wish to deny this permission, it will be my responsibility to notify the school in writing.

No

I do not want my child included in school or class photos, etc. other than the annual class picture.

Signed: _____ Date: _____
(Parent/guardian)

PLEASE RETURN THIS PERMISSION SLIP TO THE SCHOOL OFFICE.

(Revised 5/09)

NEPN/NSBA Code: **IJNDC-E**

**AGREEMENT TO PUBLISH STUDENT INFORMATION
ON THE BIDDEFORD SCHOOL DEPARTMENT WEB
SITE**

The Biddeford School Department maintains an official web site to provide general information about the school system as well as information about educational programs, extracurricular activities, school events, and student and staff achievements.

Maine law requires public schools to obtain written approval from parents/guardians prior to publishing personal information about students on the Internet. This form will authorize the School Department to publish the following:

- A. Full names of students in connection with class rosters, honor rolls, awards received, and team/extracurricular activity participant lists;

- B. Group and/or individual photographs of students;
- C. Individual student or class work may be published on the School Department's web site from time to time in accordance with established guidelines. Such work may include creative writing, research projects, art work, music, performances, and audiovisual presentations. All student work will include a copyright notice prohibiting the copying of such work without express written permission. Copies of the School Committee's Web Site Policy and Guidelines are available at the Superintendent's office, every school office, or on the School Department's web site at <http://www.biddschools.org>.

At no time shall personal information about students (such as home address, telephone number, e-mail address, birth date, social security number, etc.) or any other made confidential by state or federal law appear on the web site. The web site will not include any information that indicates the physical location of students at any given time, other than attendance at a particular school or participation in school activities.

Adopted: April 28, 2009

BIDDEFORD SCHOOL DEPARTMENT

NEPN/NSBA Code: **IJNDC-E1**

PARENT/GUARDIAN AGREEMENT FORM TO PUBLISH STUDENT INFORMATION ON THE BIDDEFORD SCHOOL DEPARTMENT WEB SITE

Please complete and return the following agreement form to the school office. This agreement will remain in effect for the entire school year unless it is rescinded in writing. If you have any questions, please contact the building Principal.

Parent/Guardian Agreement Form to Publish Student Information on the Biddeford School Department Web Site

Name of Student: _____

Grade: _____ School: _____

Name of Parent/Guardian: _____

I understand and agree that my child's name may appear on the Biddeford School Department web site. I further understand and agree that photographs of my child and/or examples of my child's work may be used on the web site.

_____ Date: _____

Parent/Guardian Signature

Adopted: April 28, 2009

**BIDDEFORD SCHOOL DEPARTMENT
STUDENT OPT-OUT FORM
REGARDING RELEASE OF NAME, ADDRESS AND
TELEPHONE NUMBER**

To Parents/Guardians:

Federal public law 107-110, section 9528 of the ESEA (“No Child Left Behind Act”) requires school districts to release student names, addresses, and telephone numbers to military recruiters upon their request. The law also requires the school district to notify you of your right to opt out from this by requesting that the district not release your child’s information to military recruiters. The completion and return of this form to the BHS Guidance office serves as your request to withhold your private information.

=====

Student Name _____

Date of Birth _____

_____ I request that this student’s name, address and telephone number not be released to Armed Forces recruiters or military schools.

_____ I request that this student’s name, address and telephone number not be released to colleges, universities, or companies seeking employees.

Signature of Student Date

Signature of Parent/Guardian Date

**Please return this form to the Guidance Office no later than
September 15th!**

**BIDDEFORD SCHOOL DEPARTMENT
INTERNET NETWORK ACCESS AGREEMENT**

Name: _____ School: _____

Home Address: _____

I accept responsibility to abide by the Biddeford School Department Internet Network Access policy and regulations as stated in this agreement. I understand the use of the Internet and access to school network resources is a privilege not a right, and I agree:

- To avoid “chat room” communication.
- To send e-mail only with the permission and under the supervision of the participating teacher.
- To use the Internet network for appropriate educational purposes and research;
- To use the Internet Network only with the permission of designated school staff;
- To be considerate of other users on the network and use appropriate language for school situations;
- Not to intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws;
- To immediately report any security problems or breeches of these responsibilities to the responsible staff person;
- To comply with all of the rules with expectations included in the Student Internet Appropriate Use Administrative Regulation and Network Etiquette; and
- Not to divulge personal information such as addresses and telephone numbers over the Internet.

I understand that I have no right to privacy when I use the school Internet network, and I consent to staff monitoring of my communications.

I also understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of network access and possible disciplinary action.

Student Name: (please print)

_____ Date: _____

Student Signature

**IMPORTANT NOTICE TO PARENTS REGARDING
STUDENT USE OF THE INTERNET**

The Biddeford School Department makes no assurances of any kind whether expressed or implied, regarding any Internet services provided. The school unit will not be responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. The school unit specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

Due to the nature of the Internet, it is neither practical nor possible for the Biddeford School Department to enforce compliance with the user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet.

Therefore, parents must participate in the decisions whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its use. Unless we hear otherwise, we will presume that parents have no objection to the student's access to the Internet.

Adopted: July 27, 1999

BIDDEFORD SCHOOL DEPARTMENT
Dismissing Students from School

No student shall be dismissed “early” from school without permission from the Principal or his/her designee. If the student is to be picked up, the custodial parent/guardian or designee shall report to the main office.

ONLY THOSE PEOPLE LISTED ON THE EMERGENCY SHEET WILL BE ALLOWED TO PICK UP YOUR CHILD AT SCHOOL.

This sheet is checked to see if the person wanting to pick the child up is listed. If not, we make an effort to contact the parent and if this is not possible, the child is not allowed to leave.

If the person whom the office personnel does not recognize appears at the school requesting dismissal of a student, office personnel may ask for photo identification.

This is done for the protection of your child and we thank you for your cooperation.

Student’s Name: _____ Teacher: _____
(please print) (please print)

Mother’s Name: _____
(please print)

Work #: _____ Home #: _____

Father’s Name: _____
(please print)

Work #: _____ Home #: _____

The following people have permission to pick up my child:
(please print)

<u>Name</u>	<u>Phone Number</u>	<u>Relationship</u>

Date: _____

Parent/Guardian Signature

(over) →

You may update this list at any time during the school year by notifying the office or your child’s teacher.
If it is necessary for a parent to bring a book, lunch, coat, or deliver a message during school hours, he/she should come to the office. This service can be done through the office in order to prevent classroom interruption.

(Revised 4/08)

NEPN/NSBA Code: IJNDB-E1

Biddeford High School
Vacation Notification Form

Student Name: _____

Year of Graduation: _____

Date(s) of Vacation/Days to be missed: _____

As school policy indicates, days missed from school due to family or personal vacations count as absences from school—they cannot be waived.

This form must be filled out and returned to the Main Office prior to the planned vacation in order to:

- Remind students and families of the attendance policy
- Notify teachers of a planned absence so they may plan accordingly
- Remind students that all work missed must be completed

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Block 1 Teacher Signature: _____

Block 2 Teacher Signature: _____

Block 3 Teacher Signature: _____

Block 4 Teacher Signature: _____

**Biddeford High School
Student Handbook
2011 - 2012**

BIDDEFORD HIGH SCHOOL
20 Maplewood Avenue
Biddeford, Maine 04005
Telephone: (207) 282-1596
FAX: (207) 282-8275

Please visit our school website at www.biddschools.org for updates on events (including daily announcements), a copy of the current year's school calendar, staff data and email addresses, school district forms and policies, and much more.

Mr. Britton L. Wolfe, Principal
Mr. Thomas O'Brien, Assistant Principal
Mr. Dennis Walton, Assistant Principal/ Athletic Director
Mrs. Jeanne Berthiaume, Guidance Dept. Head

This handbook belongs to:

Name: _____

Homeroom #: _____

Advisor: _____

This handbook is a resource for students throughout the year, and is given to each student. Students and parents are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the Biddeford School Board policy manual. In case of a conflict between the handbook and school board policies, policy governs. The Biddeford School Department reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and the Biddeford School Department, to the extent permissible by law, expressly disclaims any liability, which might otherwise be incurred.

This handbook is official notification to students of their responsibilities as a school citizen at BHS. Ignorance of these rules is no excuse for not complying with them. These rules may be modified by administration as circumstances require.

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Dear Students,

Welcome to Biddeford High School for the 2011–2012 school year. It is my hope that this year will be a productive, enjoyable, and memorable one for each one of you.

This Student/Parent Handbook has been designed to provide students, parents and staff with important information about school rules, policies and procedures. In addition, this agenda also serves as an assignment book. It is something that you should keep with you at all times throughout the school year.

