Richmond Middle/High School Student Handbook

2026 - 2027

RICHMOND HIGH SCHOOL
AND
MIDDLE SCHOOL
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STUDENT HANDBOOK 2026-2027
RICHMOND HIGH SCHOOL
and MIDDLE SCHOOL

Introduction

Richmond is proud of its strong traditions, rigorous curriculum, and competitive co-curricular program. The staff is dedicated to creating a positive school climate and a learning environment that nurtures an engaging mind, a healthy body, and a compassionate spirit in order to prepare responsible citizens for college, career, and citizenship.

We welcome you to Richmond High School and Middle School. The rules and procedures in this handbook are your guidelines while at school and are in place to help ensure a positive learning environment for all students and staff.

Education is a team effort. Together we will ensure that students gain the knowledge, skills, and attitudes they will need for achieving a successful path in life.

The administration of Richmond Middle and High School reserves the right to change or make additional rules to address situations as they arise.

RSD Policies

Richmond Middle and High School are part of Richmond School District, and as such are governed by RSD policies. Please consult those policies at https://www.richmondpk12.org/page/school-committee-policies if you have any questions. In the event that any rules or procedures conflict with policy, policy will always prevail.

School Personnel

Richmond School Board Members: Russ Hughes, Jennifer Small, Amanda McDaniel, John Pratte and Liana Knight

Superintendent: Chad Kempton

Principal: Karl Matulis

Jonathan Spear
Dean of Students/Athletic Director

Baret Pinyoun
SchoolCounselor/Guidance

TABLE OF CONTENTS

Introduction 1

Richmond School District Policies 1

School Personnel 1

Richmond Middle/High School Handbook 3

Absences/Tardiness 3

Dismissal 4

Accidents 4

Activities 4

Automobiles. Snowmobiles, Motorcycles 4

Building Hours and Upkeep 5

Bus Policy 5

Cafeteria 5

Cell Phones and Other Electronic Devices 5

Child Find 6

Class Materials 6

Discipline 6

- Teacher Detention 6
- Office Detention 7
- Suspension 7

Diplomas 7

Dress Code 7

Dropping a Course

Dues and Finance 7

Drugs and Alcohol 7

Fire and Lockdown Drills 8

Grading System 8

GPA 9

Converting Scores from other systems

Graduation Requirements 9

Guidance Services 9

Gymnasium Rules 9

Harassment 10

Honors Courses 10

Honor Roll 10

- Mid-Year Honor Roll 10
- End-of-Year Honor Roll 10

Interventions 11

Lockers 11
Medical 11
Medication 11
Progress Reports 12
Part-time Student 12
Plagiarism and Cheating 12
Cheating 12
Plagiarism 12
Physicals 13
Posting or Distribution of Material 13
Searches 13
Student Records 14
Code of Conduct **16**
Dance Rules **18**
Richmond Policies (Required in Handbook) **20**

Richmond Middle/High School Handbook

Absences/Tardiness (Policy JEA)

Attendance is key to continued academic success. Students must be in regular attendance at school in order to complete learning targets and progress their education.

All students must report to their first classroom assignment by 8:00 a.m. for attendance purposes. Any students who arrive at school after this time must sign in at the main office before reporting to homeroom. Students who report to school late without a proper excuse are considered tardy. Excused reasons for tardiness are provided under Maine State Law. These reasons are:

1. Personal illness;
2. Appointment with health professional;
3. Religious holiday;
4. Family emergency; or
5. School-approved planned absence.

If a written note is not brought to the office upon being tardy the student will be charged with an unexcused tardy. After the fifth tardy, the student will receive a warning that future tardies will result in a detention.

If a student is found to be truant, appropriate legal steps will be taken.

Dismissal

All students need permission from a parent and/or guardian to be dismissed during the day or prior to dismissal from school. **Richmond Middle High School is not an open campus.** Students are not permitted to leave campus for lunch or to leave the campus and return without a parent dismissal for acceptable reasons 1-5 for school absence above. Should circumstances dictate that a parent wishes to dismiss a student by phone, we ask that the parent call the main office and speak directly to a secretary.

Accidents

All accidents or injuries must be reported to the main office immediately.

