

# **Monmouth Academy**

***Established 1803***

***Steeped in tradition, yet continually adapting to prepare  
our students for an ever-changing world.***



**Student/Parent Handbook  
2013 - 2014**

**MONMOUTH ACADEMY STUDENT HANDBOOK 2013—2014**

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### **Regional School Unit #2 Vision Statement**

*The vision of RSU #2 is to be a system of student-centered learning.*

Student-centered learning:

- Embraces student voice and choice through varied learning opportunities that occur year-round and take place inside, as well as outside of schools; project-based learning, internships, experiential learning, career technical education, peer learning, technology and apprenticeships.
- Shows students learn in a variety of environments, from a variety of sources, and at different paces based on individual learning needs.
- Presents opportunities for students to analyze and think critically, write and speak effectively, and collaboratively solve complex problems today and in the future.
- Includes the community and its resources as an important part of the learning process.
- Integrates a rigorous, focused curriculum with instruction and standards-linked assessments.
- Enables students to clearly understand what they should know and be able to do as a result of their learning.
- Incorporates demonstrations as well as traditional tests to measure when a student has mastered the skills and content, thus providing an accurate gauge of how well students are learning and when advancement to the next stage is appropriate.
- Develops in the learner a sense of self-worth, cultural awareness, and ethical and social responsibility.
- Ensures that students are able to set goals, manage time, and demonstrate an effective work ethic.

### Monmouth Academy Shared Vision

Monmouth Academy's students and staff will embrace change, maintain a positive attitude, respect and support one another to be successful during and beyond high school.

*Created by MA Students – September 1, 2011 – To be re-examined Fall, 2013*

### Daily Schedule – Maroon Day

Warning Bell 7:40 a.m.  
Homeroom 7:45 – 7:55 (Students are considered tardy if they are not in homeroom by 7:45 a.m.)  
Period 1 8:00 – 9:10  
BREAK 9:10 – 9:20  
Period 2 9:25 – 10:35

Juniors/ Seniors Lunch - 10:40 – 11:00 – Junior/Senior HYP 11:05 – 11:50  
Freshmen/Sophomores - Help Yourself Period - 10:40 – 11:20

Freshmen/Sophomores Lunch 11:27 – 11:50  
9-12 Lunch Maroon Days Lunch 11:27 – 11:50, 9-12 Chorus Lunch White Days – 11:27 -11:50

Period 3 11:55 – 1:05  
Period 4 1:10 – 2:20  
Dismissal 2:20

### Daily Schedule – White Day

Warning Bell 7:40 a.m.  
Homeroom 7:45 – 7:55 (Students are considered tardy if they are not in homeroom by 7:45 a.m.)  
Period 5 8:00 – 9:10  
BREAK 9:10 – 9:20  
Period 6 9:25 – 10:35

Juniors/ Seniors Lunch - 10:40 – 11:00 – Junior/Senior HYP 11:05 – 11:50  
Freshmen/Sophomores - Help Yourself Period - 10:40 – 11:20

Freshmen/Sophomores Lunch 11:27 – 11:50  
9-12 Lunch Maroon Days Lunch 11:27 – 11:50, 9-12 Chorus Lunch White Days – 11:27 -11:50

Period 7 11:55 – 1:05  
Period 8 1:10 – 2:20  
Dismissal 2:20

## **GENERAL INFORMATION AND RSU #2 POLICIES**

**ACCIDENT INSURANCE:** Insurance may be purchased through an independent insurance company or through a group policy offered through school approved Commercial Travelers Student Insurance Plan. Forms are available in the main office and the athletic office. Participation in the program is optional with parents/guardians assuming the responsibility for the cost of the coverage. **Please note: Students who participate in athletic programs at Monmouth Academy are required to demonstrate proof of insurance.**

### **ADMINISTRATION OF MEDICATION TO STUDENTS: (JLCD)**

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short- term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens and any other medication prescribed by a physician and supported by the school nurse. The Board encourages collaboration between parents/guardians and the schools in these efforts.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

## I. DEFINITIONS

"Administration" means the provision of prescribed medication to a student according to the orders of a health care provider.