As you begin this new school year, take some time to reflect on your goals-both short and long term – and plan out the steps that will help you achieve them. There are many people here that can help you, including your teachers, your guidance counselors, your advisor, your coaches, as well as the other administrators and myself. We are all happy to answer your questions and are ready and willing to assist you in any way possible. Do not be shy about asking for help!

This year we have the first part of our new & renovated classrooms open. This is an exciting time for everyone. Please be sure that you are treating the school, school property, and the property of others with consideration and respect. We want BHS to be beautiful and a source of pride for many, many years to come. You can help with this.

Please make it a great year – the choice is yours- and remember the “Big Three,” **Be Respectful. Be Responsible. Be Safe.**

Sincerely,

Mr. Wolfe,
Principal

I. School Vision, Mission and Expectations

BHS Vision/Mission Statement

At Biddeford High School, our shared vision is that all students will graduate with the knowledge and skills necessary to succeed in post-secondary education, compete in the global economy, and participate as informed citizens. In order to achieve this vision, it is our mission to ensure that:

- All students receive an education that is challenging, engaging, equitable, and relevant
- We are providing a learning environment in which all members of the school community feel safe, valued, and respected
- We are working in partnership with families and the community to support and promote the healthy development of each individual

(Approved by School Committee March 10, 2009)

Essential Academic Outcomes

All BHS graduates will:

1. write clearly and effectively for a variety of purposes
2. read proficiently in a variety of genres
3. listen actively for comprehension
4. think logically, scientifically and critically to construct meaning and to solve problems
5. present information and ideas fluently and confidently before an audience
6. collaborate productively as part of a team to solve problems and achieve common goals
7. use technology and research strategies effectively and ethically
8. create original works that demonstrate specific skills as well as individual expression and style

Essential Social Outcomes

BHS students will demonstrate:

1. respect for themselves and others
2. acceptance of responsibility for their own actions
3. ability to resolve conflicts in a civil and non-violent manner

Essential Civic Outcomes

BHS students will demonstrate:

1. appreciation of the diversity of beliefs, opinions, needs, and wants in our global society
2. knowledge of the rights, responsibilities, and privileges of citizens in a democratic society
3. understanding of the importance of service to the welfare of both the individual and the community

School Core Values (PRIDE)

Perseverance	(Not giving up; holding on to your dreams; persisting in the face of difficulty)
Respect	(Treating others the way you would like to be treated)
Integrity	(Doing what is right; matching your actions to your professed values)
Dependability	(Following through on promises and commitments)
Empathy	(Having compassion for others)

Response to Intervention (RTI)

The Maine Dept of Education believes that in order for all students to be ready for post-secondary, career, and citizenship in the 21st Century, Maine schools must provide multiple opportunities and various pathways for each student to achieve the Maine Learning Results. Furthermore, when students are not meeting grade appropriate behavioral and learning benchmarks, a systematic provision of increasing support must be implemented. This support is Biddeford's Response to Intervention (RTI) program.

RTI is a systematic prevention approach, the foundation of which is quality core instruction prevention approach, the foundation of which is quality core instruction within the general education classroom. Supplemental supports and interventions both academic and behavioral are provided to struggling students based on data collection and analysis. These supports vary in intensity based upon students' needs and will be provided by a variety of personnel working collaboratively with general education and special teachers.

RTI will consist of the following Core Components:

- High quality, scientifically based instruction and behavioral support in general education.
- Universal (school-wide) screening of academic and behavior in order to determine which students need closer monitoring or additional interventions. These screenings may be given by the general education teacher or other school personnel.
- Multiple tiers of instructional strategies that

are progressively more intense (in time and instructional process) and include the use of scientifically based materials and strategies are matched to students' needs.

- Continuous monitoring of student performance during interventions using data information to determine if students are meeting goals and to inform instruction decision-making.
- Use of collaborative or problem solving approach by school staffing developing, implement, and monitoring the intervention process.
- Parent notification throughout the process (report cards, letters, phone calls, emails, etc.)

II. Bell Schedules

Before 7:40 AM students may only be in the cafeteria or the Steve White Gym unless they are in a supervised meeting or getting extra help with a teacher.

7:50 – 8:10 Advisory

8:15 – 9:25 Block 1

9:30 -10:40 Block 2

10:45 a.m.-12:40 p.m. Block 3

*A Rotation: Lunch 10:40-11:20; Class 11:25-12:40

*B Rotation: Class 10:45-11:25; Lunch 11:25-12:00; Class 12:05-12:40

*C Rotation: Class 10:45-12:00; Lunch 12:00-12:40

12:45-2:00 Block 4^

^Afternoon announcements and students returning laptops to advisory at 1:55.

NOTE: Students are reminded that Biddeford High School does not have an “open campus” for lunch, with the exception of approved seniors during the second semester. Students are expected to be in the cafeteria during their assigned lunch period. Students are not permitted to go outside to their cars, or to leave school grounds during lunch. Students who do so will be assigned to In School Suspension (ISS).

Early Release Day Bell Schedule:

7:50 – 8:35 Block 1

8:40 – 9:25 Block 2

9:30 – 10:10 Block 3

10:15 – 11:00 Block 4

NOTE: Lunch is not served on Early Release Days, however students who wish to sign up for a bag lunch may do so in the Main Office before 9:30 AM and pick their lunch up at 11:00.

III. General Information

BHS Advisory Program

The Biddeford High School Advisory Program is designed to create and maintain supportive four-year communities comprised of one teacher or staff member and 12 to 16 students. Meeting daily, these groups will encourage students to build meaningful relationships while helping them to develop their personal and academic potentials, a strong sense of self and citizenship, and a foundation preparing them to be successful in post-secondary learning and life.

IDs

All teachers, staff and substitute teachers are required to wear ID tags at all times. Students are required to keep their student IDs with them at all times while at school.

NOTE: Any student who refuses to show ID to a staff member who asks will be regarded as insubordinate (see Discipline/Behavior Rubric).

Cafeteria

The cafeteria is open for breakfast before school until 7:45 a.m., and for all three lunches. Students who are tardy to school are **not** to go to the cafeteria for breakfast before reporting to class. In accordance with School Board policy, payment for food items available in the cafeteria is due the day of or in advance (for students not eligible for free/reduced price program). The following are expectations for behavior in the cafeteria:

- Students who buy lunch will proceed through the lunch line in an orderly fashion.
- Students will refrain from disruptive behavior in the cafeteria (yelling, running, throwing food or other items, etc).
- Students will keep tables and floor areas clean by disposing of all garbage before they are permitted to leave the cafeteria.
- Students will sit at tables and not on the floor or heaters.
- Students will be permitted to leave the cafeteria during lunch to visit the restrooms with permission of the staff member on duty.
- Students may not be in the cafeteria during any lunch period other than the one assigned without a written pass.

Students who fail to meet the above expectations will be referred to the office for disciplinary action.

Class Dues

Dues for all four years must be paid before participation in senior activities. Class representatives will collect dues. The amount of the dues is based on the approximate cost per student for graduation activities. Changes in the amount may be made upon the recommendation of any one class and the approval

of all four classes and the Principal.

Fire Drills

Fire and other drills are held regularly to ensure orderly behavior in the event of an emergency. Students are expected to remain with their assigned teacher while outside or in an assigned area during a drill—attendance will be taken. Unnecessary talking, roughhousing or other disruptive behavior will result in disciplinary action.

Free and Reduced Price Food Programs

In accordance with school board policy, Biddeford High School offers free and reduced price breakfast and lunch for students who qualify. Students will be provided with information about this program on the first day of school. Parents whose children qualify for free or reduced services must complete the appropriate form and return it to the main office.

Hall Passes

Students are not to be in the halls during class periods without a standard written pass from a teacher. Teachers must not use passes other than school wide approved standard passes. It is the student's responsibility to ensure they obtain a pass and sign both out of and back into class. Verbal permission is not sufficient. Students who abuse a hall pass (wandering, using pass to visit an unauthorized destination) may lose hall pass privileges by being placed on a No Pass List and face other disciplinary action.

Lockers

Each student is assigned a locker. Physical Education students are assigned a second locker for use during PE classes. Lockers must be kept locked at all times. Only one student may use a particular locker, unless otherwise specified by administration. Students are expected to keep lockers clean and ready for inspection at any time. If your locker is not working properly, report the locker number and combination to the main office so that the maintenance department can correct the problem. Only school locks are permitted, all others will be removed. See Policy Appendix for information on locker searches.

Illness and First Aid

In case of illness in school, students should report immediately to the school nurse. If possible, first aid will be administered at school. Otherwise, the nurse will make arrangements to send the student home, to the doctor, or to the hospital, whatever the need may be. If the nurse is unavailable, students should report to the office. NOTE: Students must be dismissed through the nurse or office if they are too ill to remain in school. As a matter of safety, it is imperative that parents/guardians assist and support us in this matter.