Activities

Activities at school operate under the supervision of an advisor(s) and with the approval of the school administration. Meetings are usually held during lunch. In order to participate in a school-sponsored club or activity, a student must maintain academic eligibility and meet the requirements of the organization. Officers must get approval of advisors before any meeting may be held. Meetings must be held at school with the advisors present and after proper notice has been given to all members. Election of officers is by secret ballot. Since the school calendar is approved by the RSD Board of Directors, dates for social activities must be pre-arranged with the office at least one week in advance. Names of the faculty advisor, chaperones, and/or other necessary staff members must be submitted with a formal request on forms available in the office. At least one advisor and parent from the class or group must be present for the activity. **Students who are absent from school during any part of the day of a scheduled activity shall not participate in that activity without a written excuse from the parent/guardian and the approval of the athletic director or principal.**

RMHS Activities

Class Officers	Math Team	Drama	
Big Buddies (Mentoring)	Student Council	Yearbook	National Honor Society
Civil Rights Team			

Automobiles. Snowmobiles, Motorcycles

Student parking is permit parking for the safety of our school community. Each student needs to register the vehicle(s) he or she will be parking on campus with the office. As part of registration, students will be issued a permit sticker to be displayed in the window of each car, motorcycle, or snowmobile they may park on campus. Students must be at least 15 to drive a snowmobile on school property. Student drivers are expected to adhere to the identified traffic patterns in the parking areas and to keep school driveways and the circle free of vehicles. Designated student parking is in the lot by the tennis courts. There is no student parking behind the school during the school day. A warning will be issued for the first violation. Parents will be contacted upon continued violation of parking and driving regulations, and privileges to bring a personal vehicle on school grounds may be revoked. In addition, the Richmond Police Department may be informed for appropriate action.

Building Hours and Upkeep

Richmond Middle and High School is open during the regular school day from 7:40 a.m. to 3:00 p.m. Students should not be in the building before 7:40 a.m. or after 3:00 p.m. without direct supervision of a school staff member or in attendance at a school-sponsored activity. Loitering will not be permitted. Students are not allowed in classrooms/hallways during lunchtime unless supervised.

Everyone is expected to be cooperative in keeping the building and grounds clean. Students destroying, defacing, or littering on school property will be subject to disciplinary action, including possible referral to law enforcement.

Bus Policy

Bus transportation is a privilege, not a right. All students accessing school transportation must remain on the school bus from the time they are picked up at their home location until the time they arrive at school. This also applies to the return trip after leaving the school. Due to overcrowded conditions, permission will not be granted to ride a bus other than a student's originally assigned bus. Failure to follow bus rules and protocols may result in suspension of your privilege to ride the bus.

Cafeteria

The Richmond Middle/High School cafeteria serves breakfast and lunch for the convenience of students in grade 6-12. Some simple rules of courteous behavior to make the cafeteria a pleasant and relaxed area are: observe good dining room standards at the table, leave the table and surrounding area clean and orderly, place refuse in the proper containers, and remain in the cafeteria while eating food. School-owned electronic devices will not be allowed in the cafeteria space when there is food present.

Cellular Phones and Other Electronic Devices (Policy JFCK)

Students are prohibited from using privately owned electronic devices, including but not limited to cellular telephones, Blackberries, iPhones, handheld computers, MP3 players and electronic games during classes, study halls, assemblies and other school activities. This includes the use of earbuds and smartwatches, as well as other internet-connected devices. Middle school and high school students are required to keep their cell phones in their lockers for the duration of the day. These devices may not be used in the school at any time between 8:00 AM and 2:30 PM without the permission of the principal or dean of students.

Child Find (Policy IHBAC)

Richmond has developed and utilizes a system for the identification, location, and evaluation of children in need of special education and related services. The system will include all children residing within the jurisdiction of the Richmond schools between the ages of five through twenty regardless of the severity of their disability, including children in all public and private schools, home-school students, and children receiving alternative instruction.

It is possible, however, that some exceptional children in the district under the age of 20 have not been identified or evaluated. If you have such a child or are aware of such a child not attending school, please contact the Richmonds' Special Education Director at 207-737-2126

Class Materials

Students are expected to be prepared for the day's activities. In addition to homework preparation, students should attend classes with sufficient pencils, pens, notebooks, a charged laptop, and other required materials.

All textbooks are loaned to students by the school department for use as needed during the year. They are to be kept clean and covered for protection. Safekeeping of textbooks, library books, and other school-owned materials is the responsibility of the student. Students who have not replaced lost materials will be invoiced at the replacement cost of the item. Issuing any further books or materials will be at the administration's discretion.

