

HAMPDEN ACADEMY



Home of the Broncos

2023-2024

STUDENT AND FAMILY HANDBOOK

Mission Statement:

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

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

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

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

website: ha.rsu22.us

Hampden Academy

2023-24

Principal

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Assignments based on student last name and grade level.

School Counselor

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Students with the last name beginning with A-G

School Counselor

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Students with the last name beginning with H-O

School Counselor

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Clerical

Mrs. Shelley Abbott, Main Office Coordinator
Ms. Sharry Woodside, Main Office - Attendance
Mrs. Bethany Lothrop, Student Services
Mrs. Kathleen Johnson, Athletics/Student Services

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Hampden Academy

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Principal's Message

Dear Hampden Academy Community,

Welcome to another exciting year at Hampden Academy! We're thrilled to have you as part of our school family. Our commitment to building strong relationships within our student body and the community is at the core of who we are. Together, we ensure that every student has the opportunity to thrive.

At HA, we are committed to the mission of providing an optimal learning experience for all students, and our goal is for each student to achieve at the highest level possible. As educators, we know that high achievement is built upon a foundation of belonging and acceptance. To that end, we focus on creating a learning environment where students and staff feel a sense of belonging.

Our experienced teachers, staff, and administration bring a wealth of knowledge and dedication to their roles and are driven by the belief that education is a powerful force for personal and societal growth. Our staff and student body represent a multitude of backgrounds, cultures, and perspectives that enrich the fabric of our school community.

As we embark on this academic journey together, we will continue to foster a spirit of collaboration, respect, and understanding. We encourage you to embrace the challenges and opportunities that lie ahead; it is through these experiences that you will grow, learn, and discover your true potential.

Here's to a year filled with engaging and rigorous learning experiences, memorable friendships, and personal accomplishments. Let's make this a great year at HA!

GO BRONCOS!

Reg Ruhlin
Principal



Accredited Member of the New England Association of Schools and Colleges •



Hampden Academy challenges all students to achieve individual excellence.

HAMPDEN ACADEMY VALUES

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

We Believe:

Learning is a lifelong process.

Students learn and demonstrate their learning in individual ways.

A safe, supportive environment is essential to learning.

Learning requires rigorous experiences, connections among disciplines, and application of knowledge in relevant situations in and out of school.

Timely and specific feedback and self-reflection are critical supports for continuous improvement for all members of the school community.

High school is a developmental process in which responsibility for learning and behavior shifts to the student.

Effective learners monitor and balance their physical and emotional well-being.

Staff participation in professional development enhances their knowledge and skills and promotes reflection and collegiality.

A synergistic partnership among students, school, parents, and community is fundamental to education.

Technology is an essential 21st century tool that used productively enhances teaching and learning.

Respect is a right of all people.

21st Century Learning Expectations

Academic Content (Know)

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

Career and Education Development

English Language Arts

Mathematics

Modern and Classical Languages

Science and Technology

Social Studies

Visual and Performing Arts

Wellness

Approved by HA Faculty 1/29/14

Approved by Bd of Directors 3/5/14

Learning Habits (Work)

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

** Self-directed and life-long learner*

** Clear and Effective Communicator*

Collaboration (Engage)

Students will demonstrate collaborative work.

** Responsible and Involved Citizen*

Complex Reasoning (Think)

Students will think critically and creatively.

** Creative and Practical Problem solver*

** Integrative and Informed Thinker*

CODE OF CONDUCT

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

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

ACADEMIC POLICIES AND PROCEDURES

ADVISORY

The purpose of the academic advisory program is to ensure that each student at Hampden Academy has an adult that they can build a positive supportive relationship with over the course of 4 years. Each student will be in a group of approximately 15-20 students with a teacher as the advisor. This group will stay together for four years, meeting weekly for a brief check-in. This advisory is intended to assist students in navigating their high school years.

ACADEMIC ETHICS

Many factors, including availability of information on the Internet and other electronic sources, academic pressure, and lack of understanding about academic ethics have resulted in the fact that students with more frequency, and often in innocence, are committing “academic crimes.” **An academic crime is defined as *the stealing of ideas*.**

Plagiarism: Plagiarism is representing someone else’s work or ideas as one’s own.

If a student uses a source and does not credit ideas, the student is plagiarizing.

If a student directly quotes a source without crediting the source, the student is plagiarizing.

If a student downloads materials from the computer or the Internet without citing sources, the student is plagiarizing.

Cheating: In schools today, students practice ***collaboration*** when teachers require them to work in teams or pairs. Many assignments, however, are not meant to be done with others. Many assignments are designed so that the student is required to work toward mastery of a concept on his/her own.

Examples of Collaboration:

Discussing an assignment and then completing it separately.

Teaching each other and then working separately.

