Hermon Middle School



Student Handbook

2026-2027

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

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Welcome Letter

Dear Students:

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

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

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

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

Sincerely

Zackary Freeman
Principal

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

HERMON MIDDLE SCHOOL STAFF

Administrative Office		
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Educational Technicians

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Important Dates

Important Hermon Middle School dates will be updated on our shared document: HMS 2026-27 Dates

Additionally, please pay special attention to both our daily announcements and newsletter.

Hermon Middle School
2026-2027 Bell Schedule

Grade 5		
Period	Times	Length
Gym	7:30 - 7:45	15 Minutes
Passing Period	7:45 - 7:50	5 Minute
Period 1	7:50 - 8:40	50 Minutes (Includes Announcements)
Period 2	8:42 - 9:32	50 Minutes
Recess	9:34 - 9:50	16 Minutes
Period 3	9:52 - 10:27	35 Minutes
Period 4	10:29 - 11:19	50 Minutes
Lunch	11:21 - 11:42	21 Minutes
Period 5	11:44 - 12:34	50 Minutes
Period 6	12:36 - 1:26	50 Minutes
Period 7	1:28 - 2:17	49 Minutes

Grades 6-8		
Period	Times	Length
Gym	7:30 - 7:45	15 Minutes
Passing Period	7:45 - 7:50	5 Minute
Period 1	7:50 - 8:50	60 Minutes (Includes Announcements)
Period 2	8:53 - 9:51	58 Minutes
Period 3	9:54 - 10:52	58 Minutes
Period 4	10:55 - 12:17 6th Grades 10:55 - 11:16 Lunch **11:19 - 12:17 Class** 7th/8th Grades **10:55 - 11:53** 11:56 - 12:17 Lunch	21 Minutes (Lunch) 3 Minute Passing 58 Minutes
Period 5	12:19 - 1:17	58 Minutes

Period 6	1:19 - 2:17	58 Minutes

School Hours: School doors open at 7:25 am. Students must proceed to the HMS gymnasium. Students must remain in the HMS gymnasium until they are dismissed for homeroom at 7:45 am. Students are not to be in the building before 7:25 am. *Exceptions can only be made through conversations with administration.* On occasion, teachers may make arrangements to meet with students at an earlier time for the purpose of academic assistance or an activity. Breakfast will be served from 7:25 am to 7:45 am.

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

General Rules and Expectations

Academic Integrity:

Academic Integrity- Giving or receiving information on classwork/homework or during assessments, considered one and the same - and plagiarism or other forms of unethical academic misconduct are not acceptable to Hermon Middle School staff members. As cited from the Hermon Acceptable use policy (IJNDB-R) Plagiarism is defined as representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, or AI generated materials etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;

Consequences:

- Students who engage in such inappropriate behavior jeopardize their academic standing and will be subject to progressive disciplinary action.
- The student will be given a 0 on the submitted assignment.
- Any redos of the assignment will be at the sole discretion of the teacher.
- The teacher will notify parent at earliest reasonable opportunity.

Our primary goal at the middle school is to cultivate students' innate abilities to think independently, innovate, and formulate their own ideas. Therefore, the use of Artificial Intelligence (AI) by students is considered inappropriate except in specific, teacher-directed circumstances where AI serves as an enrichment tool. This means a teacher must be directly involved in guiding students through AI prompt creation and use to ensure learning is enhanced, not replaced. Students will not receive assignments to complete at home that necessitate AI. We appreciate parents' cooperation in upholding this policy by discouraging the use of AI for school-related tasks outside of the classroom environment.

Academic Support Periods:

The purpose of academic support periods at Hermon Middle School is to provide an academic setting with minimal distractions so that students can engage in educational activities such as studying or reading.

Students assigned to academic support periods are expected to:

- arrive on time;
- complete teacher assigned expectations take precedence over student homework assignments; this could include silent sustained reading, response to intervention, book study, etc.
- be prepared with all materials they will need that period (e.g. pencils and pens; textbooks and worksheets; assignment book; laptop [if available]);
- work quietly so as not to disrupt others
- obtain a pass (in advance) to work with another teacher or access the library
- bring free reading material (book or magazine) if all homework is completed.

<u>Attendance Procedure:</u>

Research shows that regular school attendance is linked to higher academic achievement. Students who attend school regularly are more likely to earn higher grades, score better on assessments, and be more engaged in learning. Excessive tardiness and chronic absenteeism lessen the opportunities available and lead to poor academic performance and a higher risk of dropping out of high school.

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

1) Personal illness (medical documentation is required after three 3 consecutive absences or 10 total absences for illness.)
2) An appointment with a health professional that must be made during the regular school day (please bring medical appointment documentation upon return to school.)
3) Observance of a recognized religious holiday when observance is required during the regular school day.
4) A family emergency (death in the family, legal obligation, etc.)
5) A planned absence for personal or educational purposes that has been approved by administration.
6) Emergencies and other exceptional situations approved by the administration, including educational disruptions.

A parent or legal guardian should contact the school by telephone (848-4000 ext 2010) to report an absence before 9:00 A.M. and/or send a note with the student the next day the student is present. Unexcused absences will result in administrative consequences as prescribed by State Statute, Hermon School District Policy, and all applicable school rules outlined in student and athletic handbooks.

A comprehensive system of attendance records will be maintained for each student.

School-Related Absences:

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

Advanced Absence:

Parents and students are required to fill out the advance absence form prior to planned student absences, this must be done <u>at least three school days prior to the absence</u>**.** While the loss of instructional time is irretrievable, supplemental material such as readings and homework completed during a student absence will make reentry more efficient. Students that are considered chronically absent (see below) will not be permitted to take a vacation, families that continue to plan a vacation during school time will risk truancy as the students will be marked unexcused. Additionally, the school will not approve more than five advanced absence days for the purpose of vacation. Other advanced absences, such as attending memorial services, etc. will be excused.

Chronic Absenteeism:

Chronic absenteeism in Maine is defined as missing ten percent (10%) of enrolled school days where the student has been enrolled in the school for at least ten (10) days. In order to be present, the student must have attended 50% of their scheduled school day. Note that both excused and unexcused absences count as an absence towards chronic absenteeism.

Tardiness:

A student who arrives to school late must report directly to the main office and obtain an admittance slip to be admitted to class. Without this slip, admittance to class will not be

permitted. Class time cannot be made up. Tardiness is considered unexcused unless it meets the legal criteria for an excused absence.