Discipline (Policy JK)

A student who is referred to the office or who does not follow school policies may be subject to disciplinary consequences. Each teacher is responsible for the orderliness and discipline in his or her classroom and as such may establish rules and procedures for their classroom. Any student required to serve a disciplinary consequence occurring outside the course of the regular school day must be given 24-hour notice in order to make necessary transportation arrangements. All detentions (teacher or office), suspensions, or other disciplinary requirements take precedence over all co- and extracurricular activities.

Teacher Detention

Teacher detentions may be given for required, after-school academic assistance, when classroom rules are broken, or if disruptions occur. An issuing teacher can postpone or rescind a detention notice at any time. Failure to report to a teacher detention without approved prior arrangements will result in referral to the office for appropriate disciplinary action.

Administrative discipline may include Office Detention, In/Out of School Suspensions, or other consequences as appropriate. Please refer to the RMHS Code of Conduct at the end of this handbook for more details regarding disciplinary consequences.

Office Detention

Office detentions are scheduled in the main office from the end of school until 3:30 unless otherwise noted. Failure to stay for office detention may result in an out of school suspension.

Suspension

School administration may suspend, for up to 10 days, any student who presents a serious disciplinary problem or willfully disobeys school regulations. Procedures of due process shall be followed. Parents or guardians and the superintendent of schools shall be informed immediately of the suspension. Students who are suspended out of school are not allowed on any school property, nor are they allowed to attend or participate in any school-sponsored activity until their suspension is complete and they have returned to school. In school

suspension may be an alternative when staff is available to supervise the student, but is not always an available option.

Diplomas (Policy IKF)

Richmond High School issues a high school diploma to all seniors who successfully complete the prescribed academic requirements that are listed in the program of studies booklet and accumulate twenty four academic credits. These diplomas are awarded at the June graduation ceremony. Seniors need to meet all graduation requirements in order to participate in graduation exercises. Please click here for the RSD Graduation Policy outlining graduation requirements.

Dress Code Policy

Richmond Middle and High School recognizes that the responsibility for student dress and appearance rests primarily with individual students and their families. Our goal is to provide a safe, non-discriminatory, and equitable learning environment. We encourage self-expression while ensuring that attire does not disrupt the educational process or threaten the health or safety of others.

Students are expected to adhere to the following guidelines:

1. Clothing must cover the chest, torso, and buttocks. Undergarments should not be visible.
2. Clothing, accessories, or footwear must not depict or promote:
    - Use of tobacco, alcohol, drugs, or drug paraphernalia (including clothing with a company logo that includes references to alcohol or illegal drugs (ex. Whiskey Ranch)).
    - Profane, sexually explicit, lewd, or indecent content.
    - Hate speech, discrimination, or harassment based on race, color, sex, sexual orientation, gender identity, religion, disability, ancestry, or national origin.
    - Gang-related insignia or accessories.
    - Images or messages that promote violence or threaten others.
    - Clothing that materially disrupts school operations or interferes with the educational environment.
3. Clothing must be safe for the school environment and not cause damage to school property.
4. Headwear is permitted, provided it does not obscure the face or impede identification (exceptions may be made for medical, religious, and/or cultural attire).

Some classes, such as lab sciences and physical education may have additional requirements based on the educational and safety requirements of those classes.

Administration and staff will address dress code concerns with sensitivity, privacy, and equity, aiming to support the educational environment without reinforcing stereotypes. This policy will be enforced consistently and without discrimination based on a student's race, sex, gender identity, body type, religion, disability, or other protected characteristic. If an issue arises, the student will be provided an opportunity to change or adjust their attire. Repeated violations of the dress code may result in disciplinary action.

Dropping a course:

-Before the end of the add/drop period (the first 5 classes of a course), a student may drop a course without it appearing on their transcript.

-After add/drop, a student may drop a course only with the approval of the principal. A course dropped with a failing grade will be entered as "withdrawn-failing" and a grade of "0" will be used for GPA calculations.. A course dropped with a passing grade will be recorded as "withdrawn-passing" and no score will be factored into the GPA.

-Any exceptions to this will only be allowed with the approval of the principal and in consultation with the classroom teacher.

Dues and Finance

Money for all clubs, classes, and organizations of the school will be kept in the RHS Student Activities Account. All expenditures will be made through this account with the required approval of the faculty/administration.