Working as a group to follow a process and/or to produce a final product in a specific class assignment.

Above all, collaboration on assignments should not result in two papers, which are exactly the same or nearly the same. Learning together is good, but true collaboration involves an individual effort as well.

Examples of Cheating:

Participation in “borrowing” and/or copying another student’s work.

Dividing an assignment between/among a pair or group and copying each other’s answers.

Copying another student’s answers in a quiz or test situation.

Letting one or a small number of people do most of the work in a group situation, and yet sharing credit equally within the group.

Above all, students who “share work” in a non-collaborative way will not fully understand the concepts they need to, and this is clear when these students are required to demonstrate mastery of a skill on their own.

Cheating is not only wrong, but it also impedes learning.

Policy on Plagiarism and Cheating

Hampden Academy’s goal is to teach students the definitions of and implications of plagiarism and cheating, to provide techniques for avoiding these crimes, and to hold students responsible for the consequences of academic crimes. Students found to have plagiarized or cheated will be subject to the following interventions:

First Violation of Academic Ethics: A conference with teacher, parent(s), and guidance counselor. The student will be required to either redo the assignment/test, complete other alternate work, or receive a failing grade on the assignment or test, as determined by the teacher.

Second Violation of Academic Ethics: A conference with teacher, parent(s), guidance counselor, and an administrator, a failing grade on the assignment, and student must redo assignment/test or complete other alternate work. In addition, the student will be assigned a classroom detention.

Third Violation of Academic Ethics: A third violation will result in a failing grade for the semester. In addition, the student will be assigned an office detention.

Students must understand that a record will be kept of Academic Ethics Violations and many colleges/universities require students and guidance counselors to report any such violations during the application process. Students should be aware that academic crimes at the collegiate level are grounds for expulsion.

ADD/DROP

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

Adding a course: If a course is not at maximum size, a student may add this course during the first five days of the semester (Semester 1 is September 6, 2023 and Semester 2 is January 26, 2024) This is done through the guidance office with the approval of the teacher.

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

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

1. With teacher approval as recorded on the "Schedule Change Request Form", there is no grading consequence and the record is marked W.
2. Without teacher or administrative approval, the student transcript will be marked WF and carry a grade of 60 that is averaged into the GPA.

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

1. Strengthening of a program by adding a course
2. Dropping an additional course beyond the requisite number of six
3. Assignment to a teacher with whom the student previously failed or experienced difficulty
4. Recommendation of an I.E.P. or a 504 meeting
5. A student's ability is inconsistent with the ability level of the class.
6. A preference for having a particular teacher is NOT a sound academic reason.

ANNOUNCEMENTS

Important announcements for school-wide information posted each day. Students are held responsible for being aware of information presented on the daily bulletin.

ARRIVAL AND AREAS TO ACCESS BEFORE SCHOOL

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

COMMUNICATING CONCERNS

We encourage students to be strong advocates for their ideas, needs, and potential concerns. When one of those arises, students should address the situation using the process outlined below. If that does not resolve the situation, then the next step is for parents/guardians to get involved. If a parent or guardian has a concern or complaints involving personnel, instruction, discipline, learning materials or other school matters, please follow the proper administrative channel:

1st – Faculty or Staff member

2nd – School Administration

3rd - Superintendent of Schools

4th - Board of Directors

CREDIT - OFF-CAMPUS

Hampden Academy encourages students to take the most challenging curriculum available to them. Students sometimes opt to take courses from institutions outside of Hampden Academy. This may include college courses, online courses from accredited colleges or high schools, and credit retrieval courses through adult education providers. Though there are numerous opportunities, there are several available locally.

- **Early College for ME** is offered through EMCC and other community colleges in Maine and is an opportunity for students to take a course at EMCC with the tuition being waived. Students meet monthly with a support person from EMCC and are considered for a scholarship to EMCC should they matriculate there. Students apply during the spring of their Junior year.
- **Aspirations** is a program through the University of Maine that allows students to take a college course of their choice and earn college credit while still in high school. There are scholarships available to Aspirations students on a limited basis.
- **Academ-e** is a program through the University of Maine that allows students to take certain specific courses online, tuition free, and earn college credit.
- **Advanced Standing Academic Program (ASAP)** is offered by Husson College whereby students can take a college course, tuition free, at Husson and earn college credit. Business courses, as well as several others, are offered.
- **Edgenuity** is a standards-based online learning resource for core, elective, and credit recovery, through both remedial and accelerated work.

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

AP4ME is an online program where students can take AP courses that we do not offer at Hampden Academy. These courses are approved for Hampden Academy credit.

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

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

Credits will be allocated at the rate of 1 credit toward an HA diploma for a 3 credit college course. Only one half of this credit may be applied toward an academic requirement and the other half will be counted as elective credit. Courses through an approved Adult Education program will be awarded one half credit for one semester of work.