Medication

In accordance with School Board policy, if it is necessary for a student to take medication at school, a parent must sign a

Medication Form and bring the medicine to the office in its original container. Students are not permitted to have medication in their possession at school. All medication must be kept and dispensed through the Nurse's office.

Please Note: the nurse is not permitted to dispense OTC pain meds such as Tylenol or Ibuprofen without doctor orders for such.

No School Signal

In the event of a school closing or delay because of inclement weather or other emergency, announcements will be made over the following TV and radio stations between 6:00 and 8:00 AM: WIDE, WGAN, WCSH, and WGME

Mobile Devices/Cell Phones. Please refer to pp 26-27.

Public Displays of Affection

Students are reminded that public displays of affection between couples are inappropriate at school and at school events. In order to avoid the embarrassment of being redirected by school staff, please limit contact to holding hands. Students who respond disrespectfully to staff redirection or who are repeat offenders will face consequences under the Behavior/Discipline Rubric.

Large Objects

Students are reminded not to carry large objects that are not necessary for class around the school with them during the day. This includes but is not limited to: guitars, skateboards, lacrosse sticks, field hockey sticks, etc. This is a safety issue as our hallways are crowded. These items may be stored in your locker, the band room (instruments only) or advisor's room with permission.

NEPN/NSBA Code: **JICB**

Care of School and School Property by Students

Textbooks, library and other instructional materials, as well as other school property and facilities, are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Parents will be notified and students will be billed for the repair or replacement costs of such materials.

It is expected that all BHS students will take pride in the school building and treat it with care and respect. Students who are caught vandalizing or defacing school facilities or property will receive the maximum consequences under the Behavior and Discipline Rubric, will be referred to law enforcement as applicable, and will be forced to pay restitution for all damages in addition to other consequences. Students must understand clearly that there is zero tolerance for this.

If reimbursement is not made within a reasonable time:

Students may be denied the privilege of checking out library materials or using other school property/facilities;
Damage to school property may be recovered in a civil action to obtain double the damage as permitted by law; or
The cost may be recovered by requesting the municipal assessor to include the value in the parents' next municipal tax bill.

If lost materials are subsequently located and returned within the same academic year, a refund of any bill paid will be made.

Adopted: March 17, 1993; Revised: April 27, 1999

NEPN/NSBA Code: **JLIE**

Student Automobile Use and Parking

All students parking in the BHS lot, on Maplewood Avenue, and on surrounding streets is by permit only. Students who park without a valid permit will be subject to ticketing by the Biddeford Police Department. Parking is a privilege and not a right. Students may lose their assigned parking spaces or on-street permits due to behavior and/or academic reasons.

*** Please note that vehicles parked in the parking lot without permits and not registered with the office MAY be towed at the owners expense.

When applying for a parking permit, students must bring the following with them:

- Valid driver's license
- Valid vehicle registration
- Proof of vehicle insurance

Students must park properly in their designated permit parking spaces or area. Students who violate school rules regarding the use of vehicles or who do not operate them in a safe and prudent manner may lose their parking privilege and be subject to other school consequences.

Please note that the speed limit in the BHS parking lot is 5mph.

Other Student Vehicle Regulations

- Students who drive their vehicles to school are responsible for their proper use, parking, and any abuses which may occur.
- No vehicle is to be moved during the school day until the owner is officially dismissed. At that time the vehicle is to leave the school area immediately.
- No vehicle is to be driven on any grassed area or fields.
- Students are not to be in or about any vehicle during school hours. Students in or about cars during the school day will be considered to be leaving school property without permission and assigned an in-school suspension (ISS).
- Students who drive recklessly in the parking lot may face legal as well as school consequences.

Students and parents are reminded that the Biddeford School Department provides free bus transportation to and from school. Students should avail themselves of this service. Parents are reminded that this is the safest mode of travel to and from school for their children.

Adopted: April 27, 1999

IV. Guidance Services

Counselor Assignment

Each student is assigned to a Guidance Counselor by last name, as follows:

A – Ga	Ms. Johannah Burdin
Ge – M	Ms. Jeanne Berthiaume, Dept. Head
N – Z	Ms. Beth Michalak

Students who enroll in one or more course at the Regional Center of Technology will see Mr. Foran, whose office is at BRCOT.

Making Appointments

Students wishing to see their counselor may make an appointment with Mrs. Guay or Mrs. Charland, Guidance Secretaries. Every effort will be made to make these appointments at a time that will not disrupt instruction. Students should not leave lunch or class to visit Guidance; appointments can be made before or after school or between classes.

Course Recommendations and Requests

Each spring, core subject teachers make recommendations for student courses in their subject area for the following year. If a parent or student requests a course different from that recommended by a teacher and agreement is not reached by other means, Guidance will call a student/parent/teacher conference in order to resolve the issue. If there is still a disagreement following this meeting, the parent may complete a Course Placement Override Form indicating that their child's placement was against the department's recommendation.

Process for Course Changes during the Semester

Any student wishing to change a course must see their counselor for an Add/Drop Form during the first 5 days of a semester. For adding a course (within the first 5 days of a semester), a student may initiate the addition and must obtain permission from the teacher. The student will obtain all signatures from the necessary people.

After the first 5 days of a semester, a Teacher-Initiated Course Change Form must be completed. If a teacher wishes to recommend a change for a student, he/she will issue a Teacher Initiated Course Change Form to the student and will work with the student to complete the form. It is possible that the 'drop'

teacher may request a conference with the student, parent and guidance. Guidance will be responsible for scheduling this conference.

All of the above will be completed expeditiously in order to minimize disruptions for everyone involved.

A course change is not final until the Add/Drop Form is signed by all parties and returned to guidance and the student is issued a new schedule. Students are expected to attend the classes they are scheduled for until a change is final. Students who do not continue to attend a scheduled class during the add/drop process will be issued consequences in accordance with the School Discipline Rubric.

Occasionally there are instances where a student is “trying out a course” to challenge him or herself. In order to allow for this, a student may withdraw within the first 15 days of a course with no reflection on the student’s report card and subsequent transcript. Should a student withdraw from a course after that point, the course title will remain on the report card and transcript with a “W-P” for withdrawal pass or “W-F” for withdrawal fail. Should a student wish to appeal this decision, the first step will be a committee of the four guidance counselors. The second step will be the Principal. The guidance counselors wish to make it known that whether or not a student is failing a course, the student should remain in that course. Students must be scheduled for at least seven (7) credits each year. If a student is failing a course they must remain in that course in order to take that course in a summer program, correspondence course program, or Adult Education to earn 1 full credit.

Tutorial Services

Special services are provided for those students with reading, learning, and/or perceptual disabilities. Home instruction is available to those students who are required to stay home for extended periods of time due to illness. This effort will be coordinated through the Guidance Department.

Social Work Services

Biddeford High School has one full-time school social worker (Mrs. Maguire). The job of the school social workers is to counsel students, alone or in groups, regarding personal or social situations which may interfere with their ability to be successful in school. Students or parents who feel that social work services may be of benefit should contact their guidance counselor for a referral.

In addition, Sweetser Children’s Service maintains a school-based clinician at Biddeford High School whose services are billed to Mainecare or other health insurance provider. Please see your Guidance counselor for more information on the school-based clinician.

BASE Team

BASE stands for “Biddeford Assisting Students with Education”. The BASE Team is a group of teachers, counselors and

administrators who meet weekly to discuss and review the progress of students who have been referred and identified as being in need of assistance and/or extra monitoring to help them be successful in school. Students may be referred to the BASE Team by teachers, guidance counselor, or parent. If you feel that your student may be a candidate for the BASE Team caseload, please contact his/her guidance counselor.

Incomplete Grades

Teachers may issue a grade of 'I' (Incomplete) for a term if there are extenuating circumstances that make it impossible for a student to complete the required coursework on time. Extended absences due to a documented illness, family emergency, or other excused absences are examples of situations in which a student may require additional time to complete course work. All incomplete grades must be complete within two (2) weeks after the end of the term. After 2 weeks, all missing work will be entered as a grade of zero and a final grade assigned.

Report Cards

Each semester will consist of two, nine-week terms. Report cards will be issued for each term (four times per school year).

Infinite Campus Parent Portal

Biddeford High School provides parents with the opportunity to view their childrens' grades, attendance, and other school data "in real time" via the Infinite Campus Parent Portal. Parents will receive an application for this service with other star-of-year paperwork. This password-protected account is good for four years, so once you set up your account it does not need to be renewed.

Because of Parent Portal, we no longer mail Progress Reports home. Rather, we will notify you by telephone message and email when these reports have been handed out to students so that you can expect them.