Drugs, Alcohol, and Tobacco Products (Including vapes and e-cigarettes) (Policy JICH)

Tobacco or drug use in any form, or paraphernalia related to the use of tobacco or other drugs, is prohibited in all school buildings, transportation vehicles, and on school grounds at all times. This includes vaping devices and vaping related paraphernalia. The use, possession, or distribution of alcohol and other controlled substances on school property or in connection with any school activity is prohibited. Arriving to school under the influence is viewed as a violation as well. Violation of this provision will be handled in accordance with the policies set by the Richmond School Board.

Tobacco Products*- First Offense- Minimum 1 day in-school suspension
2nd Offense- Minimum 3 days out of school suspension

Drugs or alcohol- Minimum 5 days out of school suspension (3 day minimum for middle school students) and confiscation of contraband. Referral to law enforcement.

Subsequent violations will result in escalating consequences.

*Vapes will be treated as tobacco products unless evidence suggests they contain illegal or controlled substances, in which case they will be treated as drugs.

Fire and Lockdown Drills

Instructions for leaving the school in the event of a fire are posted in each room. Upon hearing a fire alarm signal, students are to proceed with their teacher away from the building silently, quickly, and in a single file. They are to remain silent and in single file in their teacher-designated area until dismissed by a return announcement from school staff.

Lockdown drills have become a part of our school's safety plan. These drills are conducted multiple times throughout the year to help ensure the readiness of the school in the event of a school safety emergency. We take these drills very seriously and consult with law enforcement and public safety to fine-tune these events.

Students may not be dismissed during these or any other school safety drill unless they were prearranged to do so with administrative approval.

Grading System (Policy IKAB)

Beginning with the 2025-26 school year, Richmond will be transitioning away from proficiency based grading and returning to a 0-100 grading scale. For more information on this, please review the RMHS Grading Handbook.

GPA

At the end of a Richmond High School course, scores are averaged to produce a final course grade. The final course grade is posted on the high school transcript and serves as the basis for the calculation of a students GPA. Students GPA's are the average of their course grades earned, converted to a 4.0 scale (weighted for number credits and Honors/College).

Grading Scales for Reporting Student Performance- Grades 6-12

Teachers of students in grades 6-12 will use the following grading scales to report student performance on summative assessments as well as for assigning an overall grade.

Letter	Percentage*	Grade Point
A+	98.5-100	4.0
A	92.5-98	4.0
A-	89.5-92	3.7
B+	87.5-89	3.3
B	82.5-87	3.0
B-	79.5-82	2.7
C+	77.5-79	2.3
C	72.5-77	2.0
C-	69.5-72	1.7
D+	67.5-69	1.3
D	62.5-67	1.0
D-	59.5-62	0.7
F	Below 59.5	0.0

Grade Equivalents Table for CATC

Numeric Score	4.00 Scale	Numeric Score	4.00 Scale	Numeric Score	4.00 Scale
93-100	4.00	82-85	3.00	72-75	2.00
89-92	3.70	79-81	2.70	70-71	1.70
86-88	3.33	76-78	2.33	0-69	0

Converting Outside College Courses to Weighted Grades for GPA
(For courses not scored 0-100)

College Grade	Unweighted GPA	Weighted GPA
A+	4.0	4.0
A	4.0	4.0
A-	3.7	4.0
B+	3.3	4.0
B	3.0	4.0
B-	2.7	3.3
C+	2.3	3.0
C	2.0	3.0
C-	1.7	2.3
D+	1.3	2.0
D	1.0	1.7
D-	.7	1.0
F	0	0

Graduation Requirements

Richmond Graduation Requirements can be found in School Board Policy IKF.

In order to plan for graduation speakers and other needs, graduation honors are based on the GPA at the end of a predetermined date during the spring of their senior year.

Guidance Services

The guidance program is designed to assist each student in choosing proper and relevant goals and to function as a dependent and responsible individual. This is accomplished through the continuing and cooperative efforts of parents and school personnel working together.

The Guidance Counselor aids students in making out program schedules and adjusting to various academic, social and personal problems. The guidance office also coordinates testing, such as the NECAP, PSAT, SAT and ASVAB.

The Guidance Counselor is responsible for providing students with information on careers, scholarships, colleges, technical schools, and the armed services. The office also helps students develop career and/or college decisions and process applications. All guidance services are available to community members.

The counselor respects confidentiality and is committed to maintaining mutual trust and understanding with each student. Parents should contact or visit the guidance office whenever questions arise.