CREDIT RECOVERY

1. A student who does not receive credit for a course may be eligible, under special circumstances only, to make up lost credits during the current year. The following will apply: A student must remain in all regular courses here at Hampden Academy until the course is completed. For example, a student must take and complete U.S. History here at Hampden Academy. If the student completes but fails a course, he/she may then be permitted to take a summer school course, or repeat the course at Hampden Academy.
2. If a student drops a course against teacher/guidance recommendation or they withdraw and are failing (unless there are extenuating circumstances), a WF (withdrawn failing) will appear on the transcript.
3. We have on-line options for credit recovery. Please check with your guidance counselor.
4. Students can earn credits outside of Hampden Academy towards a Hampden Academy diploma. These courses must be approved in advance. Students must begin all courses taken for credit outside Hampden Academy by March 1. Courses must be completed by May 30.
5. Credits outside the official Hampden Academy curriculum may be accepted toward a Hampden Academy diploma from approved institutions which are:
 - a. accredited colleges and universities
 - b. diploma courses at approved adult ed programs
 - c. other courses pre-approved by the principal
6. In order for a student to participate in regularly scheduled graduation exercises, all courses required for graduation must be successfully completed before the last day of senior finals. Students who do not complete graduation requirements cannot march with their class.

EARLY GRADUATION

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

ASSESSMENTS

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

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

HONORS STUDY HALL

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

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

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

Expectations:

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

HONORS PARTS - GRADUATION

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

Class Ranking to determine GPA/Rank.

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

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

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

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

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

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

LIBRARY

Library passes are used to allow all students an equal opportunity to use the library. However, students who disturb or disrupt the library or who do not return borrowed material may have their library pass withdrawn for a period of time. A student who loses library books or materials will be expected to pay for them.

Upon request of teachers, books are put on reserve for special assignments. Suggestions for the purchase of new books are welcomed from both students and teachers.

NATIONAL HONOR SOCIETY

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

Leadership The student who exercises leadership:

- is resourceful in proposing new problems, applying principles, and making suggestions
- demonstrates initiative in promoting school activities
- exercises positive influence on peers in upholding school ideals
- contributes ideas that improve the civic life of the school
- is able to delegate responsibilities
- exemplifies positive attitudes
- inspires positive behavior in others
- demonstrates academic initiative
- successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- is a leader in the classroom, at work, and in other school or community activities
- is thoroughly dependable in any responsibility accepted
- is willing to uphold scholarship and maintain a loyal school attitude.

Service The student who serves:

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

Character The student of character:

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

Scholarship (90 or better average)

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

POWERSCHOOL

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

PROGRESS REPORTS

Parents are able to monitor student progress through PowerSchool. If you need a report mailed home, please contact us.

REPORT CARD GRADING SYSTEM AND HONOR ROLL

Grading System:

The grading system is as follows:

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

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

The following will be requirements for both honor rolls:

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

Incomplete: Any classwork that is not completed by the end of the quarter due to extended, excused absences will be assigned an “I”, incomplete, until the work is made up. It is the student’s responsibility to meet with the teacher and create a plan with a timeline to complete the required work. In general, the work should be finished within two weeks. However, the teacher and the student have the latitude to extend that time. Any incomplete that remains at the end of the agreed upon timeframe will be changed to the numerical grade that is reflected in the gradebook or an “F”, if applicable.

STANDARDS GRADING & REPORTING

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

REQUIREMENTS FOR HIGH SCHOOL GRADUATION

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

4 credits of English	1 credit Academic Advisory
3 credits of Math	1 credit of Physical Education
2 credits of Science	1 credit of Health
3 credits of Social Studies	6 credits of Electives
1 credit of Fine Arts	Computer proficiency

22 credits are needed for graduation from Hampden Academy.

STUDENT RECORDS

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

VERITAS

Only seniors are eligible for the Veritas privileges. Seniors must meet the following criteria:

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

Seniors who meet the criteria will be issued two vouchers to use to leave school during a study hall. Eligible seniors must sign-out and be off school property, if the senior has a first period study hall, the senior will sign in at main office before second period and turn in voucher. This privilege will only be for Quarter 2, Quarter 3, and Quarter 4.

The process is as follows:

- The principal's secretary will review the attendance and discipline records of the recommended students for final determination.
- Parents will be notified of this positive accomplishment by the principal and will confirm permission to use vouchers via parent signature on each voucher.
- Seniors will bring in signed voucher on the day of use in order to sign-out or in the case of a first period study hall in order to sign-in.
- Seniors are awarded a maximum of two vouchers per quarter which may be used back to back for two study halls in a row.
- Vouchers must be used within the quarter issued, they are invalid after that quarter.
- Students are not allowed to leave campus with other students as it is a school safety and liability issue.
- **There are no replacements for lost vouchers.**

WITHDRAWAL & TRANSFER

To withdraw or transfer from Hampden Academy the student must:

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

ATTENDANCE

ATTENDANCE POLICY

The faculty and administration of Hampden Academy believe that regular classroom attendance is necessary for a successful learning experience. The responsibility for attendance rests with students and their families. In accordance with this belief, when a student accumulates nine (9) absences for classes that meet every other day or (12) absences for classes that meet every day, credit may only be earned on a Pass/Fail basis.

