

JAMES F. DOUGHTY SCHOOL
STUDENT HANDBOOK
2018-2019

Dear Students:

Welcome to the James F. Doughty School, a 2010 Blue Ribbon School. The Blue Ribbon Award is the highest honor the U.S. Department of Education bestows. You are among only a small percentage of students across America who attend a Blue Ribbon School. We are excited about having you enrolled in our school. Your experience here is intended to develop your academic skills allowing you to achieve at higher levels. Higher achievement will increase your chances for multiple opportunities in your future.

Learning is not easy. It involves making mistakes, exploring the unknown, and taking the risk of sharing an idea and an opinion. Learning also requires daily hard work. Courage and perseverance will give you strength to keep trying even when things seem difficult. Learn the importance of hard work, courage, and perseverance, three ingredients for success.

In addition to the knowledge you will gain about learning, you will be expected to broaden your understanding and interest in math, science, literature, history, fine arts, and your personal development. Accelerating your academic development, resolving difficulties with friends, learning how to make good decisions, establishing short and long term goals, and understanding the responsibility all of us have to contribute to our school, home, community, and country are examples of the challenges you will face while attending the James F. Doughty School.

Also, all of us must learn the importance of supporting and helping one another. The James F. Doughty School, like all of America, needs leaders and encouragers. Individuals, who have a clear vision and purpose, and who are driven to uphold the ideals of America are important in shaping our nation and our school.

The contents of this student handbook are written to assist you in your experience at J.F.D. Outlined in the handbook are matters pertaining to the schoolhouse practices, rules, regulations, and policies by which J.F.D. operates. Your teachers will review the contents with you and you are encouraged to read the handbook together with your parents or guardian. Make sure you ask questions if there are sections of the handbook which you do not understand.

The contents of the handbook are subject to change and policies approved by the Bangor School Committee supersede those outlined in the handbook.

As principal, know I believe in you. Study hard, get involved in school and be a leader. Remember my door is open. Have a great year!

Edward M. Hackett
Principal

**JAMES F. DOUGHTY SCHOOL
ADMINISTRATION**

Mr. Hackett, Principal
Mr. Moring, Assistant Principal/Athletic Director

OFFICE STAFF:

Mrs. Boisvert, Secretary
Mrs. Jerome, Secretary
Ms. Terry, Secretary

GUIDANCE AND STUDENT SUPPORT STAFF

Mrs. O'Reilly, Guidance Counselor
Mrs. Wright, School Nurse
Mrs. Gallant, Social Worker

GRADE 6

Room	211	Mrs. Stacey
	218	Mr. Hersom
	219	Mrs. Simoneau
	220	Mrs. Mourkas
	222	Mr. Staffiere
	223	Miss Buck
	224	Mrs. Hanscom

GRADE 7

110	Mrs. Roberts-Prior - Science
111	Mr. Walton - Innovation
112	Mr. Santerre - Social Studies
113	Mrs. Erb - ELA
200	Mrs. Fahey - Social Studies
211	Mrs. Stacey - Math
212	Mr. Spreng - Math
213	Mrs. McPhee - ELA
214	Mrs. Caldwell - Math
215	Mrs. Edward - ELA
216	Mrs. Bernhardt - Science

GRADE 8

102	Mrs. Vassiliev - Science
108	Mrs. Boehmer - ELA
109	Miss Trask - Math
110	Mrs. Roberts-Prior- Science
111	Mr. Walton - Innovation
112	Mr. Santerre - U.S. History
114	Mrs. Kennedy - U.S. History/ELA
211	Mrs. Stacey - Math
212	Mr. Spreng - Math
213	Mrs. McPhee - ELA
214	Mrs. Caldwell - Math

SPECIALISTS:

Library		Mrs. Patterson
101	Music	Mrs. Michalik
113	Spanish	Mrs. Erb
115	French	Mr. Roy
116	Art	Mrs. Harvey
Gym	Physical Education	Mr. Blindow
Gym	Physical Education	Mrs. Sproul-Poisson
100	Band	Mr. Norris
100	Orchestra	Mr. Bell
Aud.	Chorus	Mrs. Michalik

STUDENT SERVICES:

203	JMG	Miss Sinkins
204	Speech Language	Mrs. Barthelemy
205	Special Education	Mrs. Loring

206	Special Education	Mr. Allen
207	Special Education	Mrs. Perry
209	Special Education	Mr. Brissette
210	Special Education	Mr. Sumner
221	Special Education	Mrs. Hahn

SCHOOL ORGANIZATION

GRADE 6

As an incoming sixth grade student you will be assigned to a grade 6 homeroom teacher. You will study the major subjects of English, math, reading, social studies and science. Other subjects you will study include art, Spanish, music and physical education.