Tardiness to School

Consequences for tardiness to school will be applied on a quarterly basis as follows:

- 1–2 tardies: Verbal warning
- 3–4 tardies: Teacher detention
- 5 tardies: One-hour administrative detention and parent/guardian conference
- Each additional odd-numbered tardy after 5 (7th, 9th, 11th, etc.): Additional one-hour administrative detention

Tardiness to Class

The following procedures will apply to tardiness to individual class periods each quarter:

- 1–2 tardies: Verbal warning
- 3–4 tardies: Teacher detention
- 5+ tardies: Administrative detention for every two additional tardies

Tardies will reset at the beginning of each quarter.

Dismissals:

Student dismissals will be approved only in the following manner:

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

Perfect Attendance Award

Monthly Award: Students with excellent attendance will be recognized for that attendance at the Student of the Month assembly. Excellent attendance is having 100% attendance during any particular month. Since the award is given away on a monthly basis there are no exceptions for absences; including late arrivals, dismissals, illnesses, etc.

Yearly Award: Students with perfect attendance for the year will be recognized at the end of the year assembly. Absences due to mandated quarantines will not count against the yearly attendance award.

Attendance Contract

Students that fail to maintain over the following thresholds for attendance in any given quarter will be given an attendance contract.

- Five or more absences
- Five or more tardies
- Five or more dismissals
- Eight or more of the above combined

This is to inform families that the student's attendance is concerning. Additionally, if there is improved attendance the following quarter a small award will be given.

Attendance Impact on Grades

See Common Grading Procedures

Backpacks and Sports Bags:

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

Bicycles:

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

For the safety of all students and staff, e-bikes are not permitted on school property at any time, including before and after school, during weekends, and during school breaks. An e-bike is defined as any bicycle with electric components that enhance its speed. Our goal is to ensure the safety of everyone on school grounds, which are often busy with students, buses, and cars.

Buses:

Students are under the same expectations on the school bus as they are in the school, this includes being respectful, responsible, and safe. Students will have appropriate consequences for inappropriate actions on the school bus, this includes up to the loss of the privilege of being on the bus. The decision of the transportation director is final. Students wishing to depart at a different point than their usual stop, must work with the main office to ensure all administrative procedures are followed.

Bullying:

Hermon Middle School is committed to providing a safe, respectful, and inclusive environment for every student. Bullying and cyberbullying are prohibited and will be addressed promptly when reported or observed.

Bullying generally involves written, verbal, electronic, or physical behavior that harms or intimidates a student, interferes with a student's education, or creates an intimidating or hostile school environment.

Cyberbullying includes bullying that occurs through electronic communication, social media, messaging, online platforms, or other digital technology.

What Bullying Is Not

Not every conflict, disagreement, unkind comment, or isolated incident is bullying. Students may experience situations that are upsetting or inappropriate without those situations meeting the definition of bullying.

Examples that may not constitute bullying on their own include:

- A disagreement or argument between students of relatively equal standing;
- A single rude, mean, or hurtful comment;
- A friendship conflict or falling out;
- Being excluded from a social activity;
- Accidental harm or behavior without an intent to intimidate or target another student; or
- A one-time disciplinary or behavioral issue.

These situations are still taken seriously and may require adult support, problem-solving, restorative action, or discipline. The distinction matters because the school's response should match the nature, frequency, severity, and context of the behavior.

Reporting and Response

Students are expected to:

- Treat others with dignity and respect.
- Report bullying, cyberbullying, retaliation, or other safety concerns to a trusted adult.
- Avoid participating in, encouraging, or sharing harmful or humiliating content.
- Cooperate with school investigations when concerns are reported.

Reports of bullying may be made to a teacher, counselor, administrator, or other trusted school employee. Reports will be reviewed and investigated in accordance with district procedures. Appropriate interventions may include restorative actions, education, counseling or other supports, safety planning, parent/guardian involvement, and disciplinary consequences when warranted.

Retaliation against a person who reports bullying, provides information, or participates in an investigation is prohibited. Students who knowingly make false accusations may also be subject to appropriate consequences.

Bullying behavior may also violate other school policies when it involves harassment, discrimination, threats, violence, technology misuse, or other misconduct.

Related Hermon School Department Policies:

- JICK – Bullying
- JICK-R – Bullying Administrative Procedure
- JICK-E1 – Bullying Reporting Form

Cafeteria Services:

Free lunch is available to all HMS students this year (2025-2026). We encourage all parents and guardians to fill out paperwork stating they will participate as HMS lunches are prepared and brought from HHS. Therefore, accurate counts are vital in ensuring students receive lunch in a timely manner. Students may also bring their lunch or purchase items such as milk, juice, and other snacks from the a la carte options. Students who fail to notify their homeroom teachers that they going to have hot lunch may be denied lunch if an insufficient supply exists. Students may not ask another student to get them an a la carte; if a student decides to buy for other students, that is acceptable.

A breakfast program is also offered at no charge.

Cafeteria expectations may be found in HMS behavior matrix.

Cell Phones:

Cell phones, electronics, audio devices, (or other communication devices) are not to be visible, heard, or in use during the school day (7:30 a.m. - 2:30 p.m.). Cell phones may not be on the student, they must be stored away in the locker or not brought to school at all. Students found to be in violation who are referred to the Office will have their devices taken by the Principal (or his designee) with the following progressive consequences applied:

- 1st offense: Device taken; parent/guardian called. Device returned to student at the end the of day;
- 2nd offense: Device taken; parent/guardian must meet with Principal to have the device returned;
- 3rd offense: Device taken; parent/guardian must meet with Principal to have the device returned; 1-hour detention assigned
- 4th offense: Device taken; parent/guardian must meet with Principal to have the device returned; 3-hour detention assigned

Cell phone use in the bathroom or locker rooms automatically jump to the 3rd offense.

A student use phone is available in the office for extenuating circumstances.