"Health care provider" means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

"Indirect supervision" means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider.

"Parent" means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

"School nurse" means a registered professional nurse with Maine Department of Education certification for school nursing.

"Self-administration" is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

"Unlicensed school personnel" are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

## II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

### A. Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day.

The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

### B. Health Care Provider's Order

All parental requests must be accompanied by a written order from the student's health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. Such order must include:

1. The student's name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g., tablets, liquid, drops); and

5. Time intervals for administration (e.g., every four hours, before meals);
6. Any special instructions; and
7. The name of the prescribing health care provider.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

#### C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

#### D. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one week supply shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse and principal shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

#### E. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded (nurse).

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

#### F. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

#### G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

#### H. Administration of Medication during Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or PET, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips" will be followed.

#### I. Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.

2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.

3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.

4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.

5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

**AFTERSCHOOL EVENTS:** In order to attend an after school event (ie. basketball game, dance, play, practice/meeting for any team/club, etc.) students must be in attendance during the day of the event **and arrive at school before 8:30 a.m. (unless it is an excused tardy as outlined on pages 21-22 in this Handbook.** Students dismissed for illness may not attend any school event on the day of dismissal. Any student who is currently serving a school suspension is not eligible to attend any school event. All school rules apply to school events, including those held off campus.

**ATHLETIC AND CO-CURRICULAR SPECTATOR POLICY:** Disruption and unacceptable social behavior is not the logical or acceptable outcome of athletic or other school-sponsored functions. Friendly, courteous, and cooperative relationships between individuals and schools at all athletic or other school-sponsored events are our goal and expectation. This shall include events held on campus as well as at other sites.

We recognize our responsibility to provide a safe, educational, and desirable atmosphere for everyone. The school's administrator and/or his/her designee shall enforce the following policy. Behaviors deemed inappropriate include, but are not limited to:

- A. Verbal abuse of those on the court, playing field, or stage (this includes student participants coaches (advisors, directors), game administrators, administrators, officials, and other personnel (this includes both M.A. and representatives from other schools).
- B. Use of obscene gestures and/or vulgar language.
- C. Any violent act or threat of violence.
- D. Interrupting events through any of the above or other event specific guidelines (ie. cell phone use/ringing at concerts/drama productions, etc., excessive talking, etc.).
- E. Disruptive use of noisemakers, confetti, or placards.
- F. The display of distasteful banners/posters.
- G. Showing lack of respect for the national anthem or national/state flag.

Spectators violating the above rules and regulations shall be asked, at a minimum, to refrain from further unacceptable behavior by the administrator or his/her designee. If spectators will not cooperate with the administrator's (designee's) request, they will be asked to leave the event.

In addition, because these events are an "extension of the classroom" spectators who violate any of the above will be restricted for a to be determined amount of time (up to one calendar year) from future co- and extra-curricular events at school-sponsored activities.

All Monmouth School's buildings and grounds are smoke free. Visitors are asked to refrain from smoking on school grounds at **all** times (this includes inside vehicles).

Student spectators may not leave the event unless they are leaving school grounds. In the case of an indoor event, students may not leave the building and return to the event without special permission from the game administrator or designee.

**CAFETERIA:** Our cafeteria staff works hard to prepare nutritious meals. Students may purchase meals at school or bring their own. Eating in the cafeteria is a privilege and an important part of the school day. It provides an opportunity to become refreshed and socialize with friends. To help make the lunch break enjoyable and efficient for the staff, students should cooperate by exhibiting good manners and courtesy.

The school nutrition program utilizes a computerized numbering system. Students are assigned an account number and are required to pre-pay on this account. This account covers both morning break and lunch. Confidential applications are available for students who qualify for free and reduced meals.



**CLASS, CLUB, TEAM ACTIVITIES AND FUNDRAISERS:** Any class activity, social event, or fundraiser must be **pre-approved by the building principal and/or superintendent**. Forms indicating the nature of the activity, the advisor, and the dates of the activity must be submitted and approved before any activity can take place. Forms may be picked up in the main office. Please note deadlines listed on the forms.