If parents/guardians have difficulty accessing information on the Parent Portal, they may call Mrs. Guay in the guidance Office for assistance. We recommend that parents use the Parent Portal but not monitor it constantly as students must develop responsibility for their own self-management and organization if they are to be successful at the next level and in life. Once a week is a good benchmark for keeping abreast of your child's progress.

V. Media Center

Media Center Hours

7:40 a.m. –2:35 p.m. Monday and Friday

Biddeford High School Media Center Mission Statement

The mission of the Biddeford High School Media Center is to provide resources, instruction, and encouragement to connect readers with good books, searchers with solutions to problems, and all learners with successful information skills.

Biddeford High School Media Center Goals and Objectives

- to promote the goals of the Biddeford School Department
- to support the mission of Biddeford High School
- to provide physical and virtual access to a wide range of current resources in multiple formats for instructional support and personal satisfaction
- to teach skills for effective location, comprehension, application, analysis, synthesis, evaluation, and communication of knowledge
- to facilitate resource-based teaching, to integrate information throughout the curriculum, to collaborate with teachers in instructional design and professional development
- to guide students and staff in intellectual freedom concerns and the ethical use of information
- to partner with administration, staff, students, the public library, parents, and community members to enhance the school library media program and services.

Media Passes

All students must have a hall pass and must sign in at the circulation desk. Students must obtain individual passes from the School Librarian or classroom teacher to do research, select books, or to meet other media needs. Small groups may obtain individual passes to the Media Center from the classroom teacher.

Students may not obtain passes to the Media Center from a substitute teacher unless the classroom teacher and the School Librarian have previously arranged the visits as part of the sub plan.

Backpacks, Food Drinks

No backpacks are permitted in the Media Center

No food or drinks are permitted in the Media Center except during special events.

Book Checkout

Most books are checked out for 28 days and may be renewed as necessary.

Reference material may be borrowed overnight, but must be returned before Block 1 the following day.

Teachers may place material for class projects “On Reserve” for in-library use.

Overdue Fines

Overdue fines of \$.05 per day are charged, with a maximum amount of \$3.00 for each book.

Overdue and fine notices are sent on a monthly basis. All library accounts must be cleared at the end of each semester and before graduation.

Internet Access

All students are expected to sign and honor the district Acceptable Use Policy for ethical computer use. All students are expected to sign up at the circulation desk to use a Media Center Computer.

Media Center Printers

Students must cite all sources before printing to Media Center printers.

School Librarian will assist students in writing citations.

Multiple copies may not be made on Media Center computers.

Additional copies may be made on the photocopiers.

Multiple copies made on the Media Center printer will cost \$.05 per page.

Photocopying

Students may use the Media Center photocopy machines in accordance with federal Fair Use regulations, which are posted above the machines.

Behavior

Appropriate and respectful behavior is expected from students in the Media Center at all times. Students who violate expectations may have library access and privileges suspended in addition to other consequences.

VI. Graduation Requirements

NEPN/NSBA Code: IKF

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook.

Students must successfully complete a total of 24 credits of which 14 ½ credits are specified by Maine law and the Biddeford School Committee. They are:

English	5 credits
Math	2 credits
Science	2 credits
Social Sciences	3 credits
(one credit in US History, one in Intro to Social Science, and one Social Science elective)	
Fine Arts	1 credit
P. E.	1 credit
Health	½ credit

The remaining credits may be selected by the student based upon the student's interests, abilities, and the requirements of the field that the student plans to enter upon graduation.

In addition, the School Committee requires that all students participate in at least one non-academic, extracurricular activity such as a school club, sport, school aide position or community service. Students must clear their activity through their Guidance Counselor.

Adopted: May 9, 1995

Revised: March 25, 1997; April 27, 1999, March 9, 2004,
March 13, 2007, January 25, 2011

NCAA requirements

Each College Prep (CP) or Higher

English—4 credits

Math—3 credits (Algebra 1 and higher)

Social Sciences—(CP) 2 credits

Natural or Physical Sciences—(CP) 2 credits

(One credit (CP) must be a lab course)

1 additional English, Math, or Science

4 additional courses of any of the above including Foreign Languages.

Studies have shown that students who are involved in extracurricular activities are more successful in high school. They tend to have a more positive attitude, better attendance, increased academic success and generally higher aspirations. GET INVOLVED!

In addition to the academic credit requirement for a diploma, students at Biddeford High School must participate in on athletic or extra-curricular activity. If the student does not, he or she may elect to complete 15 hours of community service in order to satisfy this requirement.

Credit Recovery

Students will be allowed to recover up to ten (10) credits during their high school enrollment; any additional credits will require guidance recommendation and principal approval. There will continue to be no limit to the number of BHS courses a student can repeat. Students may recover credit by attending summer school, adult education courses, or an approved correspondence course. If a student is recovering credits through summer school, s/he must have a final course grade of no lower than 55%. There is no minimum failing grade for a student to be able to retake the course at the high school or to take the full course through PLATO Learning Environment courses. There is also no minimum failing grade to retake a course through Adult Education or a correspondence course.

VII. Grading

Biddeford High School letter grades are assigned based on the following percentile average ranges:

A+	=	99-100		B	=	87-90		C-	=	77-78
A	=	95-98		B-	=	85-86		D+	=	75-76
A-	=	93-94		C+	=	83-84		D	=	72-74
B+	=	91-92		C	=	79-84		D-	=	70-71

Failing = Below 70

A student who fails an academic course during the school year may make up the course(s) through adult education, summer school, or online/correspondence courses. No more than two academic courses may be taken during a summer session. Full credit will not be awarded toward graduation if the student withdrew from the course during the regular school year.

Honor Roll and Academic Honors

Minimum Standards for Honor Roll are as follows:

Students must be enrolled in a minimum of 3 credits during a semester to be eligible for the Honor Roll.

If taking 3 credits:

High Honors 3 credits A

Honors 3 credits A or B

If taking 4 credits:

High Honors 3 credits A and 1 credit B

Honors 4 credits A or B

Honorable Mention Maximum of one C, if offset by an A

Graduation Honors

Because Honor Roll status is attained irrespective of course level, students who consistently make the Honor Roll will be recognized at graduation. The criteria for this recognition are:

- a. Honor Roll grades during any 6 of the 7 semesters (from fall of freshman year through the fall of the senior year) and Honorable Mention or better during the seventh semester and
- b. Grades in the eighth semester (spring of senior year) must meet Honor Roll requirements during Term 3.

Students graduating with other than eight semesters may gain this recognition by attaining grades during one semester of at least Honorable Mention quality, and the rest of the semesters must be Honor Roll quality.

Students who transfer into Biddeford High School may gain this recognition by combining their semesters here with their semester grades on their transcript, following the above criteria and with the approval of the Principal.

Biddeford High School recognizes the following at graduation:

- Valedictorian and Salutatorian (based on GPA at the end of the first semester of the senior year)
- Summa Cum Laude graduates, for which the criterion will be a GPA of 6.0 or better
- Magna Cum Laude graduates, for which the criterion will be a GPA of 5.5 or better
- Cum Laude graduates, for which the criterion will be a GPA of 5.0 or better

Correspondence courses are not considered when figuring class standing.

Class Standing

The required credits for class status are:

Sophomore:	6 Credits
Junior:	13 Credits
Senior:	19 Credits

All second year students must take the Preliminary Scholastic Achievement Test (PSAT) and all third year students must take the Maine High School Assessment consisting of the SAT and Math and Science augmentation sub-tests.

Course Level Descriptions

Honors Courses: Honors Courses at Biddeford High School provide learning opportunities for students who are ready for an academic challenge beyond the regular college preparatory curriculum. Honors classes offer more flexibility, breadth and depth of learning, and acceleration of the subject material. They stretch a student's mind, satisfy curiosity and desire for learning, and help the student to realize and fulfill his/her potential. They are academically demanding and comprehensive.

Typically the students enrolled in Honors classes have an overall 5.0+ GPA and a 6.0 GPA in the specific subject area involved. Also required for inclusion in an Honors Class is a recommendation of a present/former teacher based on the student's scholastic achievement, study habits, attendance, motivation, ambition and success. To remain in an Honors Class (and continue in the Honors Curriculum) a student must maintain a B average at this level.

300 Level: These courses are designed for the student who is presently performing above grade level expectations in the subject area, and who has demonstrated the willingness to accept challenges and complete all assignments.

200 Level: These courses are designed for the student who is presently performing at or slightly below grade level expectations in the subject area, and who has demonstrated the willingness to accept challenges and complete all assignments.

100 Level: These courses are designed for the student who is currently performing below grade level expectations in the subject area.

Starting with the Class of 2015, we will be phasing in a new course leveling system:

Class of 2015 We believe that all students can learn at high levels; however, we recognize that they learn at different rates. We have high expectations for all students; however these expectations must vary depending on present skill level. We believe in a growth model of education, where students' grades are determined largely by their progress and not by their starting points. We believe that course leveling must be both flexible and subject-specific; in other words, we do not believe in "tracking" students.