Schoolwide Behavior Expectations

See HMS Behavior Matrix

Dances:

Informal dances are periodically scheduled for Hermon Middle School students. School behavioral rules and dress standards are in effect during these dances. Students must be in attendance at school the day of a dance to attend a dance (*if a student has advanced or excused absence student must obtain permission from administration to attend*). Once the dance has begun, students will not be able to return to the building after they exit. Students who have presented disciplinary problems or been suspended during the period between dances may lose their privilege to attend. The principal will review behavior records two days prior to the dance and inform parents in writing of any decisions to withhold a student from

attending the dance. Their decision is final. Hermon Middle School dances are for Hermon Middle School students.*

**8th grade student are allowed to bring guests to the 8th grade semi-formal (in June) per the guest referral form. These students (guests) must also be in 7th or 8th grade.*

End of Period/ End of Day

Students must remain seated until the time a teacher dismisses them from class. The teacher has the discretion to hold students late after class; students late to the next class will have this forgiven. At the end of the day all students must remain seated until after the announcements are completed.

7th and 8th-grade bus students will be dismissed one minute before 5th and 6th-grade students.

There will be two staff members on duty for parent pick-up. This will be Mrs. Garland and Mrs. Davis.

Field Trips:

Field trips are developed and planned by grade-level teams or other sponsoring organizations within the school. They reflect the curriculum and have a specific educational purpose. The privilege of attending trips is at the discretion of the Principal. The principal will review behavior records two days before the field trip and inform parents in writing of any decisions to withhold a field trip from a student. Their decision is final.

Fire Drills/Lockdowns

Periodic announced and unannounced fire drills will be held during the school year. Students are to move to the nearest exit, and when outside, move a considerable distance from the building, as directed by their teacher. In evacuating and entering, students are expected to be silent and compliant with the teacher's directions. Fire drill evacuation plans are displayed in each room. While outside students must remain silent until they receive instructions from either their teacher or administration.

At the middle school level, we are required by law to do six fire drills and two lockdown drills.

Hermon School Department prescribes to the ALICE model, ALICE stands for Alert, Lockdown, Inform, Confront, and Evacuate. Students should take the lead of the teacher but we recognize that when dealing with emergency situations and one size fits all method does not work.

Food and Beverages in School:

Food and beverage consumption is not permitted outside the cafeteria unless part of a class, celebration, or other school-sanctioned activity (snack break). An exception is made for students carrying spill-proof water bottles. Students will be allowed a working snack break at the beginning of period three.

Students are not permitted to have lunch outside of the cafeteria. Teachers may join students in the cafeteria on their own accord.

Grading:

Hermon Middle School issues report cards four times each year. Parents/guardians are strongly encouraged to monitor student progress throughout each quarter through the PowerSchool Portal.

All teachers follow a common grading procedure to ensure consistency across classes.

Report cards include two scores for each class:

- Content Knowledge: The student's demonstrated understanding of course content and skills.
- SEBR (Student Effort and Behavior Report): The student's work completion, effort, and class participation.

Homework Club

It is a general expectation that students complete their homework and other formative assignments on time. Any student with three or more missing formative assignments will be assigned to homework club. Homework club occurs during academic support period with the teacher they are missing the assignments for; students will continue to be assigned to homework club until they have completed their assignments or if the summative assessment has been completed.

Honor Roll

Hermon Middle School will announce an honor roll on a quarterly basis. Honor roll criteria will be as follows:

- Honor Roll: 85 or better in all classes for that quarter (including SEBRs)
- High Honor Roll: 93 or better in all classes for that quarter (including SEBRs)

Guidance:

Guidance services are available to all Hermon Middle School students for educational, social, and personal needs. Services include individual and group counseling, academic monitoring, classroom support, family support, community referrals, and crisis intervention. HMS follows all state and federal confidentiality requirements while working to keep parents/guardians appropriately informed about their student's social-emotional well-being.

Gum Chewing:

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

Harassment, Sexual Harassment, and Hazing of Students

Policy statement. The Hermon School Department is committed to providing a safe, respectful, and inclusive learning environment. Harassment, sexual harassment, discrimination, retaliation, and hazing are prohibited and will be addressed in accordance with School Committee policy and applicable law.

Primary policy: ACAA - Harassment and Sexual Harassment of Students
Harassment

Harassment includes unwelcome conduct directed at a student because of an actual or perceived protected characteristic, including race, color, sex, sexual orientation, religion, ancestry, national origin, age, or disability, when the conduct violates School Committee policy or applicable law.

Harassing conduct may include, but is not limited to:

- Verbal abuse, insults, slurs, or derogatory remarks;
- Threatening, intimidating, or coercive conduct;
- Written, electronic, or online communications;
- Unwanted physical conduct; and
- Physical assault, battery, or other conduct that threatens a student's safety.

Conduct involving threats, physical violence, weapons, or other safety concerns may also be addressed under JICIA - Weapons, Violence and School Safety. Conduct that meets the definition of bullying may also be addressed under JICK - Bullying and JICK-R - Bullying Administrative Procedure.

Sexual Harassment

Sexual harassment is prohibited. Sexual harassment may include unwelcome conduct of a sexual nature or other sex-based conduct prohibited by School Committee policy or applicable law.

- · Unwelcome sexual advances;
- Requests for sexual favors or pressure to engage in sexual activity;
- Sexual, suggestive, or lewd comments, jokes, or remarks;
- Unwanted physical contact of a sexual nature;
- Sexual gestures, images, messages, or other communications;
- Sex-based conduct that creates an intimidating, hostile, or offensive environment or interferes with a student's education; and
- Other verbal, written, electronic, or physical conduct prohibited by applicable harassment or Title IX policies.

These expectations apply to students, employees, volunteers, visitors, and other individuals with whom students interact as part of school-sponsored programs and activities.

Hazing

Hazing is prohibited. Maine law and School Committee policy prohibit injurious hazing, including actions, situations, or harassing behavior that recklessly or intentionally endanger the mental or physical health of a student or school personnel. Hazing may occur in connection with athletics, clubs, teams, extracurricular or co-curricular activities, or other school-affiliated groups, whether the conduct occurs on or off school property.

No student may plan, encourage, participate in, or assist with hazing. Consent or willingness to participate does not make otherwise prohibited hazing acceptable under School Committee policy. Violations may result in disciplinary action, including suspension or expulsion when warranted.

See: ACAD - Hazing

Reporting Harassment, Sexual Harassment, or Hazing

Students and families are encouraged to report suspected harassment, sexual harassment, discrimination, retaliation, or hazing as soon as possible. A report may be made to a teacher, school counselor, administrator, the Superintendent, or the District's Affirmative Action Officer/Title IX contact, as applicable.

Affirmative Action Officer: Alicia Staffiere, alicia.staffiere@schools.hermon.net

- Students and families may also contact a building administrator or the Superintendent to make a report or request assistance.