**DANCES:** When the Student Council, Class Officers, or other recognized school organization elect to host a school dance, it will be held from 7 p.m. to 10:00 p.m. and is be open to all MA students **in attendance and who arrive at school before 8:30 a.m. (unless it is an excused tardy as outlined on pages 21-22 in this Handbook day of the dance)**. Students will not be admitted to the dance after 7:30 p.m. without prior permission by the principal or assistant principal. Non-MA students will be permitted to attend at the discretion of the administration, but they must be under the age of 20 and a guest of an MA student in attendance. Guests must be registered by 2:30 p.m. on the Thursday prior to the dance with the principal. All school rules (including those pertaining to the use of alcohol, tobacco or other illicit drugs) apply to school dances. The MA Dress Code will also be enforced at school dances. Finally, all dancing must be appropriate for an educational setting (for example – no “dirty dancing”, “grinding”, etc. allowed).

**18-YEAR OLD STUDENTS:** Students 18 years of age or older are subject to all RSU #2 and Monmouth Academy rules, regulations, and policies. An 18-year old student may not sign him/herself in out of school, nor sign any documents and/or forms that require a parent/guardian signature.

**EXTRA and CO-CURRICULAR ACTIVITIES (Competitive):** Co-curricular activities at Monmouth Academy exist for the educational benefit of our students. Participation in such co-curricular activities is limited to Monmouth Academy students and those students who meet home-school guidelines. These students must meet the academic and behavioral standards set forth in this Handbook and the Monmouth Academy Co-Curricular Handbook.

Monmouth Academy sponsors the following interscholastic teams: Academic Decathlon, baseball, basketball (boys and girls), cheering, cross-country (boys and girls), drama (MPA One-Act Plays), golf, football (Cooperative team with Winthrop HS), hockey (Cooperative team with Cony HS), math team, Nordic skiing, soccer (boys and girls), softball, tennis (boys and girls), track and field (boys and girls), and wrestling.

General philosophy: Athletes and/or participants assume obligations to their team, their coaches, their school, and, most importantly, to themselves. Athletes and/or participants are in the spotlight and thus have the eyes of the whole community focused on them. This is an important responsibility, as important as winning, and thus athletes and/or participants are expected to emulate the highest qualities of honesty, courtesy, dedication, self-sacrifice, and good sportsmanship, both in and out of the school.

The “Monmouth Academy Co-Curricular Handbook” outlines all the rules, regulations, and policies pertaining to participation in co-curricular activities.

**GRADUATION CEREMONIES:** A senior must successfully complete all requirements for a Monmouth Academy diploma prior to the first day of marching practice in order to participate in MA graduation exercises (Senior Reception, Class Day, and Graduation). Seniors are required to attend all marching practices in order to participate in MA graduation ceremonies (work is not an excused absence). MA Senior Reception, Class Day, and Graduation ceremonies are formal events, which require participating Seniors to adhere to a clearly defined dress code. Seniors receive details regarding this and other commencement protocol prior to the end of their senior year.

### **HIGHLY QUALIFIED TEACHER STATUS**

RSU #2 is sending you this information as one way to fulfill our obligations under the "Parents' Right to Know" requirements of the federal **No Child Left Behind Act** (NCLB). The **No Child Left Behind Act** (NCLB) has been designed to help your child achieve more in school.

The law requires that all teachers must meet a specific, federal definition of “Highly Qualified” in order to teach in schools that receive federal funding. As you know, our school receives federal funds to support the programs we offer to your child.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact the Office of the Superintendent at 622-6351 if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

Your child's teacher is dedicated to the success of every child in the class. I thank you for your continued support of your child's education and encourage you to communicate with his or her teacher on a regular basis so that together we can provide your child with the best education possible.

**HOMEROOM PROCEDURES:** All students must report to their homeroom assignment by 7:45 a.m. for attendance and morning announcements. Any students who arrive to school after 7:45 a.m. must sign-in at the main office before reporting to homeroom. When announcements are being read, students are expected to be courteous and not talk while announcements are being made. Each classroom shall salute the flag and have a moment of silence each morning. Students will also assign themselves to HYP during this period, and their HYP selection may need to be approved by his/her homeroom advisor.