Students who are more than 20 minutes late to an 80-minute class (or 10 minutes late to a 40 minute class) will be marked absent. Warning notes will be sent home after five (5) absences have accumulated in a course.

Please note: Regardless of whether an absence is excused or not, all absences from class, except school-sponsored activities or trips, will count towards the total.

Students who have missed nine/twelve or more classes have the **option to appeal**. Appeal appointments are scheduled with Mr. Ruhlin. These appointments should be made **within 3 weeks of the end of the semester**.

Student Absences and Excuses (as defined by State statutes)

Excusable Absence: We ask that parents provide us with written reasons about why their child is absent in order to determine if the absence is “excused” or “unexcused” as defined above. A student’s absence, including late arrivals and dismissals, is excused when the absence is for the following reasons:

- * Personal illness;
- * A family emergency;
- * An appointment with a health professional that must be made during the regular school day; a doctor’s note **must** be submitted to confirm doctor’s appointments. In general it is expected that students will attend school before and return to school after medical appointments, unless the doctor specifically requested submitted in writing a full day absence.
- * Observance at a recognized religious holiday when the observance is required during the regular school day; (a planned absence form is required for completion)
- * A planned absence for a personal or educational purpose, which has been **pre-approved by the principal**. (These days absent will be included in the total number of days absent as defined by the attendance policy regarding awarding of credit). A Pre Planned Absence Form is available on the Hampden Academy website for this purpose. **Planned absence forms should be submitted 7 days in advance of the planned absence.**

Office Email-For Bus Slips, Absent Notices, Arriving Late, or Early Dismissal, Planned Absence Forms, Medical Appointment Forms

haoffice@rsu22.us

CO AND EXTRA CURRICULAR ATTENDANCE GUIDELINES

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

DISMISSAL DURING THE SCHOOL DAY

High school students are expected to attend school while it is in session. As provided under School Board Policy JH-Student Absences and Excuses, students are expected to attend school on a regular basis during all days school is in session. Students may be excused by the principal under the following guidelines:

1. Students who wish to be dismissed due to illness **must** be dismissed by the nurse.

2. Parental permission is required in writing on the occasion of family emergencies requiring the assistance of the student.
3. Parental permission is required in writing for the express purpose of the student working at a part-time job (under the provisions of current Maine Labor Laws - JEF-E). Parents/guardians must sign an Early Dismissal Permission form. This permission slip makes it clear that once the student has left the school grounds, the student may not return until after the close of school on that day. Also, said permission slip must indicate clearly that neither the parent/guardian nor the student will hold the school directors or school officials responsible for any injuries or other unfortunate acts taking place after the stated time of leaving.
4. Students must sign out in the office and leave school premises at once.
5. Any student who is dismissed by a parent must report to the office before school for a dismissal slip.
6. Early dismissal is considered a privilege, not a right, and may be revoked (for a given student) by Academy officials for good reason.

LATE-TO-CLASS

Students are expected to arrive to class before the bell. Students will be warned by the teacher if late three times to class and assigned a teacher detention if late five times to class in a semester. A full Friday night detention will be assigned if the student continues to be tardy to class after being assigned a teacher detention. Students who are late to class by more than 20 minutes for 80-minute classes and 10 minutes for 40-minute classes will be assigned a full Friday night detention.

TARDY

Students who are tardy to school must check-in at the Main Office for a late pass. Students will receive a warning when they have accumulated three tardies to school for a semester. If a student is tardy five times in a semester, a 1 hour Friday night detention will be assigned. A full Friday night detention will be assigned if the student continues to be tardy. Please be aware that students who arrive tardy will be marked absent in the PowerSchool system and this will be updated at the end of the day (or as time allows) to a Tardy.

MAKE-UP

After any absence from school, a student is expected to make up all missed work. It is the student's responsibility to contact the teacher the day he or she returns to get the missed assignments. Make-up activities are required toward meeting the objective of mastering those concepts and skills covered during an absence, subject to the following guidelines:

1. Students shall be responsible for contacting each teacher and obtaining necessary assignments. Assignments may cover the same or related material from the period of the absence. NOTE: When an absence is anticipated, the student should discuss the upcoming absence with teachers and get pre-approval from the principal.
2. All make-up assignments shall be obtained by the student immediately following the absence and all make-up work shall be completed and turned in within an agreed upon time frame but not to exceed six school days of the absence unless otherwise mutually agreed upon by the teacher and student. Credit shall be given on the same basis as though assignments were completed during the regular academic schedule.