Explanation of Levels:

Core Standards (CS). Instruction is focused on the development of core academic skills (literacy, numeracy) with a goal of developing those skills so that students may move to CP courses. Homework is not generally assigned except for long-term projects. Class sizes should be small to ensure necessary teacher attention to each student. The orientation of CS classes is skill development as opposed to tracking. In other words, we are working with students to prepare them to be successful at the CP level.

College Preparatory (CP). Instruction is focused on refinement of grade level skills. Reading and writing assignments are designed to progress year by year to college readiness by grade 12. Both extended projects and daily homework are assigned regularly. CP is defined as Biddeford High School's standard level of instruction. It is expected that students in CP courses will accept challenges, complete projects each term, and do assignments outside of the classroom.

Honors (H) and Advanced Placement (AP). These courses are highly challenging and are taught at a fast pace for students who are performing above grade level expectations in the subject area and are highly motivated to challenge themselves. It is expected that students will take honors or AP courses only in subject areas that they have a strong interest in. Though workload capacity varies by individual, as a rule we do not recommend students taking more than two honors or AP courses at the same time.

Weighting of Grades

Letter grades are translated into Grade Point Average for the purpose of calculating class rank, as follows:

Classes of 2012, 2013 and 2014

Grade	LEVEL			
	H	300	200	100
A+	6.25	6.0	5.0	4.0
A	6.2	5.7	4.7	3.7
A-	5.9	5.4	4.4	3.4
B+	5.7	5.2	4.2	3.2
B	5.4	4.9	3.9	2.9
B-	5.1	4.6	3.6	2.6
C+	4.9	4.4	3.4	2.4
C	4.6	4.2	3.1	2.1
C-	4.3	3.8	2.8	1.8
D+	4.1	3.6	2.6	1.6
D	3.8	3.3	2.3	1.3
D-	3.5	3.0	2.0	1.0

Class of 2015 and After

Grade	Level 1 (CS)	Level 2 (CP)	Level 3 (H/AP)
	A+ (99-100)	3.83	4.33
A (95-98)	3.50	4.00	4.50
A- (93-94)	3.17	3.67	4.17
B+ (91-92)	2.83	3.33	3.83
B (88-90)	2.50	3.00	3.50
B- (85-86)	2.17	2.67	3.17
C+ (83-84)	1.83	2.33	2.83
C (80-82)	1.50	2.00	2.50
C- (78-79)	1.17	1.67	2.17
D+ (76-77)	0.83	1.33	1.83
D (73-75)	0.50	1.00	1.50
D- (70-72)	0.17	0.67	1.17
F (0-69)	0.00	0.00	0.00

Contracting for Honors

If an Honors Class is not offered for a particular course, it is possible to contract for Honors Credit if the student is eligible and if the policy requirements are fulfilled. A comprehensive syllabus and an assessment plan must be submitted for a contract to be considered. Guidelines and application forms for contracting Honors Credit are available in the Guidance Office. The appropriate Department Head and the Gifted/Talented Coordinator must approve all Honors Contracts. It is the

student's responsibility to initiate the process of contracting for Honors credit. The student should speak with his/her Guidance Counselor, teacher and the Gifted/Talented Coordinator as soon as he/she receives the course schedule and decides to apply for Honors consideration. No application for Honors Credit will be considered after the first two weeks of the semester.

Independent Study

At Biddeford High School an Independent Study can be designed when necessary to address a student's specific need(s). They can be offered for any level of credit, 200 through Honors. Independent Studies cannot be designed to take the place of a course that is offered at BHS. Guidelines and Application Forms are available in the Guidance Office. A student seeking an Independent Study must work closely with the cooperating teacher to fulfill the policy requirements. A comprehensive syllabus and assessment plan must be documented and attached to the application form prior to approval. The appropriate Department Head must approve the Independent Study. The Gifted and Talented Coordinator must also approve an Honors Independent Study. No applications for Independent Study Credit will be considered after the first two weeks of the semester. A student may not participate in more than one Independent Study per semester without a waiver from the Principal.

Advanced Placement Courses

Advanced Placement Courses at Biddeford High School provide high school students with the opportunity to take college-level courses and exams while still in high school. A faculty member who has been trained by the College Board teaches each AP courses. AP courses meet specific curricular and resource guidelines; they cover the breadth of information, skills and assignments found in a corresponding college courses. It is possible for a student to earn college credit or placement based on his/her success on the standardized AP exam taken early in May. The College Board is committed to the principle that all students deserve an opportunity to participate in rigorous and academically challenging courses. All students who are willing to accept the challenge of a rigorous academic curriculum and college-level work load shall be considered for admission to AP courses.

VIII. Attendance Policy and Procedures

Regular attendance at school is perhaps the greatest predictor of academic success. Conversely, absenteeism and tardiness not only interfere with a student's ability to reach his or her academic potential, they create negative life habits that may have undesirable economic consequences later (ex: getting fired). Students are expected to be at school, on time, daily. In accordance with state laws, Biddeford High School has the following Attendance Policy and Procedure in effect for all students.

NOTE: Attendance at school is primarily the responsibility of the student and parent/guardian.

Admit Slips

When a student returns to school after an absence or is tardy to school, s/he must visit the Main Office as soon as he/she arrives at school. They will receive an Admit Slip.

An Excused Absence slip will be given for absences that meet the following criteria:

- An illness, condition, or appointment that is documented by a parent call or note. NOTE: The school reserves the right to require further medical documentation for extended absences.
- A court or legal appointment that is documented
- A death, serious illness or emergency in the family (per parent, by approval of administration)
- Observance of religious holiday (per parent, by approval of administration)
- Absence due to school-sponsored event or function
- Planned absence for personal or educational purpose
- Other necessary professional appointments that cannot be scheduled outside of the school day
- Any other reason must be excused by the Principal prior to the absence

All other absences will be entered as Unexcused, and the student will receive an Unexcused Absence admit slip.

Truancy

A student is truant when they are absent from school without proper authorization or excuse. The consequences for students who are truant from school are as follows:

1st infraction—In School Suspension (ISS)

2nd and 3rd infraction—ISS and parent conference will be scheduled

Subsequent infractions—Individual Action Plan will be developed

In cases where a student becomes habitually truant (defined as 7 consecutive or 10 cumulative days of unexcused absence in an

academic year), the school will develop a plan of action in keeping with the Biddeford Truancy Remediation Protocol for Grades 7-12. Parents/guardians who have questions about the specifics of the Truancy Remediation Protocol should contact the Main Office.

Parents and guardians are reminded that students aged 7-17 must attend school by law. Parents/guardians who knowingly allow or “do not cause” their child to attend school regularly commit a civil violation and may be summoned to court and face consequences including, but not limited to: a fine of not less than \$25 nor more than \$250; a court order to take specific action to ensure the child’s attendance; court-mandated participation in a parent training course; community service hours; or mandatory participation in counseling or other services deemed appropriate by the Court. (Ref: MRSA Title 20-A, Chapter 211, Section 5053-A.)

Tardiness to School

Students who are tardy to school will receive either a Tardy Excused or Tardy Unexcused slip. Car trouble, missing the bus, oversleeping, and similar issues are not excusable. Students who accumulate tardy unexcused to school will receive the following consequences during each semester:

1st, 2nd, and 3rd infraction—Warning
4th and 5th infraction—One Office Detention
6th and subsequent infractions—Parental contact, further administration action on individual basis, including loss of parking privilege and loss of senior lunch privilege.

Tardiness to Class

Students are expected to be in each class on time. Being “on time” is defined as being inside the classroom when the bell to start the block rings. The teacher will address tardiness to class during the school day. If a student is more than 15 minutes late to a class, it is considered an unexcused absence for that class. Students who are habitually tardy to class will be referred to the office for further disciplinary action. (See Behavior/Discipline Rubric).

Dismissal from School

No student will be dismissed during the school day without parental contact and consent. Students who leave without checking out in the Main Office (leaving without permission) will receive ISS for the first instance, then OSS. Notes or phone calls received after the fact will not be accepted as valid.

Make Up of Class Work from Absence

All work missed by a student who has been absent for any reason should be completed by the student in order to satisfy the minimum requirements for the course. It is the responsibility of the student to seek makeup work from his/her teacher(s). Teachers will provide students with a list of makeup work. If the student fails to complete the work within five school days, the teacher will enter a failing grade for each incomplete makeup item.