Reports will be reviewed and addressed under the policy and procedure applicable to the circumstances. The District will take appropriate steps to investigate concerns, protect students, provide appropriate supports or remedies, and respond to substantiated violations. Retaliation against a person for making a good-faith report or participating in an investigation is prohibited.

Complaint procedure: ACAA-R - Student Discrimination and Harassment Complaint Procedure

Disciplinary Action

A student who engages in harassment, sexual harassment, bullying, hazing, threats, violence, retaliation, or other prohibited conduct may be subject to disciplinary action consistent with School Committee policy and applicable law. Depending on the nature and severity of the conduct, responses may include corrective or restorative interventions, loss of privileges, suspension, or a recommendation for expulsion. Nothing in this section prevents the school from taking immediate action when necessary to protect the safety of students or staff.

Related School Committee Policies

The following policies should be read together with this handbook section.

- AC - Nondiscrimination/Equal Opportunity and Affirmative Action
- ACAA - Harassment and Sexual Harassment of Students
- ACAA-R - Student Discrimination and Harassment Complaint Procedure
- ACAD - Hazing
- JIC - Student Code of Conduct
- JICIA - Weapons, Violence and School Safety
- JICK - Bullying
- JK - Student Discipline
- JKD - Suspension of Students
- JKE - Expulsion of Students
- JKF / JKF-R - Disciplinary Removal of Students with Disabilities
- JLF / JLF-R - Reporting Child Abuse and Neglect
- JLFA - Child Sexual Abuse Prevention and Response

Complete policy library: Hermon School Department School Policies

Homework:

Teachers assign homework regularly. Students are expected to record all assignments in their school-provided assignment book and bring home the necessary books and materials each day. Homework should be reviewed and completed at home, with additional time allowed for major or long-term projects. Staying organized is key to successful studying.

Students are expected to complete all formative assignments before taking the summative assessment.

Laptop Computers/iPads:

All HMS students have access to one-to-one computing devices for educational purposes. Students are expected to use and care for these devices responsibly. Students and parents must sign the electronic use agreement before a device is issued. Misuse may result in loss of technology privileges:

- 1st Offense: One week
- 2nd Offense: One month
- 3rd Offense: Remainder of the school year

Students who lose privileges may use technology only with teacher permission and must return the device immediately afterward to their homeroom teacher or the office.

Library:

The Library provides students with access to a variety of print and digital resources, including books, periodicals, databases, multimedia, and technology that support learning and exploration. Materials may be borrowed according to library guidelines, with renewals available when appropriate.

The Library is a welcoming space for research, collaboration, quiet study, reading, and creativity. Students are expected to use the space, technology, and resources responsibly and respectfully. Through effective use of library resources, students develop important skills in research, digital literacy, critical thinking, and responsible use of information.

Lighters/Matches:

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

Lockers:

The school is **NOT** responsible for any losses from lockers issued to students. Lockers, complete with combination locks, will be assigned to students on the first day of school. No additional/outside locks may be used (except in 5th-grade lockers). Lockers are the school's possession and are a privilege for students to use. Lockers may be searched at any time by the administration, no cause is needed.

Lost and Found:

Found items should be turned in to the Office. Students looking for lost belongings should check with the Office and the Lost & Found area in the front lobby. Students are encouraged to leave valuables at home,

as the school is not responsible for lost or stolen items. Unclaimed items are cleared out before school breaks and at the end of the school year.

Lunch and Learn

The HMS Guidance Office collaborates with community members to set up Lunch and Learns - an opportunity during students' lunch time to visit with a professional from our community and learn about their career. Lunch and Learns launched in school year 2024-2025 with presenters including a Flight Engineer Instructor, a Firefighter, a Professional Football Player, and a Radar Technician with the Federal Aviation Commission. In order for students to attend the lunch and learns, they will need to sign up in the Guidance Office, get a pass, and bring their lunch to the speaker location.

Medication:

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

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

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

See Policy JLCD – Administration of Medication to Students

No School or Delayed Opening:

A text message and phone call will be made using the Hermon School Department robocall system either the night before or the morning of.

Parent Communication:

Students are most successful when families and school staff work together. We ask families to support school expectations, particularly regarding attendance, punctuality, dress, and academic responsibilities.

Families are encouraged to stay informed by regularly checking PowerSchool, attending conferences, following the Hermon Middle School Facebook page, visiting hms.hermon.net, and reviewing report cards and SEBR reports with their child.

We value open communication between families and staff. Please allow teachers one full school day to respond to emails. Because the contracted teacher workday ends at 2:30 p.m., messages sent after school hours may be answered the following school day. Emails sent on Friday may not receive a response until Monday.

Parent Conferences:

Parent-teacher conferences are scheduled each year to provide families, students, and teachers an opportunity to discuss student progress. Students are expected to attend and actively participate in their conferences, helping to reflect on their learning, celebrate successes, and identify goals for continued growth.

Families will receive an email in late October with a scheduling link, which will also be available on our website and social media. Please refer to the Important Dates page for conference dates. Additional conferences may be requested by families or school staff at any time throughout the year.

In early March, Hermon Middle School will host a schoolwide Academic Showcase Night. During this student-led event, students will share their learning, reflect on their growth, and highlight work from throughout the school year with their families.

Physical Education Classes:

All students are expected to be prepared for class each day with **appropriate clothing** which includes socks, sneakers, shorts or sweat pants, t-shirt or sweatshirt. Due to the fact that during physical activity students will perspire, a change of clothes is recommended in order to maintain good health and hygiene. Students are provided lockers so that they may secure their valuables during physical education class. However, these lockers do not have locks so students should keep their money, cellphones, and other valuables in their main lockers.

Public Displays of Affection:

Public displays of affection such as handholding, hugging, kissing, etc. are not appropriate in the middle school setting and are not to be engaged in by Hermon Middle School students. Students choosing to engage in these types of behaviors will be addressed accordingly. Students who continue will have their parents contacted and progressive discipline will ensue.

RTI for Academics

Hermon Middle School takes a two pronged approach to addressing students whom are falling behind academically.

Progress Monitoring: Hermon Middle School utilizes the results from the NWEA to inform instruction, we progress monitor students in math/reading three times a year and in science/writing usage twice a year.