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

CO-CURRICULAR

ACCIDENTS/INSURANCE

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

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

ACTIVITIES

Clubs/Activities

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

Robotics
Spanish Club
Speech and Debate Team
Student Council
Tri-M Music Association
Yearbook

Music

Wind Ensemble
Jazz Band
Jazz Ensemble
Jazz Combo
R & B Group
Concert Choir
Chamber Singers
Treble Choir
Voices Unlimited
District V

Sports

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

ATHLETIC RULES AND ELIGIBILITY

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

CO-CURRICULAR ACTIVITIES

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

DANCES

Dances will start at 7:00p.m. or 8:00p.m. and last for 2 - 3 hours. Once a student leaves the dance, they will not be readmitted. The intent is that dances will be held for Hampden Academy students, but others may come, providing they have signed up as a guest and received a guest pass. Students who have not yet entered high school and students that have reached the age of 21 or older will not be permitted to attend HA dances. Students must be in good standing, this will be determined by the administration. All guests are required to follow the

Academy regulations. **Breathalyzer tests may be conducted before and during dances.** Any students under the influence of alcohol or drugs will be removed from the dance, will be subject to standard disciplinary procedures, and parents/guardians will be contacted. It is expected that students will conduct themselves in a manner we can be proud of and allow dances to continue at Hampden Academy. Behavioral expectations for dances will be reviewed during Academic Advisory.

NCAA ELIGIBILITY REQUIREMENTS

Please review the following requirements and minimum high school courses necessary for NCAA Initial-Eligibility. Conversation with our athletic director, would be appropriate for students who are interested in playing sports at the collegiate level.

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

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

OUT-OF-SCHOOL GROUPS

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

DISCIPLINE

The following table notes possible school responses to student violation of rules and expectations.

I	II	III	IV
Staff/Administrative Response	Reallocation of Student's Time	Exclusions from Normal School Activities	Expulsion
<u>Options</u>	<u>Options</u>	<u>Options</u>	<u>Options</u>
		Disciplinary review by board	Disciplinary review by board
Verbal reprimand	Detentions	Conference with parent/guardian	(parent/guardian notification required)
Time-out or out of classroom	Campus clean-up	Restricted access	
Loss of privileges	Contract	Removal of extra-curricular privileges	Superintendent notification
Teacher/administrator conference with student	Friday night detention	Long-term suspension Recommended for Adult Education	Board notification
Develop a plan	Conference with parent/guardian	Alternative Placement	
Contact a parent	Parent/guardian notification required	Parent/guardian notification required	
		Superintendent notification	

DESTRUCTION OR LOSS OF SCHOOL PROPERTY

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

DETENTION

Students may be assigned detention by the administration or by any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct, as well as other disciplinary issues. Students assigned to detention are to report to the room designated by the office or teacher at the given time and for the number of days assigned. Teacher detentions are about addressing the behaviors that earned the student the detention. Each student is to have sufficient materials and books to study and is to cooperate with the detention supervisor. Any student who does not abide by the regulations of the detention period may have further consequences including possible in school suspension or suspension from school. Friday administrative detention can only be assigned by an administrator and is conducted from 2:30 - 5:30 p.m. Failure to attend a Friday detention may result in suspension from school or an in-school suspension. Repeated administrative detentions may result in an in-school suspension.

DISMISSAL FROM CLASS

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

HARASSMENT & BULLYING

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

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

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

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

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

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

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

Legal Ref.: Title IX of 1972 Educational Amendments Act
Title VII of 1964 Civil Rights Act
Guidelines of Equal Employment Opportunity Comm.
PL 1991, CHAP 474 (5 MRSA Sec. 4613.2 MSRA Sec. 806, 807)

Adopted: 11/5/86; Amended 12/4/91; March 20, 1996, 11/20/96

U.S. Department of Education, Office of Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491

HARASSMENT COMPLAINT PROCEDURE

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

HAZING POLICY

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

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

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

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

Legal Reference: Title 20-A MRSA Sec. 6553.2

Adopted: June 23, 1993

NONDISCRIMINATION

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

POSITIVE ALTERNATIVE TO SCHOOL SUSPENSION

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

SCHOOL RESOURCE OFFICER

To support Hampden Academy's safe school efforts a school resource officer (SRO) is on the staff. The goals of the SRO program are to help maintain an atmosphere where teachers feel safe to teach, and students feel safe to learn; to establish a cooperative partnership among students, parents, teachers, administrators, our communities, and the police; to promote better understanding of our laws; to serve as a resource to teachers, students, parents, and administrators; and to assist administration in issues that require a law enforcement presence. These goals create a triad role for the SRO where at any given time the officer will be a teacher, a law related advisor, or a law enforcement officer. Issues brought to the attention of the SRO will be kept confidential and will only be disclosed if the party involved wishes it to be or if it is a mandated reporting issue such as disclosures of suicide, child abuse, or criminal behavior that alleges a threat of harm to someone. The SRO works closely with the administration of Hampden Academy and supports our proactive, prevention approach to guiding adolescents through their high school years.