Class Cuts

Students who cut class (absent without authorization) will be subject to the following consequences:

- 1st infraction—Teacher Detention, parent phone call
- 2nd infraction—Teacher Detention, parent phone call
- 3rd & 4th infractions—Two Office Detentions
- 5th infraction—In-School Suspension, parent contact

Vacations

School vacations provide for ample travel time. Should parents/guardians decide to take a vacation during the school term, a Vacation Notification Form must be filled out and signed by the parent/guardian. This form must also be brought with the dates of the vacation indicated to all the students' teachers for their signatures. The form must then be submitted to the Main Office to notify the school that the student will be absent for an extended period of time. Please note that under normal circumstances student absences due to family vacations are not excusable. (Please refer to form in front of student handbook.)

IX. Student Behavior and Discipline

The policies and procedures governing student behavior at Biddeford High School are intended to protect the rights of all members of the school community, to promote students' accountability and acceptance of responsibility for their own actions, and to ensure a safe, orderly and respectful learning environment for all.

Detentions

Students may be assigned teacher detentions or administrative (office) detentions. Athletics, transportation, or after school employment are not considered valid excuses for missing a detention. Students who skip a teacher detention will be assigned an office detention. Students who skip an office detention will be assigned an in-school suspension (ISS). Students who feel they have a valid reason for missing a detention must discuss the issue with the teacher (teacher detention) or administrator (office detention) BEFORE the detention is to be served in order to make arrangements for another date. Reasons/explanations given after the fact will not be accepted.

Office Detention

- Monday through Thursday, 2:05–2:50
- Failure to complete an office detention will result in an ISS the following day
- No student will be admitted after 2:05
- Students are expected to work on assignments while in office detention. If a student has completed their work for the day, they may read a book. Sleeping, listening to headphones, or talking with others is not permitted.
- Food is not permitted in office detention.
- Students who create a disturbance or who fail to follow the above rules will be sent home and assigned to ISS the following day.
- Students who have demonstrated a pattern of cutting office

detention (3 or more) will be automatically assigned to ISS for cutting teacher detention or other offenses that would otherwise result in office detention.

In 2010, BHS redesigned the ISS program based on Restorative Discipline principles. As part of serving ISS, students now complete a self-reflection sheet, meet with the school social worker alone and in group roundtable, and in complete school-based community service. Other services such as conflict resolution counseling, anger management counseling, or substance abuse counseling may be mandated on an individual basis. Please not that a student's consequence is not considered to have been served until each of these components have been completed to the satisfaction of the supervising adult.

In-School Suspension (ISS)

- Students assigned to ISS must report to Room A220 by the 7:50 bell or face additional consequence.
- ISS will last from 7:50 a.m. until 2:50 p.m.
- Students assigned to ISS must turn in all electronic devices at the beginning of the day. This includes cell phones, iPhones, iPods, iTouches, CD Players, etc. These will be secured and returned at the end of the day. Students who are found with electronic devices in ISS will receive a 2 day OSS.
- Students are expected to bring academic work to do and to work or read quietly.
- Students in ISS may not leave to get work from their classes or run other errands.
- Students in ISS must complete a Behavioral Reflection Sheet and participate in Round Table discussion in order to have fulfilled their consequence. Refusal will result in the assignment of additional consequence(s).
- Students cannot leave to participate in any classes without administrative permission in advance.
- Students who leave ISS without a pass or who are asked to leave ISS due to disrespect or disruption will be assigned a 2 day OSS (or more as the situation warrants, in keeping with Behavior/Discipline Rubric)
- Students will eat lunch in the ISS room.
- Any ISS Aide who receives ISS will be removed from the Aide position.
- Only students who have an ISS may be in the ISS room, with the exception of approved ISS Aides.
- An In-School Suspension does not count as an absence from school (see Attendance Procedure).

Out-of-School Suspension (OSS)

Because OSS involves depriving a student of instructional contact time, this consequence is reserved for severe infractions of school rules that pose a threat to the safety and orderliness of the school, or in instances where a misbehavior has continued despite all other efforts to curb it. When the school imposes OSS, it is because the student is not under our control and we are turning him/her over to the parent/guardian for a period of time with the hope that he/she will come back ready to pursue

his/her education in accordance with school rules and regulations.

OSS does not count as an absence from school in terms of the Attendance Policy. Every effort will be made to contact parents by phone before the suspension begins. Except in extreme cases, the suspension will start the next day. The main office will issue a Work Request to the student's teachers. It is the responsibility of the parent/guardian to pick up work to be completed while the student is under suspension.

Students who are suspended are not permitted on school property while suspended, and likewise may not participate in any extracurricular activity or attend any school function.

A re-entry meeting involving an administrator, the student and the parent will be scheduled in all cases where a student receives OSS. As with ISS, students must complete the self-reflection sheet to the administrator's satisfaction before their consequence will be considered completed. Biddeford High School strongly recommends that parents/guardians require their child to perform community service if he/she is assigned to OSS, and although we cannot assume responsibility for this we will help parents to community agencies where service may be performed.

Mobile Devices/Cell Phones

Students are permitted to use mobile devices/cell phones before school, during their lunch period, and after school only. At all other times cell phones are to be "off and away" Students who have cell phones out at other times, including passing time between classes and while traveling on a classroom pass, will be asked to surrender their phone and will receive an office consequence (see Behavior/Discipline Rubric)

Students and parents are reminded of the following:

- Carrying a mobile device at school is a privilege and not a right
- Students who need to contact a parent and cannot wait for their lunch break may use the office phone
- Students who have mobile devices out during a test or quiz will be considered to be cheating
- Students who refuse to surrender a mobile device when asked to do so by school staff will be judged insubordinate and face consequences as such (see Behavior/Discipline Rubric)
- Students who use their mobile device as a calendar to record assignments and due dates may use it for that purpose only with teacher permission, however abuse of trust may result in loss of privilege
- Parents should not attempt to text or call their children directly during the school day except during their lunch time
- If you must contact your child in an emergency, please call the main office
- Students who access the internet mobile device (or

any other personal device) are obliged to follow the terms of the district's Internet Use Agreement, whether they are using our network, their provider's network, or another network.

NEPN/NSBA Policy **JICA**

Student Dress

The School Committee recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The School Committee will not interfere with this right unless the personal choices of students create a disruptive influence on the school program 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 Biddeford School Department 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.

- Articles of clothing which promote the use of tobacco, alcohol, drugs, violence or any other antisocial behavior may not be worn on school grounds (when school is in session) or at school functions.
- Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) are not permitted.
- Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.
- Hats, hooded sweatshirts and bandanas may not be worn in school buildings and coats/outerwear may not be worn in class.*
- footwear must be worn at all times on school grounds.
- Underwear should not be visible and clothing should cover the chest, midriff, back, and mid-thigh appropriately. **
- Also prohibited are clothing or items that would block a student's vision, such as sunglasses in the classroom. Please note that covering the chest refers to cleavage and mid-thigh refers to the students' fingertips.

*Hats must be put away in locker or bag at the beginning of the school day and may not be carried around during the academic day.

**Please note that the term "appropriate coverage" is defined as follows:

- Skirts and shorts must be no shorter than the students fingertips when extended normally at the side
- Tops may be no lower than an imaginary line drawn across the chest from under-arm to under-arm
- Sleeveless tops must have shoulder straps at least one inch wide. This means that spaghetti straps, halter

tops, tank tops, tube tops, etc. are not appropriate and may not be worn at school.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, working with or around machines, or other activities. However, no particular brand may be required.

Students who violate the above dress code may be asked to change their clothing, be sent home to change, asked to remove hats or other articles, or be assigned additional consequences for repeated violations.

Adopted: July 14, 1993

Revised: November 25, 1994; April 27, 1999

Academic Integrity Code

Academic honesty and integrity are essential to the school's ability to function as a learning institution and also to the educational value of courses to students. Academic dishonesty is a serious violation and will not be tolerated either by teachers or by school administration. To be specific:

Cheating is to act dishonestly and to deliberately violate rules. In a school environment, students are expected to produce original work without using mechanical devices or unauthorized and/or unacknowledged help of others.

Plagiarism is deliberately using text, images, sound bytes, video clips, or any other type of information created by someone else without giving credit.

Fabrication is the conscious act of creating false or misleading information as a substitute for legitimate research or creative submission.

Facilitation is any action that contributes to another person's effort to be academically dishonest.

When a teacher discovers evidence of academic dishonesty, s/he will meet with the student privately. The teacher will present evidence to the student (without accusation) and ask for an explanation. If the teacher believes the student's action is not a violation of the Academic Integrity Code, i.e. that the student acted unintentionally or as a result of a lack of understanding, the matter will be treated as a grading issue. The teacher may ask the student to rewrite and resubmit the assignment.

