

Field Trip Permission

Below is a permission slip that will allow your child to attend field trips for the 2009-10 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 2009-10 school year .

Signed: _____ Date: _____
(parent/guardian)

(over) →

Please complete photo permission on reverse side.

Photo Permission

Many times during the school year, pictures are taken 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-**

**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

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: _____ Work #: _____
(please print) Home #: _____

Father's Name: _____ Work #: _____
(please print) Home #: _____

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

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

Parent/Guardian Signature _____ Date: _____
(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
2009 - 2010**

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, 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
Mrs. Heidi O'Leary, Special Education Coordinator

This handbook belongs to:

Name: _____

Homerom #: _____

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.

Table of Contents

Welcome Letter.....	1
School Mission, Vision, and Expectations	2-6
Bell Schedules.....	7
Early release schedule.....	8
General Information.....	9-14
BHS Advisory Program	
IDs	
Cafeteria	
Class Dues	
Fire Drills	
Free and Reduced Price Food Program	
Hall Passes	
Lockers	
Illness and First Aid	
Medication	
No School Signal	
Large Objects	
Care of School Property by Students	
Student Automobile Use and Parking	
Other Student Vehicle Regulations	
Guidance Services.....	15-18
Media Center.....	19-20
Media Center Hours	
BHS media Center Mission Statement	
Graduation Requirements	21
NCAA Requirements	
Grading	22-28
Honor Roll and Academic Honors	
Graduation Honors	
Class Standing	
Course Level Description	
Weighting of Grades	
Homework	
Independent Study	

Advanced Placement Courses	
Attendance Policy and Procedures.....	29-33
Student Behavior and Discipline	34-44
Extra-curricular activities.....	45-49
BHS Athletic teams	
BHS Activities and Clubs	
Student Insurance	
Policy Appendix.....	50-58

Dear Students,

Welcome to Biddeford High School for the 2009–2010 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 your Hall Pass and 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!

It has been my experience that success and happiness in life can be boiled down to three basic ideas:

1. Work hard; do your best.
2. Be yourself; don't make personal decisions based on what everyone else is doing.
3. Do what's right; treat others the way you want to be treated.

By following these three basic guidelines you will help ensure that Biddeford High School will be a place where everyone feels safe and respected and can reach their fullest potential. Best wishes for a great year.

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)

Academic Expectations

Biddeford High School should strive to provide a core of common learning to ensure all students an adequate foundation of education.

Students will write effectively for a variety of purposes and forms, and to a variety of audiences. The students will demonstrate:

- correct spelling, correct punctuation, understanding of parts of speech, correct use of paragraphs, and citation.
- the written expression of thought with clear beginning and topic sentence.

Students will speak with clarity to specific purposes and to a variety of audiences. The students will demonstrate:

- the ability to articulate and organize ideas and information.
- flexibility in listening to and acknowledging new ideas and concepts.

Students will read a variety of materials for comprehension and for enjoyment, and to meet specific demands of curriculum. The students will demonstrate:

- an understanding of an author's tone and point of view.
- the ability to synthesize and summarize works.

Students will use a variety of technological resources to gather information, solve problems, and communicate ideas. The students will demonstrate:

- an awareness of both current and developing technologies.
- the ability to access, understand, and evaluate current information by using technology.
- the ability to choose appropriate and effective strategies for gathering and presenting information.

Students will use computation to solve problems across the curriculum, and to reflect on, communicate, and apply academic content to everyday life. The students will demonstrate:

- an organized and practical approach to problem solving.
- an ability to solve and/or resolve problems.
- an ability to interpret data and effectively use resources to solve and/or resolve problems, verbally and in writing.

Social Expectations

Biddeford High School will encourage students to be responsible, to have confidence in their abilities, and to have respect both for themselves and others. Through class discussions, personal interactions, school initiatives, curricular and co-curricular activities, community events, and the school discipline code, students will demonstrate:

- familiarity with conflict resolution.
- acceptance of responsibility for one's own actions and of consequences for inappropriate choices.
- respect for family, school, and community values.
- willingness to contribute to the well being of others within the school community.

Civic Expectations

Biddeford High School will prepare students to be contributors to our democratic society and an interdependent world. Through class discussions, personal interactions, school initiatives, curricular and co-curricular activities, community events, and the school discipline code, students will demonstrate:

- recognition of the need for teamwork, communication, and leadership skills needed to function in diverse and rapidly changing settings.
- awareness of global issues and recognition of the variety of beliefs, opinions, and needs of others in our own and different cultures and societies.
- knowledge of the rights, responsibilities, and privileges of citizens in a democratic society.