GRADE 7

Students in the seventh grade study English, math, reading, science, and social studies. Depending on the student's educational program, a child may receive instruction from several teachers. Other courses studied include art, music, physical education, and French.

GRADE 8

Grade 8 students, receive instruction in English, math, science and social studies. In mathematics, there are three course offerings, geometry, Algebra I, and Pre-Algebra. Students may elect either French I or Spanish I. All students study applied science as well as art, music, and physical education.

A.M. MUSIC PROGRAMS

Students arriving at school to participate in any of the music programs scheduled for 7:30 a.m. to 8:10 a.m. should arrive **no earlier than 7:25 a.m.** Students must remain in the auditorium or music area under the supervision of the music teacher. **Following the music rehearsal students should not enter the main building until 8:10 a.m., unless they have permission from the music teacher.**

BELL SCHEDULE

7:30-8:10 Band, Chorus and Orchestra

7:50 Students May Arrive on Grounds

8:10 Doors Open

8:10-8:20 Homeroom

CLASS TIMES:

Homeroom: 8:10 – 8:20 a.m.

Mod 1: 8:23 – 8:43 a.m.

Mod 2: 8:43 – 9:03 a.m.

Mod 3: 9:06 – 9:26 a.m.

Mod 4: 9:29 – 9:49 a.m.

Snack/Announcements: 9:49 – 9:57 a.m.

Mod 5: 9:57 – 10:17 a.m.

Mod 6: 10:20 – 10:40 a.m.

Mod 7: 10:43 – 11:03 a.m.

Mod 8: 11:06 – 11:26 a.m.

Mod 9: 11:29 – 11:49 a.m.

Mod 10: 11:52 – 12:12 p.m.

Mod 11: 12:15 – 12:35 p.m.

Mod 12: 12:38 – 12:58 p.m.

Mod 13: 1:01 – 1:21 p.m.

Mod 14: 1:24 – 1:44 p.m.

Mod 15: 1:47 – 2:07 p.m.

Mod 16: 2:07 – 2:27 p.m.

Homeroom/Announcements: 2:27 – 2:30 p.m.

Dismissal: 2:30 p.m.

Academic Support: 2:30 – 3:30 p.m.

Office Detention: 2:30 – 3:30 p.m.

Late Bus Departs (Except Friday): 4:00p.m.

"CITIZENSHIP"

What we expect of you at James F. Doughty School can be summarized in the 3 Cs.

Commitment - You will be expected to be committed to your studies and to your responsibilities as a contributing member of this school. Commitment means working hard, doing your very best each and every day, and always being prepared for class.

Consideration - You will be expected to show consideration for the thoughts and feelings of others. You will be expected to treat your peers, friends, and teachers with respect and you should expect to be treated with respect. One of the ways that James F. Doughty School can improve, is if everyone demonstrates respect for each other and for the property and belongings of others.

Communication - You will be expected to share your ideas and opinions clearly, respectfully and appropriately. Remember how we express ourselves is as important as the content of our message. Talk or writings that are obscene, disrespectful or unkind will not be allowed.

PEOPLE AND PLACES

MAIN OFFICE

The main office serves many important functions at James F. Doughty School. During school hours, all doors are locked and visitors must report to the main office. The main office is the first place you should go when you are going to be dismissed or when you are late for school.

GUIDANCE SERVICES

Each student is welcomed and encouraged to meet and to work with James F. Doughty's School Counselor, Mrs. O'Reilly. Topics which students frequently discuss with the School Counselor include relationships with peers, school concerns, and career planning.

Any student intending to talk with the School Counselor should stop by the main office and schedule an appointment with Mrs. Jerome.

SCHOOL HEALTH SERVICES

Your health and physical well-being are very important to us. If you become ill or hurt during the school day, report to the Main Office to see Mrs. Wright, the school nurse. Mrs. Wright is available also to speak with students on health and medical issues.

MEDICATION POLICY

1. Teachers will not dispense any types of medications.
2. Students may bring a one-day supply in an original labeled container for self-administration. School personnel will not be involved in the administration. A permission slip for student self-administration, along with a note from a doctor, must be on file with Nurse Wright.
3. Students **MUST** not give medications to other students.
4. Office personnel may dispense medications only upon parent/guardian and physician written consent. Consent forms are available in the office.
5. Students requiring office personnel to dispense medications, shall bring to the office no more than a five day supply in an original labeled container. This will be placed in a locked medicine cabinet. It is the student's responsibility to come to the office when medication is due.
6. Students requiring multi-dose inhalers for asthma or allergies may keep them to self-administer when needed.
- 7.