Directed Support

- All students will be expected to complete fifty minutes a week of silent sustained reading.
- All students will be expected to complete fifty minutes a week of math intervention/fluency work.
- Some students will be assigned to an intervention block with a teacher up to eighty minutes a week for math and eighty minutes a week for reading. This is mandatory.

School Property, Materials, and Books:

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

Sports Physicals:

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

Recognition Assembly:

HMS celebrates student achievement through quarterly recognition assemblies and weekly Core Value Awards.

Quarterly assemblies recognize:

- Hawks Award: One student per grade level who demonstrates HMS academic, social, and civic expectations.
- Teacher Recognition: Teachers may recognize students for individual accomplishments, growth, or contributions.
- Academic Achievement: Perfect Attendance, High Honor Roll, and other notable academic or extracurricular accomplishments.

Each Friday, one student from each grade level is selected for a Core Value Award. Staff may nominate students by giving them a Core Value Ticket when they demonstrate behaviors aligned with the HMS Behavior Matrix. Tickets remain eligible for selection throughout the quarter.

Student Activities:

Hermon Middle School Philosophy of Athletics and Extracurricular Activities

Purpose

The purpose of interscholastic/extracurricular activities in the Hermon School Department is to promote the physical, mental, social, emotional and moral well being
of the participants. It is hoped that these activities in our school will be a positive force in preparing our youth for an enriching and vital role in life.

The interscholastic/extracurricular programs are an important and integral part of the total educational curriculum and are open to participation by all students regardless of individual differences. Through voluntary participation, the student gives time, energy, and loyalty to the program. The student also accepts the training, rules, regulations and responsibilities which are unique to these programs. More importantly the student must recognize the fact that participation is a privilege, not a right; and that this privilege can be denied.

Definition

Interscholastic/extracurricular activities include all programs outside of the academic courses of study and have been sanctioned by the Hermon School Committee.

Interscholastic/Extracurricular Philosophy

The interscholastic/extracurricular programs of Hermon Middle School are a vital part of the educational system. The primary purpose is to assist students in growing and maturing into responsible members of the school and community. As participants in activities, students are and will continue to be an important part of school life. This belief has resulted in the establishment of

certain standards for students. These include standards of behavior in the areas of school attendance, academic achievement and proper conduct

Hermon Middle School Clubs

Club	Advisor	Description
Art Club	Mrs. Hendrix	Art club meets once a week to work on independent art projects.
Band	Mr. Zabierek	Band occurs throughout the school year, during the school day. Students will be enrolled in the course and receive a grade.
Builders Club	Mr. Rice	Builders Club meets once a week and designs service projects for both the school and wider community. This is the precursor club to the Key Club at HHS.
Chess Club	Mrs. Hendrix	Chess club meets once a week to develop skills. Exhibition matches are held against other schools.
Civic Oration	Mr. Rice	Every student in 7th and 8th grade is required to respond to a prompt and create a speech. The top three from each grade compete in front of the school.
Chorus	Mr. Zabierek	Chorus occurs throughout the school year, during the school day. Students will be enrolled in the course and receive a grade.
Drama Club		During the spring, drama club auditions, rehearses and performs a play for the community.
Geography Bee	Ms. Wedge	Each year, in March, we pose geography questions of all students. The top students in each grade then compete in the Geography Bee.
Intramurals	Ms. Manzo	Between winter and spring sports we offer an intramurals season. This four week season allows students to compete against classmates in various sports.
Robotics	Mrs. Lovejoy Ms. Pinette	Robotics meets once, or more, a week honing their coding skills on a Spike Robot. In early February we then compete against other schools in the state. There is an opportunity to move to nationals if the school places high enough.
Spelling Bee	Ms. Manzo	Each year, in January, we pose spelling questions of all students. The top students in each grade then compete in the Spelling Bee. The winner proceeds to the regional competition level.
Show Choir		During the fall, show choir auditions, rehearses and

		performs a musical for the community.
Student Council	Ms. Sturgeon	Student council meets weekly. They plan dances and other student activities. Additionally they fundraise to be able to afford these activities.
Talent Show		During Spring into the Arts each year a talent show is held. All students can try out and about fifteen acts chosen to put on the show for both the school and community.
Yearbook	Mrs. Garner	Yearbook club plans, prepares, and edits, the yearbook for Hermon Middle School.

Hermon Middle School Athletics

Season	Activities & Athletics
Fall	Field Hockey • Soccer • Cross Country • Football (Hermon Rec.)
Winter	Basketball • Cheering • Chess Club
Spring	Baseball • Softball • Track (Hermon Rec.)

Eligibility in Extracurricular Activities:

All students of Hermon Middle School are advised that participation in extracurricular activities is a privilege as opposed to a right. One earns and keeps that privilege through satisfactory grades and conduct.

Academic Eligibility

A. To participate in interscholastic/extracurricular activities, students must be taking courses as prescribed by the Hermon School Department and noted in the Hermon Middle School Student Handbook for the specified grade level or in accordance with an approved Individualized Educational Plan.
B. All students will be eligible to try out for interscholastic/extracurricular activities throughout the school year.
C. Student eligibility will be determined at the start of each activity and will be monitored throughout the duration of the activity.
D. Students receiving a failing grade in any subject area will be placed on academic probation for four weeks. Students on probation may continue to practice but are not eligible for games or competitions. Four weeks after the initial report, students on probation must submit an academic monitoring slip with improved grades (all passing grades) to the Principal to regain eligibility. If the student receives a failing on this report, in any subject, they become ineligible for the remainder of that co-curricular season.
    a. *Grades will be reviewed on the following basis:*
        i. *Fall: 4th Quarter Grades from previous school year*
        ii. *Winter: 1st Quarter Grades AND 2nd Quarter Grades*

iii. Spring: 3rd Quarter Grades

b. No exceptions will be made to this rule.

E. At no point will an ineligible student be removed from a team.

Attendance

A. A student must attend on the entire school day of games in order to participate in that game; tardies do count as not attending the entire school day. Documentation of going to a medical appointment will be excused. As with academics, students deemed chronically absent the quarter prior to the season will be put on a probation period to begin the season.
B. Students are expected to be in attendance at school the day after an interscholastic/extracurricular event. If a pattern of non-attendance is established, future participation in the activity may be negatively impacted.

Behavioral Eligibility

A student who is assigned detention may not participate in practice, meetings, games, or events during the time the detention is served. Students in school behavior may negatively impact a student's ability to participate.