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.

“Normal Day” (M-T-W-Th-F) bell schedule:

7:50 - 9:09 Block 1

9:14 - 10:30 Block 2

10:35 - 12:36 Block 3

A Lunch 10:35-11:11; Class 11:17-12:36

B Lunch 11:17-11:53; Class 10:35-11:17 and 11:59-12:36

C Lunch 11:59-12:35; Class 10:35-11:59

12:41 - 2:00 Block 4

Wednesday (Advisory) bell schedule:

7:50 – 9:00 Block 1

9:05 – 10:14 Block 2

10:18 – 10:42 Advisory

10:47 – 12:42 Block 3

A Lunch 10:45 – 11:25; Class 11:30 – 12:45

B Lunch 11:25-12:00; Class 10:50 -11:25 and 12:05-12:45

C Class 10:50 – 12:05, Lunch 12:05 – 12:45

12:48 – 2:00 Block 4

NOTE: Students are reminded that Biddeford High School does not have an “open campus” for lunch. 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). Senior privileges are awarded on a year-to-year basis; they are contingent on student behavior.

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 regularly, 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 AM, and for all three lunches. 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). 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.
- 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 and face 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. Students must be dismissed through the nurse or office if they are too ill to remain in school. It is imperative that parents/guardians help 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.

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

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 your advisor's room with permission.

NEPN/NSBA Code: **JICB**

Care of 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.

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

High school students may be allowed to use automobiles and other motorized vehicles for transportation to and from school. Students are required to register their vehicles with school authorities. All vehicles must be properly parked in the designated student parking areas. Students who do not observe the school rules regarding use of vehicles or who do not operate them on school property in a safe and prudent manner may lose the privilege to bring their vehicles to school.

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 – Ma	Ms. Jeanne Berthiaume, Dept. Head
Me – Z	TBA

Students who enroll in one or more courses 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.

Process for Adding or Dropping a Course

Any student wishing to change a course must see their counselor for an Add/Drop form (during 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.

If the parent 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 difference. Once the Teacher Initiated Course Change Form is completed, if a change is to be made guidance will issue to the student an Add/Drop form bearing the effective date, and will also send notification to all 'add' teachers of the change.

For dropping a course: Please see below.

For a level change: Any student or teacher may pursue a level change.

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

A course change is not final until the add/drop slip is 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 Attendance/Class Cut Procedure.

Occasionally there are instances where a student is "trying out a course" and/or "trying to improve a grade", etc. In order for this to occur, 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 subsequent 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 (Ms. Kazan) and one part-time school social worker (Ms. 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.

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).

V. Media Center

Media Center Hours

7:40 AM–3:00 PM Monday and Wednesday

7:40 AM–2:35 PM Tuesday, Thursday 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 literacy 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

Students may obtain individual media passes from the librarian, classroom teacher or study hall teacher to do research, book selection, or to meet other media needs.

Small groups may obtain 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 media specialist have previously arranged the visits as part of the sub plan.

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 Notices

Please be responsible for returning books and paying fines.

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.

Photocopying

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

Behavior

Appropriate behavior is expected from students in the Media Center.

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.

The School Committee has approved this schedule of minimum requirements for graduation:

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

NCAA requirements

English—4 credits

Math—3 credits (Algebra 1 and higher)

Social Sciences—2 credits

Natural or Physical Sciences—2 credits

(one credit must be a lab course)

1 additional English, Math, or Science

4 additional courses of any of the above including Foreign Languages

Adopted: May 9, 1995 Revised: March 25, 1997;
April 27, 1999, March 9, 2004

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:

Highest Honors 3 credits A

High Honors 3 credits A or B

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

If taking 4 credits:

Highest Honors 3 credits A and 1 credit B

High 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 significantly above grade level, 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 above grade level, 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.

Weighting of Grades

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

Grade	Level			
	H	300	200	100
A+	6.5	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

Homework

Homework is a key component of all high school courses, regardless of level. Homework not only serves to develop skills necessary for academic achievement in a specific course, it also helps students learn crucial self-discipline and time management skills. The amount of homework will vary by class and subject, but high school students should expect to spend two to three hours daily for homework assignments.

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. 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 when they arrive at school. They will receive an Admit Slip.