Gymnasium Rules

Food or drink is limited in the gym. Only sneakers or rubber soled shoes should be worn on the gym floor. Adult supervision is mandatory for all student use of the gymnasium. This includes the use of locker rooms, which are not be accessed between classes without supervision. Locks are issued for student use of gym lockers. Only authorized personnel are permitted in the gymnasium storage areas.

Harassment (Policy ACAA)

Richmond schools recognize the right of each student to perform in an atmosphere free from intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, employees should not engage in harassment of students and students should not harass teachers or other students. Harassment is defined as abuse based upon race, color, sex, religion, age, national origin, or handicap. Acts of this nature are not only a violation of policy but also constitute illegal discrimination under state and federal laws. Examples of prohibited harassment:

- Unwelcome sexual advances, gestures, comments, or contact.
- Threats that imply physical abuse or are inappropriate to an educational setting.
- Ridicule, slurs, derogatory action or remarks.

Students should be advised of the importance of informing the harasser that the behavior is unwelcome, offensive, in poor taste, or inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform the Affirmative Action Officer at the earliest opportunity. Students who believe they are victims of harassment should report such occurrences to the Affirmative Action Officer.

The Affirmative Action Officer shall advise the person who has allegedly been harassed of the various options available.

Weighted Grades

Courses designated as “Honors” or completed at an honors level will be multiplied by a factor of 1.05. This only applies to core courses/experiences in the following content areas (English/Language Arts, Mathematics, Science/Technology, and Social Studies). The course/experience will be reflected on the transcript as an “honors” level course/experience.

To recognize demonstrated proficiency in courses/learning experiences that are a) dual enrollment courses through a local college, b) college courses, or c) AP courses, the numerical proficiency grade in any course so designated will be multiplied by a factor of 1.10.

Honor Roll Designations

A student who earns an overall average of of 93 (“A”), with no grades below an 85, shall earn the designation of High Honors

A student who has earned an average at least 83 (“B”) with no grades below an 80 will receive the designation of Honors.

Interventions

Students have many options to make up schoolwork or to get extra help from teachers. In addition to teacher-assigned assistance opportunities, students may schedule time to work with teachers before or after school times to receive help with their learning. During the course of the school day, students will have additional intervention time during Advisory period on designated dates throughout the school year. It is the student's responsibility to seek extra help when it is needed. Makeup work as the result of absences is the responsibility of the student.

Lockers

Lockers are school property issued to students for their convenience. There is no expectation of privacy for students who choose to use school lockers. All students are responsible for the condition of their lockers at all times. Lockers will be consistently checked for orderliness and cleanliness on a regular basis by teachers and the school administrators. Broken or damaged lockers should be reported to the school office. Lockers are to be kept locked for the safety of school-issued property and personal belongings. Students are advised not to share their locker combination with others and should not engineer the locker to open without the combination. Oversized duffle bags and backpacks should be stored in lockers or hung on the provided wall hooks outside Rooms 101 and 102.

Medical

Students with any contagious disease or infectious condition must be kept home until such condition is completely cured. When returning to school after having a contagious condition, a student should report to the principal's office before reporting to any other building location and a consultation with the school nurse may be required. Because of the danger from bloodborne pathogens, precautions will be taken for bleeding injuries. To avoid accidental contact with blood all bleeding students are to stay where they are and wait for help to come to them. Bloodstained clothing must be removed or the blood covered in such a way to prevent contact with others.

If a student has a potentially life-threatening medical condition such as severe allergy, seizure disorder, cardiac condition or diabetes, the school nurse will share the pertinent medical information and provide emergency response training with appropriate school staff. When a student with a life threatening condition goes on a school sponsored trip during the school day, the school nurse may accompany or may designate and train a staff person to provide routine and emergency care as needed. The student's parent or guardian may also participate in the outing to provide care.

Medication

School personnel may not dispense non-prescription medications unless accompanied by a doctor's note stating the name of the medication, dosage, frequency, and circumstances under which the medication is required. This includes aspirin, Tylenol, cough syrup, and all other nonprescription medications. To provide permission for medications, a completed, signed Medication Request Form is required. Please contact the school to speak with the school nurse for more information

All medications must be kept in the office to be dispensed by the school nurse or other principal-delegated school personnel. Students must report to the office at the time the medication is due. Should the student's doctor feel it is critical that the student carry the medication, the doctor must provide a note detailing this request for school staff.
Students participating in co-curricular activities must submit proof of insurance and of having a physical (indicating no restrictions) within two years of participation.