Lack of adequate practice time due to serving detention may affect the student's ability to play in athletic contests. The head coach will determine the status of one's readiness to play.

Students on in-school or out-of-school suspensions will not be allowed to participate in any manner during suspension including suiting up, sitting on the team bench or being present at the activity.

8th Grade Trip/Day/Dance Planning

Hermon Middle School believes in giving 8th-grade students a voice in planning their end-of-year experiences. Students will vote to select their 8th-grade class trip from options such as:

- Funtown
- Sand Beach
- Sea Dogs Game

In addition to the class trip, students will participate in a spring activity day planned by the school. Activities may include bowling, a trampoline park, an arcade, movies, or other recreational opportunities.

The 8th-grade year will also include a class-only dance near the end of the school year. Students will have an opportunity to provide input on the theme, with the final theme determined in collaboration with families and the school. The dance is intended for HMS 8th-grade students; invited guests must be in grades 7 or 8. Specific dates, times, and additional details will be communicated to families during the school year.

Student Dress and General Appearance: Policy JICA

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

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

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

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

Students are not permitted to bring the following items to school; stuffed animals, blankets, other personal items. Additionally, students are not permitted to wear items that could be distracting within the classroom, such as tails, headbands with ears, etc.

Student Preparation:

Middle school is an important time for students to develop independence, organization, and executive functioning skills. Students are expected to take increasing responsibility for being prepared and ready to learn each day.

At a minimum, students should come to class:

- With assigned work completed;

- With all necessary materials, including a pen or pencil, notebook, textbook, and assignment book;
- With their school-issued device fully charged;
- Ready to participate, listen, and engage in learning; and
- Prepared to give their best effort.

Supplies:

Please use this link to see this year's supply list. Students are expected to come to school with the supplies they need in order to be successful at school. If you are unable to afford supplies please contact the principal directly who will work with you to ensure your student has the supplies that they need free of charge.

Substitute Teachers:

During the course of the year students can expect to have substitute teachers. It is critical to behave and conduct oneself as if the regular teacher were conducting class. Students who misbehave will be subject to disciplinary actions.

Tobacco, Alcohol and Drug Use and Possession:

Hermon Middle School is committed to maintaining a safe, healthy, and substance-free learning environment. Students may not use, possess, distribute, or be under the influence of alcohol, tobacco or nicotine products, vaping devices, controlled substances, or look-alike substances while on school property, on school transportation, or at school-sponsored activities.

Students may not carry prescription or over-the-counter medication unless authorized by the school nurse and all required documentation has been completed. Medications must be handled in accordance with district procedures.

Violations will be addressed in accordance with Hermon School Department policies and established disciplinary procedures. Consequences may include referral to appropriate substance-use supports, suspension, recommendation for expulsion, and/or referral to law enforcement when warranted.

HMS uses vape detection sensors in student restrooms as part of our efforts to maintain a safe and substance-free school environment.

Related Hermon School Department Policies:

- JICH – Drug and Alcohol Use by Students
- JLCD – Administration of Medication to Students
- JK – Student Discipline
- JKD – Suspension of Students
- JKE – Expulsion of Students

Visitors:

All visitors to the school must immediately report to the Office upon their arrival. All visitors will be given a badge that must be worn throughout their visit at Hermon Middle School. Students that would like to have a shadow for the day must do so through the guidance department.

Weapons Policy (JICIA):

Hermon Middle School is committed to maintaining a safe and secure learning environment. Weapons, dangerous objects, and the use of any object as a weapon are prohibited on school property, on school transportation, and at school-sponsored activities.

Students may not possess, use, or distribute any item designed or commonly used to cause bodily harm or to threaten, intimidate, coerce, or harass another person. This includes, but is not limited to, firearms, ammunition, explosives, knives, brass knuckles, clubs, chains, and other weapons.

Students are also prohibited from using an otherwise ordinary object as a weapon or in a manner intended to cause harm, threaten, or intimidate another person. This may include items such as bats, tools, belts, pencils, objects capable of ignition, or replica weapons.

Violations will be addressed based on the circumstances and in accordance with Hermon School Department policies and applicable law. Consequences may include disciplinary action, suspension, recommendation for expulsion, and/or referral to law enforcement when appropriate.

- JICIA – Weapons, Violence and School Safety

Violence and Threats (JICIA):

Hermon Middle School is committed to maintaining a safe, respectful, and secure learning environment. Violence, threats of violence, and threatening behavior are prohibited. This includes, but is not limited to, fighting, assault, threats against individuals or property, and other behavior that creates a reasonable concern for the safety of students, staff, or the school community.

HMS uses the Comprehensive School Threat Assessment Guidelines (CSTAG) when appropriate to evaluate threatening behavior. CSTAG provides a structured, evidence-based process for determining the seriousness of a threat, identifying appropriate interventions and supports, and developing safety plans when necessary. The goal of the threat assessment process is to prevent violence and support student and school safety, not simply to impose discipline.

All threats are taken seriously and evaluated based on the circumstances. Students are expected to immediately report threats or safety concerns to a trusted adult or school administrator.

Violations may result in disciplinary action, up to and including suspension or a recommendation for expulsion. Law enforcement or other appropriate agencies may also be contacted when circumstances warrant.

- JICIA – Weapons, Violence and School Safety

Wellness

The Hermon School Department and the Hermon School Committee recognize that student and staff wellness and good nutrition are related to physical and psychological well-being and readiness to learn.

In order to promote a healthy school environment that supports student and staff wellness, healthy food choices, nutrition education, physical education, and regular physical activity the Hermon School Department has adopted and revised a Wellness policy. For a complete copy, see policy JL – Wellness.

Students in all grade levels will have opportunities to expend energy outside during each school week. Students should always come dressed to school with the appropriate clothing for the weather outside.

Student Expectations and Discipline:

Student Code of Conduct

Students are expected to know and follow all aspects of the Student Code of Conduct.

See Policy: Student Code of Conduct (Policy JIC)

Discipline:

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

In all grades students, misbehavior will be categorized into minor and major offenses, tracked by the office. Parents should expect that there child will be treated with respect and fairness throughout the disciplinary process; however consequences may and will look different student to students based on their actions and their past disciplinary record. Two students doing the same activity may have different consequences based on where they fall on the progressive disciplinary continuum. Discipline is the final decision of the school and can not be appealed; the school will work with parents that have difficulty in picking up their student if they are assigned an after school detention.