**LIBRARY/MEDIA CENTER (LMC):** Monmouth Academy Library Media Center - Hours: 7:15 a.m. to 2:45 p.m.

**Student and Class Use:** Students are welcome anytime with a Library Media pass. A silent study hall is scheduled this year for Period A on maroon days only. Please be respectful and flexible regarding other activities that may be scheduled in the LMC from week to week. A maximum of five students from any class or study hall may visit at one time. Classes/Groups are welcome to use the library with advanced notice. Help is always available to assist in locating and evaluating appropriate print or web based materials for research.

**Loan periods, fines, lost and damaged materials:** Books are checked out for three weeks, videos or DVDs for one week and magazines for two days. Special due dates or reference materials (encyclopedias, dictionaries, etc.) may also be specially requested. Materials can be renewed once by email or in person, as long as no one else is waiting.

**Students will be charged overdue or damage fines** this year. If materials are not returned within **six weeks** of the check out date, **ten cents** per day will accrue. Fines and damages will be charged on student's school account.

Lost materials will be charged to the student's school account for the full replacement value. A quality replacement will be considered in exchange if presented within a reasonable amount of time (Amazon or eBay may be an affordable option versus book store pricing).

**Library/Media Center Behavior and Laptop and Desktop Use:** It is understood that the library is a place to study, read, collaborate or use media to enrich and support the academic endeavors of all MA students. The Regional School Unit #2 Internet Network Access Agreement, laptop expectations, all MA policies, and Code of Conduct are expected when using technology in the LMC.

**LOCKERS:** Hall lockers are provided for the convenience of students. The storage and security of articles are the responsibility of each student. The major causes of losing items from hall lockers are: a.) students failing to lock their lockers, and b.) students giving their lock combination to others.

Physical education and athletic team locks and lockers are provided for the storage of students' personal belongings during P.E. classes. Monmouth Academy is not responsible for lost, misplaced, or stolen articles. Students must secure lockers by making sure they are locked.

Lockers are school property. The school retains the right to open and to inspect lockers and their contents at any time for any reason. Therefore, students should not expect that items stored in their lockers will be kept private.

### **INTERNET PUBLICATION AUTHORIZATION ([IJND-R](#))**

The purpose of the RSU #2 official web sites are to provide general information about our school system as well as information about educational programs, extracurricular activities, school events, and to display student and staff achievements. The web sites are intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff, and to provide valuable information to the larger community about our schools.

The following guidelines are intended to ensure that the web site meets the purpose of the policy, establishes

reasonable controls to protect the privacy of students and staff, ensures the web site is in compliance with applicable laws, and ensures it meets high quality educational standards. Maine law requires public schools to obtain written approval from parents/guardian's prior to publishing personal information about students on the Internet. This form will authorize RSU #2 to publish the following:

- Full names of students in connection with class rosters, honor rolls, awards received, and team / extracurricular activity participant lists.
- Group and/or individual photographs of students.
- Individual student or class work may be published on the school web site from time to time to showcase outstanding work to the community. Such student work may include creative writing, research projects, artwork, photographs, music, performances, and audiovisual presentations.

#### **NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION: ((AC))**

The RSU #2 Board is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment.

In accordance with applicable Federal and/or State laws and regulations, RSU #2 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. For the purpose of this policy, "sexual orientation" means a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

[NOTE: The Maine Human Rights Act (5 M.R.S.A. § 4551 et seq.) prohibits discrimination on the basis of sexual orientation. This policy includes the definition of "sexual orientation" provided in 5 M.R.S.A. § 4553(9-C).]

The Board delegates to the Superintendent the responsibility for implementing this policy. The RSU #2 Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all Federal and State requirements related to nondiscrimination. The Affirmative Action Officer will be appointed by the Superintendent and will be a person with direct access to the Superintendent.

The Superintendent/Affirmative Action Officer shall be responsible for ensuring that notice of compliance with Federal and State civil rights laws is provided to all applicants for employment, employees, students, parents and others, as appropriate.