If the teacher believes that the student violated the Academic Integrity Code, the work will be graded as a zero. The teacher will notify the student's parents of the violation and inform the assistant principal. Both the student and the student's parent/guardian will be required to meet with the assistant principal, teacher, and the student's guidance counselor. In addition, if the assistant principal agrees that academic

dishonesty has occurred he will notify the principal. Per teacher/administration discretion, a student may redo the assignment and receive no more than a grade of 69.

NOTE: Students need to be aware that the ramifications of academic dishonesty can be far reaching. Grade point average and class standing can be affected; college acceptance opportunities can be reduced, as can the student's chances of receiving scholarships and awards.

BHS STUDENT BEHAVIOR/DISCIPLINE RUBRIC

This rubric cannot cover all disciplinary situations and therefore is not intended to be exhaustive. Moreover, modifications to this rubric will be made depending on the facts of individual cases, at the discretion of the administrative team.

Level 1 Distractions	First Infraction	Second Infraction	Third Infraction	4 th /habitual Infraction
Distractions to classroom learning environment (incl. inappropriate/immature behavior, leaving w/o a pass, failure to follow directions, etc.	Warning, teacher record keeping	Teacher Consequence, parent contact by teacher	Office Referral, with a minimum of 1 Office Detention	Office Referral, with at minimum 1 day ISS, referral to Guidance Counselor, parent contact by Admin.
Distractions outside of class, including wandering, inappropriate behavior in cafe, unruliness at assembly, etc.	Warning, documented in student file	Office Referral, with at minimum 1 Office Detention	Office Referral, with at minimum 1 day ISS; parent contact by Admin.	Office Referral, with at minimum 1 day ISS, referral to Guidance Counselor, parent contact by Admin.
Tardiness to class (blocks 2,3,4)	Make-up assigned, warning, teacher record keeping	Make-up assigned, Teacher Consequence	Make-up assigned, Teacher Consequence, parent contact by teacher	Make-up assigned, Office Referral with minimum 1 Office Detention, potential absence unexcused for class per policy
Tardy to school	Warning for 1 st , 2 nd and 3 rd	Office Detention for 4 th and subsequent		7 th : Parent meeting to develop action plan

**BHS STUDENT BEHAVIOR/DISCIPLINE RUBRIC
(continued)**

Level 1 Distractions	First Infraction	Second Infraction	Third Infraction	4th/habitual Infraction
Violation of policy re electronic devices in classroom/hallway	Device taken away until end of day, office referral, 1 Admin Detention assigned	Device taken away until end of day, 1 ISS assigned	Device taken away until parent meeting, 1 ISS assigned	Loss of privilege
Violation of Dress Code	Student makes changes to comply, warning	Student makes changes to comply, Office Referral with at minimum 1 Office Detention, parent contact by Admin.	Student makes changes to comply, Office Referral with at minimum 1 day ISS, parent contact by Admin.	Parent conference, Individual Behavior Improvement Plan

Level 2 Insubordination	First Infraction	Second Infraction	Third Infraction	4th/habitual Infraction
Cutting Class	Teacher Consequence, parent contact by teacher	Office Referral, with at minimum 1 Office Detention	Office Referral, with at minimum 1 day ISS, parent contact by Admin.	Parent meeting, referral to Guidance, Individual Behavior Improvement Plan
Leaving the school building w/out permission	Office Referral, with at minimum 1 day ISS, parent contact by Admin.	Office Referral, with at minimum two days ISS, parent contact by Admin.	Office Referral, with at minimum 2 days OSS, parent contact by Admin.	Parent meeting, referral to Guidance Counselor, Individual Behavior Improvement Plan
Failure to serve or comply with Teacher Consequence	Office Referral, with at minimum 1 Office Detention; parent contact by teacher	Office Referral, with at minimum 1 Office Detention; parent contact by teacher	Office referral, with at minimum 1 day ISS, meeting w/ Admin, student and teacher	Parent meeting, referral to Guidance Counselor, Individual Behavior Improvement Plan
Refusal to identify self or others to school staff	Office Referral with at minimum 1 day ISS, parent contact by Admin.	Office Referral, with at minimum 3 days OSS, parent contact by Admin.	Parent meeting, Individual Behavior Improvement Plan	
Failure to serve Office Detention	2 Office Detentions	1 day ISS	Individual Behavior Improvement Plan; student will be assigned to ISS instead of Office Det.	
Violation of Computer Use Policy	10 days no internet suspension	10 days without computer	30 days without computer	Personal behavioral plan

Level 3 Illegal (refer to policies)	First Infraction	Second Infraction	Third or subsequent Infraction
Aggressive behaviors including harassment, threatening, bullying, hazing	Office Referral, 1-5 days OSS depending on incident/circumstances, SRO referral	Office Referral, 5 days OSS, parent conference, SRO referral	Additional infractions will be dealt with as Level 4 violation
Tobacco use/possession of tobacco products, lighters, etc.	Office Referral with 1 day ISS at minimum, parent contact by Admin, SRO Referral, referral for substance abuse counseling	Office Referral with 2 day OSS at minimum, parent contact by Admin, SRO referral, referral for substance abuse counseling	Additional infractions will be dealt with as Level 4 violation
Vandalism (under \$20 damage)	Office Referral with 1-5 days OSS, parent conference, restitution, SRO referral	Office referral, 5 days OSS, parent conference, restitution, SRO referral	Additional infractions will be dealt with as Level 4 violation
Theft (under \$20)	Office Referral with 1-5 days OSS, Office referral, 5 days OSS, parent conference, restitution, SRO referral parent conference, restitution, SRO referral	Office referral, 5 days OSS, parent conference, restitution, SRO referral	Additional infractions will be dealt with as Level 4 violation
Instigating/promoting others to fight	Office Referral with 1-5 days OSS, parent conference, SRO referral	Office referral, 5 days OSS, parent conference, SRO referral	Additional infractions will be dealt with as Level 4 violation

Level 4 Illegal and Dangerous	First Infraction	Second Infraction	Third Infraction
Any Level 4 infractions will be subject to administrative and Board policy. These behaviors include but are not limited to: <ul style="list-style-type: none"> • Fighting • Assault • Vandalism over \$20 • Theft over \$20 • Physical abuse • False alarms • Possession of alcohol or controlled substances • Possession of weapon (excluding firearm) • Hate crime • Indecent exposure • Sexual acts 	5-10 days OSS, parent conference before return to school, loss of extracurricular activities, SRO referral, referral to counseling	10 days OSS, parent conference before return to school, loss of extracurricular activities, SRO referral, referral to counseling	10 days OSS, possible referral to Superintendent of Schools for pre-expulsion meeting, creation of Individual Action Plan

Level 5 Illegal, Dangerous And Threat To School's Ability To Carry Out Its Mission	First infraction
<ul style="list-style-type: none"> • Sale or furnishing of drugs/alcohol • Bomb threat • Possession of firearm/explosive • Hate crime involving violence • Instigating a riot/mob violence • Assault on staff member • Any other violent crime 	10 days OSS, SRO referral, referral to Superintendent of Schools for possible expulsion hearing

Appeal Process: Appeals of disciplinary action must be made to the Principal directly. If not satisfied, parent/guardian may appeal to the Superintendent of Schools.

X. Extra-curricular Activities at Biddeford High School

Studies have shown that students who are involved in extra-curricular activities are more successful in high school. They tend to have a more positive attitude, better school attendance, increased academic success, and generally higher aspirations. GET INVOLVED!

In addition to the academic credit requirement for a diploma, students at Biddeford High School must participate in one athletic or extra-curricular activity. If the student does not, he or she may elect to complete 20 hours of community service in order to satisfy this requirement.

Biddeford High School Athletic Teams

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Cheerleading	Basketball	Baseball
Cross Country	Cheerleading	Lacrosse
Field Hockey	Hockey	Outdoor Track
Football	Indoor Track	Softball
Golf	Swimming/Diving	Tennis
Soccer	Wrestling	
Volleyball		

Biddeford High School Activities and Clubs

Band (Jazz, Symphonic)	Chorus
Destination Imagination	Drama Club
Girls' Dirigo State	Boys' Dirigo State
Interact Club	Mock Trial Team
Civil Rights Team	Natural Helpers
National Honor Society	Ski Club
Student Council	Be the change
Regional Fine Arts	Yearbook
Youth for Environmental Sanity (yes)	the Roar

BHS Extra-curricular Eligibility Policy

A student must carry a minimum of three credits per ranking period.

A student must pass at least two credits if carrying three credits, pass three if carrying four credits, each ranking period in order to be eligible to participate in inter-scholastic athletics during the next ranking period.

Whenever a student's eligibility status is appealed to the Principal, the student will, during the interim, be allowed to practice but not participate in games or scheduled activities.

Summer school or any other means of grade or credit improvement will not affect eligibility. Academic eligibility is determined at the end of each term.