LIBRARY MEDIA CENTER

Mrs. Patterson directs James F. Doughty's library and media center. The library and media center collection includes reference and recreational materials, audio-visual materials, as well as computer technology.

The library, open during the school day and after school for student use, offers facilities for quiet study, research, reading, and viewing. The goal is to provide an environment where anyone can study, work with purpose and find answers to questions. The Library/Media Center is for you. Enjoy it, use it well, and if you don't find the answer, ask.

LOST AND FOUND

The lost and found is located next to the elevator on the first floor. Student books and personal belongings found in the building are brought to lost and found.

THE CUSTODIAL STAFF

The custodial staff works exceedingly hard to keep the school in excellent condition. Their job is very difficult. Let's all help keep James F. Doughty School clean and well-maintained.

Head Custodian	Mr. Knowles
Custodians	Mr. Melvin
	Mr. O'Roak
	Mr. Vanidestine

TRANSPORTATION

Arrival to School:

Many James F. Doughty students ride the bus to school. Bus students, students who walk to school and students who are driven to school assemble in front of the school until the bell sounds. Students may not arrive to school prior to 7:50 a.m. when supervision is provided. Students are expected to follow schoolyard rules.

SCHOOL RULES

1. Once arriving on school grounds, students are to stay on school grounds. This includes both walkers and bus students.
2. Students are not to play roughly at any time. Keep hands, feet, and objects to yourself.
3. Students are not to throw objects of any kind (balls, frisbees, snow, etc.).
4. Students are to walk bicycles on and off school grounds and are to lock them in the bike rack provided by the school. **Students are not to skateboard on school grounds.**
5. Students are to use appropriate language when speaking with peers, duty teachers, and others.
6. No spitting on school property, inside or outside the building.

BICYCLES

In good weather you may decide to ride your bike to school. Bicycles must be parked in the bike rack during the day and **must be locked.**

ROLLERBLADES/SKATEBOARDS/SCOOTERS

Due to the dangers associated with skateboards in an area of traffic, **the use of skateboards/rollerblades/scooters on school grounds is prohibited.** Students are **not** to bring skateboards/rollerblades to school.

DEPARTURE FROM SCHOOL

Bus students and walkers should leave the school grounds immediately after school unless they are working with a school group or teacher after school, or in an after school activity.

WEBSITE

Please visit our website for updates on school events and newsletters (jamesdoughty.bangorschools.net). Events for the entire school department are posted at www.bangorschools.net.

SCHOOL CANCELLATIONS

Due to inclement weather, school may be cancelled. ***Parents are encouraged to sign up for automatic alerts system.*** Forms will be distributed on the first day of school and are available in the main office. Students and parents may also listen to their radio/TV for the no school announcement.

GETTING THROUGH THE DAY

DRESS CODE

Students of the Bangor School Department should dress for success every day of the school year. Dressing for success in their school routine reinforces for the students the importance of dressing appropriately for the world of work and their future professional endeavors.

Dressing for success has multiple effects for students: maintaining respect, establishing credibility, ensuring safety, promoting a positive learning environment, and limiting distractions. Dress must reflect neatness, cleanliness, modesty, good taste and must not be suggestive, threatening, or intimidating. Additionally, dress must reflect the standards of both individual and schoolhouse safety. All dress must contribute to an environment consistent with a positive and healthy school climate. As a guide, the BSD, for example, considers tank/halter tops, pajamas, 100 percent spandex attire, bare feet, chains, hats, head gear, and clothing promoting alcohol, drugs, obscene, or suggestive acts to be in conflict with the BSD's expectations of a healthy and positive learning environment and therefore not allowed to be worn in school. Clothing should not be too short, too long, too low, or worn too tightly (Skirts and shorts must extend to fingertips). Clothing that exposes the midriff, undergarments or that is otherwise immodest or provocative is prohibited. All dress must be weather appropriate. For example, wearing shorts during the winter months is not appropriate.

Footwear must be appropriate for school. Flip flops, and flip flop type sandals are strongly discouraged as they are a safety concern. All footwear must be tied and/or laced, if designed to be tied and/or laced.

"Dress for success" is a phrase that captures the intent of these guidelines. For all students associated with BSD, the expectation is that responsibilities are approached purposefully each day. "Dress for success" supports this approach and promotes our individual responsibility to contribute to the common good of our school community.