#### **NOTIFICATION OF RIGHTS UNDER FERPA: ([NRA-E - NOTIFICATION OF RIGHTS UNDER FERPA](#))**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

A. The right to inspect and review the student's education records within 45 days of the day the Superintendent receives a request for access.

Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Superintendent to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the Superintendent/designee decides not to amend the record as requested by the parent or eligible student, the Superintendent will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the Superintendent/designee discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RSU #2 administrators to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

E. The Superintendent/designee may make public at his/her discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, and honors and awards received.

Such information will not be disclosed if the parent of the student informs the school unit in writing within 10 days of the first student day of the school year or within 10 days after enrollment, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address:

Office of the Superintendent of Schools  
7 Reed Street  
Hallowell, ME 04347

F. Federal law permits military recruiters and institutions of higher learning to request and receive the names, addresses and telephone numbers of high school students upon request, unless the student's parent or eligible student notifies the school unit that he/she does not want such information released. Such information will not be disclosed if the student's parent or eligible student notifies the school unit, in writing, that such information should not be released without his/her written consent. Any such notice should be sent to: Mr. Virgel Hammonds, Superintendent, or Mr. Richard Amero, Monmouth Academy Principal.

G. Under Maine law, RSU #2 shall not publish on the Internet without written parental consent any information whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names.

**STUDENT EDUCATIONAL RECORDS:** ([JRA - STUDENT EDUCATIONAL RECORDS](#))

It shall be the policy of RSU #2 to provide for the confidentiality of all student education records that are maintained by RSU #2, as required by both Maine law and the Federal Family Educational Rights and Privacy Act (FERPA).

RSU #2 shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by RSU #2.

RSU #2 designates the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, date of attendance at RSU #2 schools, and honors and awards received.

RSU #2 may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information.

Under Maine law, RSU #2 shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names.

The Superintendent, in consultation with other school administrators in RSU #2, shall develop and implement procedures for this policy, including a description of the access rights of parents, students and educational personnel to records and the confidentiality rights of parents and students. Such procedures may be amended from time to time, as necessary.

## **STUDENT WELLNESS: ([JL - STUDENT WELLNESS](#))**

### **I. Introduction and Rationale**

The Board recognizes that student wellness and good nutrition are related to students' physical and psychological well being to ensure they are healthy, safe, and ready to learn. The Board is committed to providing a school environment that supports student wellness, healthy food choices, nutrition education, physical education, and regular physical activity while recognizing individual differences and medical necessities. The Board believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults, practice healthy habits, and reduce their risk of obesity, diabetes, and other chronic diseases.

### **II. School Food Service**

#### **A. Assurance**

1. The RSU will ensure that meals provided by its Food Services Program meet the nutrition standards established by federal regulations and will strive to meet the nutrition recommendations of the *US Dietary Guidelines for Americans*. This policy serves as assurance that school district guidelines for reimbursable meals are not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the National School Lunch Act and the Child Nutrition Act.
2. To the maximum extent practicable, RSU #2 will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks], Summer Food Service Program, Fruit and Vegetable Snack Program).
3. To ensure that all children have the opportunity for breakfast at school in order to meet their nutritional needs and enhance their ability to learn, schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program and eligibility of students who qualify for free and reduced lunch to receive free breakfast.

#### **B. Nutritional Quality of Foods and Beverages**

1. The RSU will provide foods that meet or exceed the federal nutrition standards, such as fresh fruits and vegetables, whole grains, and low-fat options. Minimally processed foods low in sugar, sodium, and fat will be served whenever possible.
2. Fat-free and low-fat milk and dairy products will be offered.
3. RSU #2 will allow adequate time for students to obtain food and eat (recommended 10 minutes for breakfast/mid-morning break, 20 minutes for lunch). The school will schedule lunch at appropriate hours of the day, allow adequate space to eat, and provide a clean and safe environment.
4. RSU #2 should make an effort to obtain locally grown foods (e.g. through the Farm to School program).
5. RSU #2 will provide access to safe drinking water for all students throughout the day.