Students may practice while ineligible; but may not travel with the team or club, may not dress in uniform for games, may not play in regular games or stand on the sidelines with the team during games. Coaches are responsible for the implementation of this policy.

Academic eligibility is determined from the date report cards are issued and will last nine consecutive calendar weeks, with the exception of summer vacation.

General Rules for Students Participating in Extracurricular Activities or Athletics

Athletics

Eligibility-Athletes must meet academic and social requirements as set by the school and the Maine Principals Association (MPA). A student is ineligible for athletics if he/she participates under an assumed name and when he/she attains the age of 20.

Permission-All athletes must have a permission form completed by their parent/guardian.

Physical Exam-All athletes must have a medical examination before participating (valid for 2 calendar years).

Insurance-All athletes must have insurance coverage before participating.

Training-All athletes must abide by the training, participation and disciplinary rules set up by the coach.

Smoking-Athletes will not smoke during the season of participation. Any infraction will result in one game suspension. Any second infraction will result in dismissal from the team for the remainder of the school year.

Alcohol and Drugs-The use of illegal drugs and/or alcohol by a participant will result in:

- a. Application of the Biddeford High School regulations on chemical use and abuse including suspension from the next scheduled game or activity on the first incident.
- b. In the event of a second incident, the participant will be dismissed from the team/activity for the remainder of the school year.

Dress-Representing your team, school and community requires that your appearance be neat at all times.

Hair-The length of your hair will be such that it will not present a physical hazard.

Attendance-The student must be in attendance at school on the day of an activity in order to participate that day.

Extra-curricular Activities

Eligibility-All students must meet the academic and social requirements as set by the school and the MPA and other appropriate membership rules.

Participation-All students must abide by the participation and disciplinary rules set up by the advisor or the activity.

Alcohol and Drugs-The use of illegal drugs and/or alcohol by a participant will result in:

- a. Application of the Biddeford High School regulations on chemical use and abuse including suspension from the next scheduled game or activity on the *first* incident.
- b. In the event of a second incident, the participant will be dismissed from the team/activity for the remainder of the school year.

Dress-Representing your activity, school and community require that your appearance be neat at all times.

Attendance-The student must be in attendance at school on the day of an activity in order to participate on that day.

Adopted: April 27, 1999
Revised: October 24, 2000; June 9, 2009.

NEPN/NSBA Code: **JLA**

Student Insurance

All students in school-sponsored sports programs will be required to show evidence that they are covered by health insurance before participation is allowed. Students who do not have health insurance may purchase accident insurance through the school program.

Adopted: April 27, 1999

NEPN/NSBA Code: **JJB**

High School Dances

In accordance with school board policy, the following rules apply to all high school dances, held on or off school property:

Dance hours will be from 7:30 PM–11:00 PM.

- Students under suspension may not attend school dances.
- Proof of identity as a Biddeford High School student may be required.
- Dances are school functions. All school rules apply, including drug, alcohol, and tobacco policies (see Policy Appendix, Discipline and Student Behavior).
- Students who leave a dance may not be re-admitted and must leave the premises.
- A BHS student may bring one guest to a dance. A guest pass is required for admittance and must be obtained in advance from administration.
- Guests 20 years of age or older will not be permitted to attend a high school dance.
- If a student or guest appears to be under the influence of alcohol or other controlled substance, or is in possession of these substances, parents will be called to pick up their child, or the police may transport them to the police station until parents can be reached. The drug/alcohol policy will also be initiated at this time.
- Students not attending the dance will not be permitted to loiter on school grounds.

Adopted: Jan. 16, 1991
Revised: July 14, 1993; April 27, 1999

XI. POLICY APPENDIX

NEPN/NSBA Code: **ACAA**

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the School Committee policy JICIA—Weapons, Violence and School Safety.

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, 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 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 harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Title IX Coordinator [may be the Affirmative Action Officer/Sexual Harassment Officer(s) as determined by the local school unit] 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.

Adopted: May 31, 1989

Revised: April 27, 1999, January 11, 2005, July 11, 2006, July 8, 2008

NEPN/NSBA Code: **JICFA**

STUDENT HAZING

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

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with this school unit, which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

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

A copy of this policy shall be included in all school, parent, and faculty handbooks or otherwise distributed to all school employees and students.

Adopted: April 27, 1999

NEPN/NSBA Code: IJNDB-R

STUDENT INTERNET AND APPROPRIATE USE:

ADMINISTRATIVE REGULATION

The Biddeford School Committee, hereinafter referred to as the “School Committee,” in an effort to effectuate its Student Internet and Appropriate Use policy will enforce the following

administrative regulations. Although some specific examples of prohibited behavior by student users are stated, these administrative regulations do not attempt to state all required or proscribed behavior. Failure to comply with this School Committee's policy/administrative regulation shall be deemed grounds for revocation of privileges, potential disciplinary and/or appropriate legal action.

Terms and Conditions

I. ACCEPTABLE USE

Access to the school unit's Internet must be for educational purposes and research consistent with the school unit's educational mission and goals. All students shall be required to sign an Internet Network Access Agreement (see IJNDB-E2) affirming that they have read and understand the Internet Network Access Agreement (IJNDB-E1) and understand the consequences for the violation of said policy/administrative regulation.

II. PRIVILEGES

The use of the school unit's Internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The building administrator shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke, or suspend access at any time.

III. UNACCEPTABLE USE

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

- A. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulation;
- B. Copying or downloading copyrighted material on any system connected to the school unit's system without the owner's permission. Only the owner(s) or individuals the owner specifically authorizes may copy or download copyrighted material to the system;
- C. Copying or downloading copyrighted material for the student's own use without the owner's permission. Students may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, School Committee policy and administrative regulations;
- D. Using the network for private financial or commercial gain; Wastefully using resources;
- E. Utilizing any software having the purpose of damaging the school unit's system or other user's system;
- F. Gaining unauthorized access to resources or entities;
- G. Invading the privacy of individuals;
- H. Using another user's account or password;
- I. Posting material authorized or created by another

- without his/her consent;
- J. Posting anonymous messages;
- K. Using the network for commercial or private advertising;
- L. Accessing, submitting, posting, publishing, or displaying any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- M. Forgery of electronic mail messages;
- N. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
- O. Using the network while access privileges are suspended or revoked; and
- P. Using the network in a fashion inconsistent with directions and network etiquette.

IV. DISCLAIMER

This school unit makes no assurances of any kind, whether expressed or implied, for the service it is providing. This school unit will not be responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This school unit specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

V. INDEMNIFICATION

The student's parents shall be responsible for indemnifying the school unit for any losses, costs, or damages incurred by the school unit relating to or arising out of any student violation of these regulations.

VI. SECURITY

Network security is a high priority. If the student identifies or perceives a security problem or a breach of these responsibilities on the Internet, the user must immediately notify a staff member. The student must not demonstrate the problem to other student users. The Staff member will then contact the computer coordinator.

VII.

VIII. VANDALISM

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, data of another student, the Internet, network, or agency. This includes but is not limited to the uploading or creation of computer viruses.

VIII. TELEPHONE CHARGES

This school unit assumes no responsibility for any unauthorized charges or fees including but not limited to long distance charges, per minute surcharges and/or equipment or line costs.

Adopted: April 27, 1999

STUDENT *INTERNET AND APPROPRIATE USE

The Biddeford School Committee, hereinafter referred to as the “School Committee,” believes that the use of the Internet in instructional programs is an educational tool, which facilitates communication, innovation, resource sharing and access to information. Due to the complex nature of accessible networks and magnitude of potential information available to students utilizing the Internet, this School Committee believes strict guidelines in the form of administrative regulations are warranted in order to reduce or limit potential negative effects.* Students utilizing the Internet shall comply with this School Committee’s rules or administrative regulations regarding Internet use. This School Committee, via its computer coordinator and teachers, reserves the right to monitor all computer and Internet activity by students. Privacy is not guaranteed.

In addition, use of the Internet is a privilege, not a right. As such, students violating this School Committee’s policy/administrative regulation shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action. Students shall be required to sign an acknowledgment that they have read and understand the Internet Network Access Agreement and understand the consequences for violations of this policy and the access agreement.

*Caveat: The global and fluid nature of the Internet network’s contents makes it impossible for this School Committee to completely regulate and monitor the information available to students. Although students will be under teacher supervision while on the network, it is impossible to constantly monitor all individual students and the information accessed. Thus, this School Committee makes no guarantees or predictions regarding the information, which students may retrieve via the Internet.

Adopted: April 29, 1997

Revised: April 27, 1999

NEPN/NSBA Code: JIH

QUESTIONING AND SEARCHES OF STUDENTS

The School Committee seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

Students may not bring, possess or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

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

School staff, students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by school administrators.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, any administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to Board approval.

Adopted: April 27, 1999