Detention:

Administrative detention is assigned by the Principal or designee. Students assigned to detention are to report to the detention room promptly by 2:30 P.M.

Detention is regularly scheduled on Tuesday and Thursday from 2:30 P.M. – 3:30 P.M., and monitored by a teacher. Detentions take precedence over all other obligations, including school-related activities. Not attending detention on the date assigned will result in progressive discipline including three-hour detention or suspension.

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

Administrative/Office Detention Expectations:

- Everyone must have work to do or something to read.
- No talking, sleeping, eating food, or consuming beverages.
- All students must be seated and remain seated.
- Detention is scheduled for one hour (2:30 -3:30.) Tuesday and Thursday. Disruptive or uncooperative students may be asked to leave and a suspension may result.
- After the detention period is over, all students must leave the building unless they have other legitimate, school-related responsibilities.
- If a student is absent on the day of assigned detention, he/she must serve the detention on the first day available upon returning to school.

Teacher Detention

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

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

Discipline and Behavior Related Offenses and Consequences

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. For cases involving absence, truancy, class cutting, tardiness to school or class, the intention is not to remove the student from the school or the classroom setting except in extreme circumstances. All attendance related offenses will be addressed using the procedure from the attendance section of this handbook.

Level	Options
Staff/Admin Response	Verbal reprimand Time-out or out of classroom Loss of privileges Teacher/Administrator conference with student Contact with parent
Parent/Guardian Involvement	Phone call to parent/guardian Written notification Conference with parent/guardian Parent/guardian accompanies student to school/classes
Reallocation of Student's Time	Detention Campus clean-up Friday detention In-school suspension Saturday school (Parent/guardian notification required)
Exclusion from Normal School Activities	Detention Campus clean-up Friday detention In-school suspension Saturday school (Parent/guardian notification required)
Expulsion	Expulsion (Parent/guardian notification required)

When addressing situations of harassment the school uses the following protocol:

1. Verbal Cease Harassment Notice and/or Written Cease Harassment Notice (no evidence is necessary)
2. After-school detention
3. Extended Friday detention (referral to school counseling)
4. One-day suspension (referral to school counseling)
5. Five-day suspension (referral to outside counseling)
6. Ten-day suspension (referral to law enforcement)
7. Expulsion Recommendation

* In certain circumstances, steps may be skipped. Situations that get to step three will automatically be referred to the bullying protocol, and safeguards may be put in place. These could include moving schedules around, removal from lunch, and inability to attend after-school extracurricular activities, among other things. It is important to note that not all harassment is bullying; situations could include conflict, one-time situations often would not be classified as bullying.

** Parents of all involved students will be notified at each step; Hermon Middle School believes that open communication with parents is the best way to prevent harassing behaviors from occurring.

Student Conduct and Behavior Matrix

Ranges indicate the typical level of response. Administrators may adjust consequences based on severity, context, student history, safety needs, applicable law, and district policy.

Offense	Concise Definition	Range
Unlawful Absence / Truancy	Unexcused absences that meet legal or school-defined truancy thresholds.	I-III
Alcohol Violation	Possession, use, distribution, or being under the influence of alcohol.	IV-V
Arson / Fire Misuse	Starting, attempting to start, or assisting with an unauthorized fire; misuse of fire-safety equipment.	IV-V
Bus Misconduct	Violation of school or transportation rules while riding or waiting for school transportation.	I-IV
Academic Dishonesty	Cheating, plagiarism, unauthorized assistance, or falsifying academic work or records.	I-IV
Technology Misuse	Unauthorized or inappropriate use of school devices, networks, accounts, websites, software, or digital resources.	I-V
Skipping Class / Activity	Unexcused absence from an assigned class, activity, or supervised setting.	II-IV

Defamation / Harmful False Statements	Knowingly or recklessly sharing false statements that harm the reputation of a person or group.	II-IV
Vandalism / Property Damage	Damaging, destroying, defacing, or misusing school or personal property.	I-IV
Discrimination	Negative treatment based on a protected characteristic or status.	II-V
Disrespectful Conduct	Inappropriate, demeaning, or hostile words, gestures, or behavior toward staff or others.	I-IV
Classroom Disruption	Behavior that interferes with teaching, learning, or the participation of others.	I-IV
Inciting / Participating in Disruption	Encouraging or joining behavior that substantially disrupts school operations or safety.	I-V
School Disruption	Behavior that interferes with the safe, orderly operation of school or a school activity.	I-IV
Drug / Controlled Substance Violation	Possession, use, distribution, or being under the influence of illegal drugs, controlled substances, misused medications, intoxicants, look-alikes, or drug paraphernalia.	IV-V
Extortion / Blackmail	Obtaining or attempting to obtain money, property, or action through force, fear, coercion, or threats.	IV-V
Failure to Complete Assigned Consequence	Failure to report to or complete detention, suspension requirements, restorative actions, or other assigned consequences.	I-IV
Bomb Threat / False Alarm	Making a false emergency report, threat, or alarm; misuse of 911 or emergency equipment.	IV-V
Fighting	Mutual physical confrontation involving two or more students.	III-V
Fireworks / Explosives	Possession, use, or threatened use of fireworks, incendiary devices, explosives, or combustible materials.	IV-V
Forgery / Falsification	Using, creating, altering, or reproducing signatures, documents, records, or information for deceptive purposes.	I-IV
Gambling	Wagering money, property, or items of value.	I-IV
Harassment	Severe, persistent, or pervasive conduct that targets, demeans, intimidates, or interferes with another person's school experience.	II-V
Hazing	Reckless or intentional conduct connected to initiation, affiliation, or membership that risks harm, humiliation, or coercion.	IV-V
Indecent Exposure	Intentional exposure of private body parts in a lewd or inappropriate manner.	II-V
Insubordination	Willful refusal to follow a reasonable staff direction, including refusal to identify oneself when required.	III-IV
Intimidation	Words or actions intended to place another person in reasonable fear of harm.	I-IV
Leaving School Without Permission	Leaving school grounds or an assigned school setting without authorization.	III-IV