Building administrators and/or their designees are authorized to determine appropriateness of student attire. Students dressed inappropriately will be expected to change their attire before continuing in their studies for the day.

Parents of students requiring accommodation for religious beliefs, disabilities, or medical purposes should contact the building principal.

SCHOOL ATTENDANCE & TARDINESS

Students are expected to be in school every day that school is in session. Maine law recognizes the following excuses for school absence:

- 1. Personal illness**
- 2. Appointments with health professionals that cannot be made outside of regular school hours**
- 3. Observance of recognized religious holidays**
- 4. Each day that a student is absent from school, THE PARENT/GUARDIAN SHOULD CONTACT THE SCHOOL BY TELEPHONE BETWEEN 7:30-9:00 a.m. (941-6220). A note from the parent/guardian explaining the reason for the absence is required within 24 hours if telephone contact has not been made. Parents requesting homework for a child who is ill must do so prior to 9:00 a.m.**

Students are to be in their homeroom class by 8:18 a.m. for attendance or they will be considered tardy. Students who are late to homeroom must get a tardy slip from the main office. Students who are tardy unexcused more than three times in a quarter will receive an hour detention for each unexcused tardy beyond three. **Students are expected to arrive to school on time.**

CHRONIC ABSENTEEISM

Chronic absenteeism is when 10% or more days of school are counted as absent. Days that are counted towards chronic absenteeism are excused and unexcused absences, as well as, suspensions. Students are considered absent if they are not present for more than 50% of the day.

EARLY DISMISSAL

Parents are urged to have their children attend school each day. If a child needs to be excused early, he/she should bring a note from the parents to the office before homeroom stating the time and reason for dismissal. Before the student leaves the school property he must sign out in the office. Students who become ill or injured during the day are expected to be transported by a parent or designated adult as soon as possible. **Please be certain the school has an updated emergency telephone number on file in the main office.** Students are responsible for any school work missed.

VISITORS

All visitors must check in at the school office. Visitors will not be permitted to loiter on the school grounds or in the school building. Students wishing to visit school may do so only with prior approval by the school administration and must be granted a visitor's pass from the main office. Student visitors are not allowed at Fun Nights hosted by the James F. Doughty Student Council.

HALLWAY MANNERS

1. Students will walk to the right in an orderly manner and arrive promptly to class with all materials.
2. Students will use moderate tone of voice as well as acceptable and appropriate language and gestures.
3. Students will display courtesy to all others and will show respect for all property.
- 4. Students will keep hands, feet and objects to themselves.**
5. Students will follow instructions from all staff members promptly and courteously.

ITEMS OFF LIMITS IN SCHOOL

Lasers, speakers, knives, weapons, chains, noise makers, cards and the like, along with any item which interferes with the learning environment must not be brought to the schoolhouse. Any items that detract from learning and/or present a danger to others will be collected. Dangerous or threatening items may be turned over to law enforcement.

No aerosol cans are allowed on school property per state and federal regulations (OSHA).

USE OF ELECTRONIC COMMUNICATIONS DEVICES

The proliferation of portable electronic communications devices, such as cell phones, and I-Pods, has created instant access in all areas of life including school and school sponsored activities. These devices can be useful, and their value in emergencies is recognized. However, these devices may not disrupt the operation of the school or the instruction of students. Cell phones, I-Pods, and electronic devices disrupting school will be confiscated. **Cell phones must be secured in the student's locker during instructional time.** Cell phones appearing in class or disrupting classes will be confiscated.

Accordingly, these devices are specifically excluded from schools, and student use of two-way communications devices may occur only with the permission of the Principal or his/her designee.

HALLWAY PASS

If you are passing in the hallway during regular class time, you must carry a hall pass with you completed by the teacher.

LOCKERS

Homeroom teachers will assign each student a locker. Sixth grade students will be issued locks on the receipt of \$5.00. Students are responsible for their locks and lockers and are encouraged not to give their padlock combinations to anyone. If a lock is lost or stolen, the student will be issued another lock on receipt of \$5.00. **Keep lockers locked at all times. Do not share a locker with anyone or leave valuables in unlocked lockers.** Student lockers are to be used only before school, during break, at lunch time and after school.

School lockers are considered school property and may be searched at any time.

CAFETERIA PROCEDURES

Students should pass quietly in the corridors when going to and returning from the cafeteria. Remember that other students are in class. All students should report to the cafeteria during their regular lunch. Pupils may either bring their lunch or purchase a lunch at the school. While in the cafeteria, students should behave in a courteous and orderly manner and are expected to clean their tables and dispose of their materials in the trash receptacles. Proper table manners are expected. Wrestling, throwing of food or other objects, and yelling are not allowed. Students acting inappropriately in the cafeteria may be placed on a restricted lunch or assigned office detention.