Progress Reports

Reports are issued throughout the year on a quarterly basis. A schedule of progress report dates will be provided at the beginning of the school year.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Quarter Ends	October 30	January 22	March 26	End of School
	Senior grades for the purpose of calculating top ten and graduation honors (valedictorian/salutatorian) will be calculated based on the grades earned at the end of quarter 3. For off-campus approved dual enrollment courses, only official college grades from completed college courses will be included in this calculation (not in-progress grades). Students may continue to work on their courses and GPA after this date, but it will no longer affect their class rank.			

Academic Honesty Policy (Updated August 2026)

A school is a community of learners that has as its fundamental purpose the pursuit of knowledge. Like all communities, the school can only function properly when its members adhere to clearly established goals and values. Essential to the fundamental purpose of the school are the principles of truth, integrity, and academic honesty. Therefore, it is expected that all students will submit as their own work only that which is the result of their own efforts.

What is academic dishonesty?

The Use of Artificial Intelligence (AI): Using AI to generate or complete assignments and presenting that work as your own is considered plagiarism. Even though AI tools can assist with ideas or research, the content they produce is not a student's original work. Submitting AI-generated writing, images, or solutions without proper citation violates our school's academic integrity policy. Students are expected to produce their own work, demonstrate their own learning, and follow teacher guidelines for when and how technology may be used to support assignments.

*Cheating***:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise or assignment. Examples:

- Looking at someone's paper or using a "cheat sheet" while taking a test
- Turning in a research paper that you bought from a service or received from some other source
- Submitting your same work more than once for credit
- Using memory calculators or other technology with stored exam information while taking a test
- Using someone else's answers for a lab/homework assignment
- Using translating software for foreign language assignments unless approved by the teacher

Fabrication: Intentionally falsifying or inventing any information or citation in an academic exercise or assignment. Examples:

- Making up data on a lab assignment
- Making up a source to use as a citation in a paper

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise or assignment. Examples:

- Quoting a source (copying information word for word) and failing to give the proper citation
- Putting a source's text into one's own words (paraphrasing) and not citing the source
- Copying someone else's computer disc for a project and submitting it as one's own

Facilitation: Intentionally or knowingly helping or attempting to help another student to cheat, fabricate, or plagiarize. Examples:

- Giving another student one's homework so that they can copy the answers
- Letting someone copy one's answers during an exam
- Giving test information/answers to students in other sections of the same class

Procedures and Consequences (for high school students only)

Academic dishonesty gets in the way of a school's primary goal: to help you learn and grow. An initial incidence of academic dishonesty will result in consequences but also be used as a learning opportunity for the student. Repeated instances of academic dishonesty will result in a score of 0 on the relevant assignment.

In the event of a first case of academic dishonesty, the following procedure will occur:

- The teacher will meet with the student privately (or with admin present) to present the evidence and discuss the event with the student. If the teacher believes that the student's action is not a violation of the Academic Honesty Policy (i.e., that the student acted unintentionally or as a result of a lack of understanding), the matter will be treated as a grading issue. The teacher may ask the student to rewrite and resubmit the assignment.
- If the teacher believes that the student violated the Academic Honesty Policy, the teacher will:
    - Notify the student, student's family, and appropriate school administrators.
    - School administrators will communicate with the teacher and arrange for a meeting with the administration, the teacher, the student, the student's parents, and the school counselor. This meeting will be an opportunity to discuss the specific situation but also to provide a general education on academic honesty.
    - The student will serve a one-hour detention.
    - The student will have the opportunity to complete the assignment (or a replacement assignment given at the discretion of the teacher) up to a maximum grade of 60.

- If the student previously qualified for Junior/Senior Privileges, they will become ineligible for a period of 60 days and must be in good standing to resume.
- Co-curricular participation may be affected. See the athletic handbook for additional information.

In the event of a second instance of academic dishonesty in one or more classes, the following procedures will be followed. When a teacher discovers evidence of academic dishonesty, the teacher will meet with the student privately (or with an administrator). The teacher will present the evidence to the student (without accusation) and ask for an explanation.