Unauthorized Personal Device Use	Possession or use of a personal electronic device in violation of school rules or staff direction.	II-IV
Physical Attack on Staff	Intentional aggressive physical contact directed at a staff member, including during staff intervention.	IV-V
Physical Attack on Student / Other	Intentional aggressive physical contact directed at another person outside a mutual fight.	IV-V
Profanity / Abusive Language	Vulgar, obscene, or abusive language directed at others or used in a disruptive manner.	I-IV
Refusal to Follow School Rules	Failure to comply with school rules, procedures, expectations, or reasonable staff directions.	I-V
Inappropriate Sexual Conduct	Sexual behavior, sexualized conduct, or possession/display of explicit material that violates school expectations.	II-IV
Sexual Harassment	Unwelcome verbal, written, digital, or physical conduct of a sexual nature.	II-V
Stalking	Repeated unwanted following, monitoring, contacting, or pursuing that causes reasonable fear for safety.	IV-V
Tardiness	Unexcused lateness to school, class, or an assigned activity.	I-IV
Theft	Taking, possessing, or obtaining another person's property without permission.	II-V
Threat Toward Staff	Words, actions, messages, or digital communications expressing or implying intent to harm a staff member.	IV-V
Threat Toward Student / Other	Words, actions, messages, or digital communications expressing or implying intent to harm another person.	IV-V
Tobacco / Nicotine / Vaping	Possession, use, distribution, or attempted distribution of tobacco, nicotine products, vaping devices, or related substances.	III-V
Trespassing	Unauthorized presence on school property, including during a suspension, expulsion, or no-trespass restriction.	II-V
Uncooperative Behavior	Intentional failure to participate appropriately or follow reasonable staff directions.	I-IV
Weapons Violation	Possession, use, or threatened use of a weapon or any object used or reasonably perceived as capable of causing harm.	IV-V

Important Annual Notices

Americans with Disabilities Act

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

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

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

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

Superintendent of Schools
31 Billings Road
Hermon, ME 04401

OR

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

Parent Annual Notice: Student Records

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

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

The parent or eligible student has a right to:

- Inspect and review the student's education records;
- Request the amendment of the student's educational record;
- Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent allowed in accord with 34 CFR, section 99;
- File a complaint with the US Department of Education; and
- Obtain a copy of the school's student records policy by contacting the building principal

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

- Academic information such as grades, progress reports, student work samples, achievement test data, etc.
- Statistical information including aptitude scores, mental ability, permanent school health records, etc.

- Directory information on students, such as names, ages, address, telephone number, grade, field of study, participation in officially recognized activities, and sports, and awards received

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

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

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

Special Education Child Find Notice

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

Pests, Pesticides Annual Notice

September 2026

Dear Parent, Guardian or Staff Member:

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

Pest Control

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

Pesticide Use

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

Your Right to Know

Parents, legal guardians and school staff will be notified of specific pesticide applications made at a school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in the schools and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The School Department also keeps records of prior pesticide applications and information about the pesticides used. You may review these records as well as a copy of the Hermon School Department's integrated pest management policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting Mr. Jason Davis, our IPM Coordinator at 848-4000, x 2409.If you have any questions, please contact Mr. Davis. For further information about pests, pesticides and your right to know, please call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM website at www.thinkfirstspraylast.org/schoolipm.

Per the Hermon Central Office Administration

Annual Notification of Asbestos-Containing Building Materials

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

Hermon Middle School
Student Handbook Agreement

I, _____, a student at Hermon Middle School, confirm that I have received the Student Handbook for the current academic year. I understand that the Student Handbook is a guide that helps us create a positive and respectful school environment. By signing this form, I promise to follow the rules and guidelines outlined in the handbook to make our school a better place for everyone.

I know that the handbook includes important information about how we should behave in and out of the classroom, how to treat each other kindly, and how to stay safe while at school. I also understand that following these rules will help me grow as a responsible and respectful student.

I will make sure to:

- Treat my fellow students, teachers, and staff with respect.
- Follow the classroom rules and listen to my teachers.
- Be kind, making everyone feel welcome.
- Take care of school property and keep the campus clean.
- Follow the dress code and bring the necessary materials to class.
- Act safely and report any concerns to a teacher or adult.

By signing below, I show that I am committed to being a positive and responsible member of the Hermon Middle School community. I understand that my actions affect everyone around me, and I am ready to do my part in making our school a great place to learn.

Student Signature: _____Date: _____

Printed Name: _____

By signing below, I have read the student handbook and understand that my child is responsible for upholding Hermon Middle School rules and expectations.

Parent Signature: _____Date: _____

Printed Name: _____

Hermon Middle School
Student Technology Agreement

The following are students' expectations regarding Hermon School Department-issued devices.

Be Respectful

- I will respect my device.
- I will respect other students' devices.
- I will not use my device to bully, intimidate, or threaten others.

Be Responsible

- I will bring my fully charged device to school daily; I will only use the original supplied charger and cord to charge my device. I will not remove (or add) any stickers or labels to the equipment.
- I will return the device, case, bag, original charger, and power cord in working condition.
- I will pay the full cost of intentional or negligent damage, abuse, or loss.
- I will never leave my device unattended or loan it to others.
- I understand my device and school email are monitored and subject to inspection at any time without notice. I will assume no privacy.
- I will notify the school ASAP for a lost, missing, or damaged device. Missing devices will be rendered inoperable by the district.
- I will keep my device in the school-issued protective case.
- I will immediately report any threatening or harassing communications to school staff.

Be Safe

- I will not go to any inappropriate websites on my school-issued device.
- I understand that email and other methods of communication on the school device must be for school use only.
- I will not eat or drink while using my school-issued device.

Non-compliance with this agreement can result in disciplinary consequences per the severity of the infraction.

By signing below, you are agreeing to the Google Terms of Service in order to allow your student full access to Google's interface, including Youtube, Google Maps, and other pertinent websites. As a school, we reserve the right to withhold access to any or all of these sites throughout the school year.

No student shall be allowed to use school computers or the internet until the student, and parent/guardian have signed and returned this acknowledgement to the school.

Student: I understand the expectations for using and caring for school computers and the internet and agree to comply with them. I will use my device in appropriate, educational ways that conform to the Hermon School Department policies IJNDB, IJNDB-L, IJNDB-LR, IJNDB-R, JICJ, and JICK-R.

Student Signature: _____Date: _____

Printed Name: _____

Parent/Guardian: I understand the expectations for using and caring for school computers and the internet and agree to comply with them. I will ensure my student uses the device in appropriate, educational ways that conform to the Hermon School Department policies IJNDB, IJNDB-L, IJNDB-LR, IJNDB-R, JICJ, and JICK-R.

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____