James F. Doughty offers a lunch program available to all students. An application for free/reduced meal prices will be distributed to students the first day of school. If you wish to apply for free or reduced meals, please complete the application and return it to the school as soon as possible. Applications are available in the main office throughout the school year. Students are expected to pay full price until the application is approved. Students who received free or reduced meals last year are eligible for free or reduced meals through October 12th of this year. In order to receive free or reduced meals after October 12th, a 2018-19 application must be filed and approved. An A La Carte program also is available for students who wish to purchase individual food items.

Milk will be sold to students bringing their own lunch at a cost of 65 cents.

The following are prices for lunches for the 2018-19 school year:

Full	\$2.65
Reduced	\$.40

A breakfast program is open to students in the cafeteria each morning from 7:50 am - 8:10 am. Breakfast is \$1.45. There is no charge for those students who eat reduced or for those students eligible for free meal services. Credit is not extended to students for meals.

FOOD CONSUMPTION

All food is to be consumed in the cafeteria. Food, drinks, and candy are not to be consumed outside the cafeteria.

STUDY HALLS

Study halls may be included in your schedule for work and study. To use the time wisely, you need to remember to bring your school books or reading with you. Using study hall time efficiently will help you in your classes. Study halls are to be used for study and will be quiet in order to facilitate academic success. **Students will not be allowed to play cards, games, or engage in activities that distract from a study environment. Students are not permitted on laptops/computers without a pass from an academic teacher. A free reading book is required for each study hall.**

FIRE DRILLS

To assure a quick and safe evacuation from the school building, fire drills will be conducted throughout the school year. All your classroom teachers will have the directions for exiting posted at the front of the class. A fire alarm will announce evacuation. Important rules to remember include:

1. Walk quietly and quickly in an orderly fashion.
2. Once outside, remain with your class and teacher.
3. Always follow the directions of your teacher.
4. Wait for instructions from your teacher to return to your classroom.

EVACUATION DRILLS

To assure a quick and orderly evacuation from the schoolhouse in the case of an emergency, an evacuation plan has been developed by administration, other school officials and law enforcement officials. Your teacher will review the evacuation plan with you. Important rules to remember include:

1. Walk quickly, quietly and orderly to the site identified by your teacher.
2. Once outside the schoolhouse, continue to walk orderly and briskly to the safe site.
3. Always follow the directions of your teacher.

LOCKDOWN DRILL

To assure an orderly response to a lockdown, lockdown drills will be conducted during the year. Your teacher will review the lockdown protocols with you.

THREATS OF VIOLENCE

The Bangor School Department prioritizes a safe learning and teaching environment for all. If a person makes a threat of violence towards the school or any person affiliated with the school, he/she may be subject to educational and/or legal consequences as specified in Bangor School Department policies, Maine State and/or federal law.

BANGOR SCHOOL DEPARTMENT CODE OF CONDUCT

The Bangor School Department believes that personal and collective achievement across the learning community is enhanced by observing and working toward five core elements of the Code of Conduct: Honesty, Respect, Responsibility, Compassion and Ambition. These expectations apply to all members of the greater Bangor School Department community and extend to all school activities.

Honesty - Be a trustworthy student, citizen, and friend.

- Tell the truth
- Do your own work on assignments and tests.
- Request and receive permission before using or borrowing others' things.

Respect - Recognize the rights of others and practice appropriate ethical and civil behavior at all times.

- Use kind, considerate, polite and safe language and gestures.
- Honor others' physical space. Keep hands, feet, and objects to self.

- Take care of and show appreciation for the property of the school and others.
- Be a courteous, supportive citizen.

Responsibility - Know what is expected, do what is right, and be accountable for your actions.

- Inform an adult right away about possible damage to property or harm to others.
- Obey school department rules.
- Dress for success. Follow the Bangor School Department dress guidelines.
- Be a law-abiding citizen.
- Be a positive role model for others.

Compassion - Be thoughtful, kind, and considerate.

- Be mindful of others' feelings.
- Support others by demonstrating tolerance of differences in beliefs, opinions, appearance, and skill levels.
- Seek and offer assistance when needed.
- Manage conflicts or disagreements respectfully.

Ambition - Be diligent in meeting your personal and academic goals.