SCHOOL LOCKER, VEHICLE and CONTAINER SEARCH

In order to provide a functional and safe learning place for the student body, the Board of Directors will endeavor to provide storage facilities to store supplies, equipment, and personal belongings. All such student facilities, either located on school property or made available by or through the school in conjunction with

school activities away from the school, are at all times the property of, in custody of, and under the control of the school. It should be understood that school personnel may, at any time and without prior notice, search, open, clean, inventory, relocate, or reassign any such storage facility.

Whereas school owned storage facilities are to be used for the temporary holding of items which are necessary for participating in the school's academic and co-curricular programs, as well as keeping personal items, school officials may remove, or instruct students to remove, contents deemed inappropriate because of their nature or condition. The term "storage facilities" includes, but is not limited to, lockers, club or society offices, closets, bins, cloak rooms, team rooms and desks. All students who accept the use of, or use any such storage facility, shall thereby imply consent to the searching, opening, cleaning, inventory, relocation, reassignment or disposal of such storage facility or its contents without prior notice. Only school owned or authorized locks may be used to secure such storage facilities and school officials shall maintain master keys to such locks in order to access such facilities for the purposes stated above. Student vehicles parked on school property may be searched if reasonable suspicion exists that the vehicle and/or its contents contain evidence of a school policy or law violation. If possible, the student will be asked to surrender the keys and be present during the search. Unattended bags, packages etc may be searched.

TOBACCO PRODUCTS, DRUG AND ALCOHOL USE BY STUDENTS

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

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

REGULATIONS

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

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

Covered Activities

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

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

All students involved in student government and leadership positions.

All students involved in interscholastic competitions of any sort including, but not limited to athletics, Math Team, etc.

All students involved in extra curricular activities involving public performances, including but not limited to Voices Unlimited, drama, and jazz band.

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

Prohibited Conduct and Substances

No student will manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, or performance enhancing substances.

No student will use, sell, furnish, or be in possession of any product containing tobacco.

No student will use, sell, furnish, or be in possession of any electronic cigarette or vaping device.

No student will manufacture, sell, furnish, possess, use, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, anabolic steroid, inhalant, any other controlled substance defined in federal/state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

No student will manufacture, sell, furnish, possess, use, or be under the influence of any prescription or non-prescription drug unless the student has a lawful prescription for that drug, is using it in the manner prescribed or directed by the manufacturer, and is consistent with RSU #22 medication policy.

No student will be in possession of any paraphernalia verified to be associated with the use of such substances.

Prevention Education

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

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

As part of the prevention education program policies and regulations will be disseminated to coaches and advisors with the expectation that the policies and regulations will be reviewed with the students/athletes.

Coaches and advisors will review the policies and regulations as outlined through a handbook and/or protocol.

In order to participate in interscholastic activities, public performance events, and student government and leadership positions students must review and discuss the policy and regulations and sign a card. Their parents/guardians must also review the policies and regulations and sign the card. This card acknowledges parent and student awareness of an agreement to abide by the tobacco products, drug, and alcohol policy and regulations. Parents/guardians of athletes must attend, *at a minimum*, one preseason meeting a year with the coach and review the policies and regulations. If parents/guardians are unable to attend a preseason meeting, the principal may waive the attendance requirement, however parents/guardians will still need to review the policies and regulations and sign the card.

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

Intervention

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

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

High School Administrative Procedure

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

Possession/Use Violations (including tobacco offense)

First Offense

1. The administrator meets with the student and verifies the violation.
2. The administrator notifies parents/guardians and the superintendent.
3. The administrator notifies law enforcement agencies, if appropriate.
4. The student may be suspended from school (in-school or out-of-school).
5. Upon return to school the student must meet with the substance abuse counselor.
6. The student must follow recommendations of substance abuse counselor, failure to follow the recommendations of the counselor may result in further disciplinary action
7. Parents/guardians will be encouraged to attend an educational program on substance abuse/use.

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

Second Offense

1. The administrator meets with the student and verifies the violation.
2. The administrator notifies parents/guardians and the superintendent.
3. The administrator notifies law enforcement agencies if appropriate.
4. The student is suspended from school.