A Documented Absence slip is given for an absence, tardy, or dismissal that will NOT count towards the attendance policy (i.e. will be waived). A DOCUMENTED slip will be given only for the following:

- An illness, condition, or appointment that is documented by a doctor note or appointment slip
- A court appearance that is documented
- A death or serious illness in the family (per parent, by approval of administration)
- Required attendance at religious services (per parent, by approval of administration)
- Absence due to school-sponsored event or function
- College visits, with documentation of visit from college visited

- Other necessary professional appointments that cannot be scheduled outside of the school day

Students who wish to receive a DOCUMENTED slip for an absence must present the appropriate documentation upon their return to school. Retroactive waivers will only be granted under exceptional circumstances.

A WHITE slip is given for all other absences, tardies, or dismissals. A WHITE slip may be given for the following:

- Illness not documented by a doctor
- Travel not related to a school-sponsored event or function
- All other absences

If a parent calls to excuse the absence or if the student brings in a valid parent note upon return to school, the absence will be entered as Excused (AE). If the student does not bring in a note or the parent does not call the absence will be entered as Unexcused (AU). It is the responsibility of the student to ensure that the conditions for returning to school after an absence are met.

Attendance Requirements and Loss of Credit for Excessive Absenteeism

A student who accumulates more than fourteen (14) excused (AE) and/or unexcused (AU) absences from a one-credit semester course, or more than seven (7) from a ½ credit semester course, has not met the requirements of the attendance policy and will not receive academic credit for completing the course, regardless of the final grade. Again, documented absences (AD) are waived and do not count toward the 14-day limit.

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.

Tardiness to School

Students who are tardy to school will receive either a Tardy Excused or Tardy Unexcused slip (see definitions). 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, ISS,
further administration action on individual basis.

Tardiness to Class

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 absence for that class. Three (3) tardies (less than 15 minutes late) to a class equals one (1) absence from a 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

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

Truancy

A student is truant when they are absent from school without proper authorization or excuse.

- 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.)

Vacations

Days off from school for family or personal vacations count as absences from school—they cannot be waived and students will receive a WHITE slip for vacation absences. 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 and that the parent/guardian recognizes that the days absent cannot be waived. (Please refer to form in front of student handbook.) Please note also that any student missing school to participate in a non-school function (ex: Club sports competition) will not receive a Documented Absence for these days.

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, 2:05–3:00
- 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-School Suspension (ISS)

- Students assigned to ISS must report to Room 100 by the 7:50 bell or face additional consequence.
- 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 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

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.

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 is 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 no narrower than the width of a dollar bill. 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.

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.

Adopted: July 14, 1993
November 25, 1994; April 27, 1999

Revised:

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/im mature 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 (documented)	Office Detention for 4 th and 5 th	ISS for 6 th plus parent contact to set up a plan	7 th : Parent meeting to review plan plus addl.

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

Level 1 Distractions	First Infraction	Second Infraction	Third Infraction	4th/habitual Infraction
Violation of policy of electronic devices in classroom	Teacher Consequence, parent contact by teacher, device taken for remainder of class	Office Referral, with at minimum 1 Office Detention, device sent to office for remainder of day	Office Referral, with at minimum 1 ISS, device sent to office for parent/guardian pick-up	Parent conference, Individual Action Plan
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 Action Plan

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

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 Counselor, Individual Action 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 Action 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 with Admin, student and teacher	Parent meeting, referral to Guidance Counselor, Individual Action Plan
Failure to serve Office Detention	Two Office Detentions	1 day ISS	2 days ISS, parent contact by Admin.	Parent meeting, referral to Guidance Counselor, Individual Action Plan
Violation of Computer Use Policy	Teacher consequence (unless violation is severe enough to warrant Office	Per Acceptable Use Policy	Per Acceptable Use Policy	Per Acceptable Use Policy

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

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

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

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 girls

Biddeford High School Activities and Clubs

Band (Jazz, Marching, Symphonic)	Chorus
Destination Imagination	Drama Club
Girls' Dirigo State	Boys' Dirigo State
Interact Club	Mock Trial
Civil Rights Team	Natural Helpers
National Honor Society	Ski Club
Oceanic Science Bowl	Student Council
Class Officer	Regional Fine Arts
Color Guard	The Roar
Tyger! Tyger!	Vegetarian Club

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.

NEPN/NSBA Code: **JJIC-R**

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

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. 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

NEPN/NSBA Code: **IJNDB**

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