- Complete assigned tasks to the best of your ability.
- Attend school regularly. Arrive on time.
- Give your best effort to reach your highest potential.
- Challenge yourself.
- Be a difference maker in the greater school community.

The following is designed to accommodate existing learning and developmental differences of students associated with any violation of the Conduct Code. Behavior related to a child's disability will be managed consistent with applicable laws and regulations.

Level I Consequence

Disciplinary action administered by the classroom teacher

Level II Consequence

Disciplinary action administered by the Principal (or designee)

Level III Consequence

Disciplinary action administered by the Superintendent or School Committee

Consequences (Schedule A) Adherence to the Bangor School Department Code of Conduct is expected. Failure by students to behave as required will result in specific consequences for unacceptable action(s). Attached is a listing of appropriate consequences. (Schedule A)

IF DISCIPLINE IS NEEDED

The ultimate determination of how good a school James F. Doughty becomes will depend, in part, on the way we treat each other in the daily routines of school life. By following the three C's and by striving each day to uphold the standards of Honesty, Responsibility, Industriousness, Compassion, and Respectfulness you can ensure that James F. Doughty will be an environment conducive to proper school life. However, when there is a breakdown in conduct, it may be in the best interest of the student and the school for the faculty and staff to respond.

POSSIBLE RESPONSES INCLUDE:

1. Teacher Response - For infractions of conduct in the classroom or in the school building, the teacher may elect to talk with the student, retain the student after school, notify the parent or, in some cases, refer the student to the office. The response employed by the teacher depends on the infraction and the needs of the student.
2. Administrative Response - It may be necessary for the assistant principal to speak with a student regarding conduct, to meet with parents regarding a student's conduct or to assign Administrative Detention, which is held

from 2:30-3:30 on Monday and Wednesday, or to administer other measures of discipline as deemed appropriate. When determining the appropriate response, the assistant principal considers the infraction, the needs of the child, and the needs of the school.

The offenses which may lead to **suspension** in or out of school include:

- A. Truancy
- B. Profanity
- C. Destruction of property
- D. Use of threats or acts of intimidation including hazing
- E. Cutting classes
- F. Disrupting school
- G. Continued misbehavior/Violations of Code of Conduct
- H. Possession of weapons/drugs/alcohol

Parents will be notified in writing of any suspensions.

3. **Out of School Suspension** - In some instances of extreme infractions, for example, fighting, a student will be suspended out of school for up to 10 days by the school and may be subject to an extension by the Superintendent of Schools. Parents will be notified in writing.

Frequency of **Out of School Suspension** per semester:

- A. The first suspension will be accompanied by a contact with the student's parent.
- B. The second suspension should result in a conference including parent, student, Asst. Principal and/or Principal.
- C. The third suspension must result in a conference including parent, student and Principal and should set the stage for the consequences of a fourth suspension.
- D. The need for a fourth suspension within one academic semester may result in the conclusion that the school is inappropriate for the student at this time.
- E. In cases where municipal, state or federal laws are violated, law enforcement will be notified.
- F. In cases of serious law and/or code of conduct violations expulsion may be recommended.

PLAGIARISM

Plagiarism occurs when a student fails to credit an author for ideas, words or thoughts included in the student's work. While including someone else's ideas, words and thoughts in a writing or speech may be appropriate for the assignment, the ideas, words, and thoughts borrowed from an author must be properly cited and acknowledged in the writing or speech. If a student fails to cite or acknowledge the student has committed **plagiarism**. Plagiarism is dishonest in that it takes ideas, thoughts and content which are the property of someone else. In other words, plagiarism is stealing. A student must cite his source whether the source is a web site, an encyclopedia, a reference book, newspaper article, a speech or any other source from which the student has borrowed ideas, words and thoughts. **Acts of plagiarism will result in a failing grade on the assignment and notification of the student's parents.**

SEXUAL HARASSMENT

The Bangor School Department expects that no person, male or female, student or employee, is caused to suffer sexual harassment in association with the Bangor School Department. Any individual having questions regarding the Bangor School Department policy (AC) on sexual harassment should speak with school administration or should contact BSD Affirmative Action Officer - Mr. Chadbourne (941-6350).

BULLYING

For the purpose of Bangor School Department's policy, "bullying" means any physical act or gesture, or any verbal, written, or electronically communicated expression that:

- 1. Causes physical harm to a student or damages a student's property;
- 2. Places a student in reasonable fear or physical harm or damage to his/her property;
- 3. Substantially disrupts the instructional program or the orderly operations of the school; or
- 4. Creates an intimidating, hostile educational environment for the student who is bullied.