5. The student and parents/guardians meet with the superintendent before returning to school.
6. Upon return to school the student must meet with the substance abuse counselor.
7. The parents/guardians must meet with the administrator and the substance abuse counselor to develop a contract and determine a follow-up plan.
8. The student must follow the recommendations of the substance abuse counselor; failure to follow the recommendations of the counselor may result in further disciplinary action.
9. The parents/guardians will be encouraged to attend an educational program on substance abuse/use.

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

Third Offense

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

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

Providing Substances to Others (excluding tobacco offenses)

First Offense

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

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

Second Offense

1. The administrator meets with the student and verifies the violation.

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

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

Third Offense

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

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

Detecting Substance Use

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

SUSPENSION

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

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

Students may be suspended for any of the following reasons:

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

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

Procedures following suspension:

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

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

TITLE IX

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

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

VANDALISM

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

WEAPONS

Possession and/or use of any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, any knife including any pocketknife.

The possession or use of any such weapon will require that proceedings for the suspension and/or expulsion of the student involved will be initiated by the building's administration.

STUDENT SERVICES (GUIDANCE) AND HEALTH INFORMATION

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

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

STUDENT SERVICES

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

The counselor may assist the student with:

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

In addition, we have a substance abuse counselor and a social worker who may provide supports to students.

H.A.R.T.

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

HEALTH SERVICES

The school nurse will be available at the health center for any student who is ill or wishes to seek health advice. Visits should be scheduled between classes or during study halls when possible. The parent/guardian will be contacted immediately concerning any serious injury or health problem. Any medications (prescription or nonprescription) brought to school must be kept in the health center. Student emergency data updates must be completed each year. This will be sent electronically to parent emails in September for completion online.

STUDENT TUTORING

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

WRITEOUS WRITING CENTER

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

SCHOOL POLICIES & PROCEDURES

BUSES

Bus transportation is a privilege. Students may be denied bus privileges if their conduct is unacceptable.

CARE OF SCHOOL PROPERTY

The school and its equipment must be kept in good condition. The high school provides students with books, athletic uniforms and gear, and equipment in numerous courses and programs. It is the students' responsibility to return all school materials to the teacher or coach at the end of each course, athletic season or program.

Textbooks will remain in better condition if they are kept covered. Any problems with school Chromebooks should be immediately reported to the teacher. Final report cards and, in the case of a senior, the diploma will be withheld until school property is returned or paid for.

CELL PHONES AND OTHER ELECTRONIC DEVICES

One goal of a comprehensive education is to promote social interaction, intellectual dialogue, and healthy debate. Individuals who have electronic devices on during the school day throughout the hallways, classrooms and dining commons are missing out on the opportunity to interact with others and are setting up barriers to communication.

Computers are the primary means of accessing tech activities (phones should not be used for something the computer can do). Students may access cell phones before school, at lunch, after school or during passing time in-between classes. **Phones are not allowed** during class time, including study halls and hallways. Students are not allowed to take pictures of or record faculty, staff members or other students without their permission.

Consequences:

- First offense: the student is required to give the phone to the teacher for the duration of the period.
- Second offense: the student is required to give the phone to the teacher who brings it to the office for the duration of the day.
- Third offense: phone is taken to the office and not returned until a parent/guardian picks it up.
- Continued offenses will be addressed at the building administrator level.

CHANGE OF ADDRESS

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

CLOSED CAMPUS

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

CORRIDOR PASSES

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

Two Types of Passes

- Hall Pass: Bathroom only

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

Students must sign out when leaving the classroom (destination, time) and sign in when they return.

Only one student should use the hall pass at a time.

Students should not be signing out to the office during class time.

Study Hall students must have a signed pass in order to leave a study hall. The pass needs to have been obtained prior to the start of the study hall period.

If a pattern emerges that leads to consistently missed class time, then the privilege to sign out may be restricted or revoked.

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

DISPLAY OF AFFECTION

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

DRESS CODE- cited from Board Policy JICA

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

This policy shall be reviewed by the student school board representatives and a council of students, in conjunction with appropriate authority, after no more than four (4) years have passed since the date of the acceptance of this policy.

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

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

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

- identify the wearer as a member of a particular gang are prohibited.
- promote hate groups via words, letters, and symbols associated with ~~said~~ groups are prohibited.

D. Clothing Requirements

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

Adopted: December 1, 1999

Amended: August 3, 2016

June 20, 2022

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation.

INTERNET

Hampden Academy provides Internet access for students, faculty, and staff who apply for access using the procedure outlined in RSU #22 policy and who comply with the RSU #22 acceptable use standards. Access to the Internet is a privilege, not a right and inappropriate use of the access will result in cancellation of the privilege, possible disciplinary action by school officials and or legal action. It should be noted that system administrators will have access to all user accounts including electronic mail. Therefore, communication on the Internet should be considered public in nature.