- If the teacher believes that the student's action is not a violation of the Academic Honesty Policy (i.e., that the student acted unintentionally or as a result of a lack of understanding), the matter will be treated as a grading issue. The teacher may ask the student to rewrite and resubmit the assignment.
- If the teacher believes that the student violated the Academic Honesty Policy, the following steps will occur:
  - The work will be graded as a zero, with no opportunity to make up the assignment.
  - The teacher will notify the student's parents of the violation and inform administration. Both the student and the student's parent/guardian will be required to meet with the administration, the teacher, and the student's school counselor.
  - The student will be given a one-hour detention.
  - If the student previously qualified for junior/senior privileges, they will become ineligible for a period of 90 days and must be in good standing to resume.
  - Co-curricular participation may be affected. See the athletic handbook for additional information.

In the event of a third or more instance of academic dishonesty in one or more classes:

- If the teacher believes that the student's action is not a violation of the Academic Honesty Policy (i.e. that the student acted unintentionally or as a result of a lack of understanding), the matter will be treated as a grading issue. The teacher may ask the student to rewrite and resubmit the assignment.
- If the teacher believes that the student violated the Academic Honesty Policy, the following steps will occur:
  - The work will be graded as a zero, with no opportunity to make up the assignment.
  - The teacher will notify the student's parents of the violation and inform administration. Both the student and the student's parent/guardian will be required to meet with the administration, the teacher, and the student's school counselor.
  - The student will be given a one-day suspension.
  - If the student previously qualified for junior/senior privileges, they will become ineligible for one full calendar year and must be in good standing the following year to resume.
  - Co-curricular participation may be affected. See the athletic handbook for additional information.
  - Administration may develop a plan for the student to reduce the likelihood of academic dishonesty, such as requiring hand-written assignments or having the student be required to stay after school to work on assignments.

NOTE: Students need to be aware that the ramifications of academic dishonesty can be far-reaching. Grade point average and class standing can be affected; college acceptance opportunities can be reduced, as can the student's chances of receiving scholarships and awards. In addition, membership in organizations such as the National Honor Society may be revoked or denied.

Sources:
Scarborough High School (Maine) Student Handbook 2003-2004.
Kennebunk High School (Maine) Student Handbook 2004-2005.
Greely High School (Maine) Student Handbook 2022-2023.
Mt. Ararate High School (Maine) Student Handbook 2025-26

Physicals

The Richmond schools recommend a medical examination for all children before entering kindergarten and in grades 3, 7, and 11. Families unable to conform to this recommendation should contact the school nurse.

Posting or Distribution of Material

Posters or signs from any in or out-of-school organization are not to be posted or distributed anywhere inside or outside the school building without prior approval from school administration. Posters, once placed, are

private property and must not be defaced. Materials may be placed only on glass, bulletin boards, or in other specifically designated areas.

Searches

Maintenance Searches

Although school lockers are temporarily assigned to individual students, l**ockers remain the property of the school district at all times**. The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, periodic inspections of lockers may be conducted to check for cleanliness and vandalism. School authorities may perform maintenance checks on school lockers at any time without notice, without the student's consent, and without a search warrant. Any contraband discovered during such searches shall be confiscated by the administration and appropriate discipline issued.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile, including storage compartments, on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. Refusal on the part of the student and/or parent to resolve the suspicion may result in the matter being turned over to the police and/or the student being refused future access to school property with a vehicle.

Student Records (Policy JRA)

Parents and legal guardians, as well as students eighteen years of age or older, are entitled to certain rights under the Family Educational Rights and Privacy Act (FERPA). A complete copy of Richmond's Policy pertaining to this topic as it relates to student records may be reviewed by contacting the Superintendent's Office, the special education office, or any of the offices in the three schools. Under this act, parents or eligible students may:

A. Inspect and review student's educational record (cumulative, health, and special education) by making an appointment with the guidance counselor, principal, or special education director.
B. Request the amendment of student's education records that the parent or eligible students believes are inaccurate or misleading.
C. Consent to disclosures of personally identifiable information contained in the student's education records.
D. File a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance
US Department of Education
600 Maryland Avenue, SW
Washington, DC 2020-4605

The principal or special education director may, without the consent of parents or eligible students, release a student's record to:

- School officials having a legitimate educational interest;
- The United States Secretary of Education and/or Maine Commissioner of Education and their officers or subordinates so long as the intended use of the data is consistent with their statutory powers and responsibilities; or
- Officials of other primary or secondary systems or post-secondary institutions in which the student intends to enroll.