Bullying is not acceptable conduct in school and prohibited by BSD policy JICK. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences. If you have been a victim of bullying, report the incident to a teacher, to guidance, or to the assistant principal or principal.

CHEMICAL ABUSE

We at James F. Doughty want you always to do your best. Using drugs and/or alcohol is harmful to your success. Their use is also against federal and state laws. James F. Doughty will take serious action on any student in violation of chemical health policies and/or laws, including contacting local, state and federal law agencies if necessary as well as suspending or recommending expulsion from BSD schools (See attached policies).

HOMEWORK GUIDE

Teachers assign homework to help you learn. If you do not complete the work assigned, you may be required to stay after school and complete the assignment. In this way, we can make sure that you are keeping up with your school work.

Students are expected to complete homework daily.

A study period is a good time to start your assignments or review for a test. However, it is not a good idea to rely on your study periods to complete important things because sometimes the schedule is changed; there may be a fire drill or an assembly during the study period. **Therefore, please complete your assignments at home or in one of the after school study labs offered after school.**

Your academic teachers will be assigning homework regularly during the week. Students and parents are encouraged to check Infinite Campus for grade and homework standing. All students may expect long tests and long range unit assignments. Additionally, all students always should be reading a book for leisure in addition to any assigned reading.

HOMEWORK LAB

The completion of homework is an integral component of the learning process. Homework is regularly assigned to students in grades 6, 7 & 8 with the expectation that homework be completed outside of the classroom. For students needing assistance with homework teachers are available before and after school. Grade 6 teachers manage an after school homework lab for students who have not completed homework or who need assistance. A homework lab for grade 7 & 8 students who have not completed homework or who need assistance is offered after school.

SUSTAINED SILENT READING

Sustained Silent Reading will be held daily for all students. While SSR is not a class, it is an instructional period set aside for students to read. Students may read for leisure or students may use the time to read an assignment for school. To use the time wisely, bring your reading materials to SSR. All students will be expected to use the time for reading

GRADES

The grading system at James F. Doughty is:

- A = 93-100
- B = 85-92
- C = 77-84
- D = 70-76
- F = Below 70

Effort, conduct, and homework marks also are part of the student's quarterly evaluation and must reflect the following:

- 4 = Exceeds the Standards
- 3 = Meets the Standards
- 2 = Partially Meets the Standards
- 1 = Does Not Meet the Standards

Homework is defined as: Daily or long-range meaningful practice activities which reinforce previous learning. It is expected that homework will be completed outside of regular class time, and will be completed according to the assignment's timeline.

Example and Interpretation of Ranking Cards:

	Rank	Effort	Conduct	Homework
English	B	3	4	2
Math	C	4	4	4

English: Rank is good. Effort is average. Conduct is excellent. Homework needs improvement.

This means that the student might achieve a higher rank if his effort and homework improved.

Math: Rank is satisfactory. All other areas are excellent. This reflects a student working to his/her abilities.

STUDY TIPS

In class, follow these helpful hints:

- Come to class with proper materials and your homework.
- Take out your homework and be ready for class.
- Be active in classroom discussion.
- Listen carefully to your teachers and to other students.
- Ask questions when you don't understand.
- Follow directions carefully.
- Think over what is taught or discussed.

At home:

- Find a place that is quiet and well lit.
- Avoid the TV room and turn off the radio or radio headphones.
- Bring all your materials with you to your study spot.
- Review your class notes even if you do not have an assignment in that subject.
- Organize your study schedule so that you will finish every subject, even the ones you leave to the end.

Your homework:

- Keep your agenda book with you in all classes so you can record the assignments.
- Be sure to read directions carefully.
- Take pride in your work; make sure it is neat and well-organized.
- Be sure you have the proper heading on your paper.
- Check over your homework to catch any errors and then correct them.
- If you are unable to figure out an answer, keep trying. However, if you absolutely can't, make a note to get help from your teacher the next day in class or whenever extra help is given.
- Always do the best job that you can.

Extra help:

Everyone, once in a while, needs a little extra help. When you do, find out from your teachers when they can see you individually. They are often available before school, after school, and sometimes during the school day. If you choose to get extra help during your school day, be sure to have a signed pass from your subject teacher before you arrive at the study hall.

LAPTOPS

Students in grades 7 and 8 will be issued a laptop as required by the Maine Department of Education. Grade 6 students also are issued laptops. The laptop, intended to support classroom instruction and to spark improved student learning, must be used consistent with schoolhouse guidelines. Students who use the laptop for any purpose other than consistent with teacher direction will have their laptop confiscated. A meeting will be held prior to the distribution of laptops to review proper use and care of the laptop. The laptop is to be used for classroom learning activities. Students are expected to use the laptops consistent with educational purposes.