LOITERING

Students must have a valid reason for staying on the school campus after their classes are over and must be supervised by an adult when in a classroom.

LOST AND FOUND

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

REQUIRED PARENT/GUARDIAN SIGNATURES

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

SCHOOL-ISSUED CHROMEBOOKS

Goals:

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

Students are expected to:

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

Students are not allowed to:

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

Students must understand that this is a school-owned device and can be viewed/inspected at any time by school personnel. By accepting the Chromebook it is expected that each student will follow RSU 22's Acceptable Use policy and procedures noted on page 30 of the Student and Family Handbook. In addition, students will be responsible for any damage or loss of the Chromebook, cover, and charger.

TELEPHONE

The school office telephones are for school business but may be used by students with permission from office personnel. A student phone is located in the dining commons.

SAFETY INFORMATION

CRISIS RESPONSE PLAN

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

EVACUATION DRILLS

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

NO-SCHOOL ANNOUNCEMENTS

All “no-school” announcements will be made over local radio and television stations before 6:30 a.m. In addition, parents/guardians are given the option to participate in the early phone notification system.

VEHICLES

All student vehicles must be parked in the front of the school, in one of the 3 large parking lots. Parking in the front circle is reserved for guests. Speeding and careless driving on school grounds could result in being denied access privilege on Academy property. Students are not permitted to be in parked cars on school property during the school day. Cars are not to be moved during the school day without permission from the office.

Students are not permitted to go to their car during the school day without permission from the main office.

Repeated parking violations may result in loss of access privileges.

VISITORS

The school policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must receive approval and register in the Main Office. Parents are always welcome, but still must register in the Main Office. In general, student visitors are not allowed. Visitors are expected to leave promptly when their business is over. Any student visitor requests must be approved by the principal.

SPECIAL EDUCATION

SECTION 504

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

SPECIAL EDUCATION SERVICES

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

**Hampden Academy
Daily Bell Schedule**

Block	Time	Full Block
1.1	8:00 - 8:40 (40 mins)	8:00 - 9:24 Total Academic Time: 84 min.
1.2	8:43 - 9:24 (41 mins)	
2.1	9:28 - 10:08 (40 mins)	9:28 - 10:52 Total Academic Time: 84 min.
2.2	10:11 - 10:52 (41 mins)	
1st Lunch	10:52 - 11:13 1 st Lunch	11:17 to 12:37 Total Academic Time: 80 min.
2nd Lunch	11:20 - 11:41 2 nd Lunch	3.1 - 10:56 to 11:20 3.2 - 11:45 to 12:37 Total Academic Time: 76 min.
3rd Lunch	11:48 - 12:09 3rd Lunch	
4th Lunch	12:16 - 12:37 4th Lunch	10:56 to 12:16 Total Academic Time: 80 min.
4.1	12:41 - 1:20 (39 mins)	12:41 - 2:02 Total Academic Time: 81 min.
4.2	1:23 - 2:02 (39 mins)	

Bell Schedule: Wednesday Advisory

Block	Time	Full Block
1.1	8:00 - 8:36 (36 mins)	8:00 - 9:15 Total Academic Time: 75 min.
1.2	8:39 - 9:15 (36 mins)	
Advisory	9:19 - 9:33	Advisory Time: 14 min.
2.1	9:37 - 10:12 (35 mins)	9:37 - 10:52 Total Academic Time: 75 min.
2.2	10:15 - 10:52 (37 mins)	
1st Lunch	10:52 - 11:13 1 st Lunch	11:17 to 12:37 Total Academic Time: 80 min.
2nd Lunch	11:20 - 11:41 2 nd Lunch	3.1 - 10:56 to 11:20 3.2 - 11:45 to 12:37 Total Academic Time: 76 min.
3rd Lunch	11:48 - 12:09 3rd Lunch	
4th Lunch	12:16 - 12:37 4th Lunch	10:56 to 12:16 Total Academic Time: 80 min.
4.1	12:41 - 1:20 (39 mins)	12:41 - 2:02 Total Academic Time: 81 min.
4.2	1:23 - 2:02 (39 mins)	

Early Dismissal Day

Block	.1 and .2	Full Block
1	8:00 - 8:19 8:23 - 8:42	8:00 - 8:42 42 minutes
2	8:46 - 9:05 9:09 - 9:28	8:46 - 9:28 42 minutes
3	9:32 - 9:51 9:55 - 10:14	9:32 - 10:14 42 minutes
4	10:18 - 10:37 10:41 - 11:00	10:18 - 11:00 42 minutes
Lunch	11:00 - 11:20 (<i>Walkers/Drivers may leave at 11:00</i>)	
Bus Pickup	11:15 (<i>RSU 63</i>) 11:20 (<i>RSU 22</i>)	

Faculty Directory 2023-24

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