Directory information may be used in school-sponsored activities, unless the principal or special education director has received a written statement from the parent/eligible student refusing permission for the release. Federal law requires secondary schools to provide student names, addresses and telephone numbers to both military recruiters and institutions of higher education.

A parent/guardian or eligible student who feels that information in the educational records is inaccurate, misleading or violates their privacy or other rights may request that the school amend the record. All directory information, as well as information relating to academic honors, prizes, etc., may be made public without notice unless the school is notified by the parent/guardian or eligible student by the end of September of each year that such information is to be withheld. Richmond transfers student records upon request from another school unit in which a student seeks or intends to enroll.

Code of Conduct

The administration of Richmond Middle and High School reserves the right to change rules/consequences or make additional rules as needs arise. These rules will serve as guidelines and recommendations that the building administration may modify based on individual circumstances or situations.

Discipline Tiers:

Level 1 offenses: Level 1 offenses will be treated with a response ranging from verbal reprimand to mandatory detention.
-Incidental inappropriate language (not directed at a staff member) -Minor classroom disruptions (talking out of turn, distracting others, etc) -Dress code violations -Academic Issues (Failure to turn in homework or complete in-class assignments) -Cell phone during class time (cell phone will be turned in to the main office)

Level 2 offenses: Level 2 offenses will be treated with a response ranging from (possibly multiple) teacher detentions to administrative detention or in-school suspension
-Repeated Level 1 behaviors (after teacher intervention) -Defiant behavior (leaving classroom without teacher permission, repeatedly refusing to follow teacher directions) -Cheating -Disrespect to staff member (not including swearing or threats) -Roughhousing or overly aggressive behavior (non-threatening)

Level 3 offenses: Level 3 offenses will be treated with an administrative response ranging from administrative detention to in-school or out-of-school suspension. Behaviors in **bold** will result in an automatic out-of-school suspension. These behaviors may also be referred to law enforcement when appropriate. -Repeated level 2 behaviors -Skipping class/school, leaving school grounds or entering unauthorized areas. -Failure to show for administrative detention/in school suspension. -Threatening/Bullying/harassment/retaliation -Recording audio/video of students/staff without consent or recording students engaged in inappropriate behavior for the purpose of distributing to others -Tobacco/vapes (See handbook section on Tobacco/Vapes for more info) -Theft/Vandalism **-Fighting** (It generally takes two to fight. Unless one member is clearly the victim and trying to avoid the confrontation, both parties will be treated as fighting. Concerns of a possible fight should be reported to the

main office immediately) Fighting will be a minimum 5 days OSS at the high school level.
-Swearing directed at a staff member
-Weapons
-Assault
-Drugs (See handbook section drugs and alcohol)

-In addition to the above-listed infractions, knowingly impeding an investigation by administration or lying with the intent to cover up a student infraction may result in more severe consequences.
-In the event that school is closed (such as a snow closure or other emergency closure) during the time a suspension is being served, the days school is closed will not count towards days served, and additional day(s) will be added before the student may return.

Dance Rules

All school rules still apply during a school-sponsored dance. Additionally, students should know that no re-admittance is allowed (once you leave, you are not allowed to return). Students who are not in school the day of a dance or have a suspension the day of or pending are not allowed to attend school dances or other events.

Richmond School Policies (Required in Handbook)

Section A

AC - Nondiscrimination-Equal Opportunity and Affirmative Action
ACAD - Hazing
ADC - Use and Possession of Tobacco adn Electronic Smoking Devices
ADC-R - Tobacco Use and Possession Administrative Procedure

Section I

IHCDA - Post Secondary Enrollment Options
IJNDB - Student Computer and Internet Use and Internet Safety
IJNDB-R - Student Computer and Internet Use Rules
IKF - Graduation Requirements

Section J

JEA - Compulsory Attendance
JIC - Student Code of Conduct
JICH - Drug Tobacco and Alcohol Use by Students
JICIA - Weapons Violence and School Safety
JICK - Bullying and Cyberbullying Prevention
JRA-R - Student Educational Records - Administrative Procedure
JLFA - Child Sexual Abuse Prevention and Response
JICJ - Student Use of Cell Phones and Other Electronic Devices
JLF-R - Reporting Child Abuse and Neglect Administrative Procedure

JLF-E - Suspected Child Abuse-Neglect Report Form
JI - Student Rights and Responsibilities
JEAA - Student Attendance - Student Absences and Tardiness
JJIBB - Sportsmanship