AGENDA BOOKS

All students receive an Agenda Book to note daily assignments and to note schoolwork performance. Parents are asked to review regularly their child's Agenda Book. Students in grades 6, 7 and 8 are expected to use the Agenda Book daily.

CARE OF BOOKS

Books are a vital source of ideas, information and knowledge. They contain and pass on man's greatest thoughts and discoveries. Books should be treated with care and respect.

To help you take care of your books, your books must be covered. Book covers should be removable without damaging the book. Students are asked not to use book covers that stick to the textbook. If you lose a book during the school year, we must charge you for it before we can give you another one. At the end of the school year we will collect your schoolbooks. Please keep them in tip-top shape so that next year's student will have the same opportunity to benefit from them as you did.

REPORT CARD SCHEDULE

Students in grade 6, 7 and 8 receive a report card four times during the school year in: November, January, April and June. The report card schedule is posted on the Agenda Book back cover.

CONFERENCES

All parents will have an opportunity to confer with their child's teacher(s) in November during Parent Teacher Conferences. At this meeting, teachers will discuss with your parents your adjustment, progress and achievement.

Teachers may call your home and arrange parent conferences whenever they are beneficial to your growth.

You and/or your parents may request a conference with your teacher(s) during the school year. Teachers are available and willing to discuss your learning with you and/or your parents.

HONOR ROLL

Students will receive Honor Roll status at the end of a quarter if they meet the following criteria:

- A. Achieve all B's or better in all classes

ACADEMIC RECOGNITION

Outstanding student scholars are recognized each spring at the annual Academic Awards evening. Students receiving awards can accumulate no more than 7 B's over the first three quarters of the year.

SCHOOL ACTIVITIES

All students are expected to participate in school clubs, organizations or athletics. Not only do students make new friends and gain valuable experiences through participating in school activities, but participating students make a significant contribution to schoolhouse life. Students in the school before or after school to participate in an activity must be with the activity, not loitering in the hallway.

FUN NIGHTS

During the school year, James F. Doughty School hosts Fun Nights from 6:00-8:00 p.m. Open to grade 6, 7 and 8 students who attend James F. Doughty; Fun Nights include basketball and/or volleyball games in the gym while a disc jockey plays music in the cafeteria. The Student Council sells soft drinks, candies and other refreshments. Fun Nights are not open to students who do not attend JFD Dress Code for Fun Nights follows the dress code for the school day. Students who dress immodestly or inappropriately will be sent home.

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

The activity program does change from year to year. Given below is a partial listing of student activities:

Sports:

- *Football - Grade 7/8
- *Field Hockey
- *Basketball - A & B Squads
- *Baseball - A & B Squads
- *Cross Country
- *Soccer - A & B Squads
- *Track & Field
- *Cheering - A & B Squads
- *Softball - A & B Squads

*** Physical form and medical update must be completed in order to participate in this sport. These forms are available in the office or on the Bangor School Department website.**

Intramural Sports:

Basketball	Swimming	Volleyball
------------	----------	------------

Co-Curricular:

Band	Drama	Chorus	Mathcounts
Invention Convention	Jazz Band	Orchestra	
Student Council	Yearbook	Show Choir	

Extra-Curricular:

Art Club	Book Discussion Groups	
Chess Club	Fun Nights	Library Aides
Spelling Bee	Geek Squad (Science Club)	
Scratch Club		

PHYSICAL EDUCATION ATTIRE

All students are required to wear some type of appropriate gym attire. Clothing should be non-restrictive, i.e. shorts, sweatpants, tee shirts, jerseys or sweatshirts. Sneakers and socks are mandatory. **Clothing worn to school must not be worn for physical education class. Students are not allowed to wear their physical education attire to their academic classes.**

STUDENT ACCIDENT INSURANCE

At the beginning of each school year, student accident and injury insurance is offered. The school, however, is not an agent of the insurance company and acts only in distributing materials.

SPECIAL EDUCATION SERVICES

Services are provided consistent with I.D.E.A. regulations for students identified with disabilities. Parents or guardians who have a child they believe has a disability may initiate the P.E.T. process by completing a referral to determine special education eligibility. Referrals are available by contacting the guidance office (941-6220).

PEST MANAGEMENT

The BSD has adopted a policy (ECBC) on Pest Management in compliance with the law. The policy is available for review upon request.