#### **C. Professional Development**

1. The RSU should hire qualified/certified nutrition professionals or provide appropriate funding for food service director training. Appropriate professional development will be provided for food services staff. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

#### **D. Competitive Food Sales**

1. Sales of foods and beverages that compete with the school lunch program (and/or school breakfast program) must be in compliance with the Board's policy EFE, Competitive Food Sales/Sales in Competition with the School Food Services Program.

#### **E. Goals**

Each of the sections contained in JL-R (Nutrition Education, Physical Activity, School Based Activities, Staff Wellness and Communication with Parents) include regional wellness goals that the Local Wellness Committee may elect to address in its annual selection of district activities.

The listing of goals is presented to support local differences while still being aligned with a regional wellness focus.

### **III. Implementation, Compliance, and Monitoring**

The Superintendent/designee shall be responsible for the implementation and compliance of the wellness policy, for monitoring efforts to meet the intent of this policy, and for reporting to the Board on an annual basis.

#### **A. Implementation and Compliance**

1. The Superintendent will develop a summary report every three years on RSU-wide compliance with the established nutrition and physical activity wellness policies, based on input from districts within RSU #2. That report will be provided to the Board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.
2. In each school, the principal or designees will ensure compliance with those policies in his/her school and will report on the school's compliance to the Superintendent.
3. School food service staff, at the school, district, or RSU level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the Superintendent. In addition, RSU #2 will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If RSU #2 has not received a SMI review from the state agency within the past five years, the RSU will request from the state agency that a SMI review be scheduled as soon as possible.

#### **B. Assessment, Monitoring, and Review**

1. To help with the development/revision of the RSU #2 wellness policy, each district in RSU #2 will conduct a baseline assessment of the existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.
2. Assessments will be repeated at minimum every three years to help review policy compliance, assess progress, and determine areas in need of improvement.
3. Monitoring may include surveys or solicitation of input from students, parents, staff, and school administrators.
4. As part of the review, schools will review nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements.
5. Reports may include, but are not limited to:
  - a. The status of the school environment in regard to student wellness issues
  - b. Evaluation of the school food services program and compliance with nutrition guidelines
  - c. Summary of wellness programs and activities in the schools
  - d. Feedback from students, parents, staff, school administrators, and wellness committee
  - e. Recommendations for policy, program, or curriculum revisions
6. As necessary, RSU #2 Wellness Committee and Local Wellness Committee will develop work plans to facilitate implementation of the Wellness policy.

### **IV. Appointment and Role of the RSU #2 Wellness Committee and Local Wellness Committees**

The RSU #2 Wellness Committee and the Local Wellness Committees at the district level shall serve as advisory committees in regard to student wellness issues and will be responsible for making recommendations related to the

wellness policy, wellness goals, administrative or school regulations and practices, or raising awareness of student health issues.

#### **A. RSU Wellness Committee**

The RSU #2 Wellness Committee should be representative of the districts in RSU #2 with representation from elementary and secondary schools. The RSU Wellness Committee will be comprised of at least one of each of the following:

- RSU #2 Board Member • School Administrator • Food Services Director • Parent Representative
- School Nurse • Teacher • Student Representative • Physical Education Teacher • Health Education Teacher • Guidance Counselor • Community Representative • Local Wellness Committee Representatives (4)

The RSU #2 Wellness Committee may also include: • Community organization or agency representatives • Other staff or individuals as designated by the RSU Board

The RSU #2 Wellness Committee will meet at least two times per year. Each district will maintain a Local Wellness Committee with representation on the RSU Wellness Committee. With the prior approval of the Superintendent/designee, the RSU Wellness Committee may survey parents, students, and the community and/or conduct focus groups or community forums. The RSU #2 Wellness Committee shall provide an annual report to the Superintendent/designee and, as requested, to the Board.

#### **B. Local Wellness Committees**

Local Wellness Committees within each district will implement, monitor, review, and report to the RSU #2 Wellness Committee on progress related to the RSU Wellness Policy. Local Wellness Committees will also serve as resources to schools for implementing the policy. Where there is another health-related committee in school the Local Wellness Committee will connect with that body. Local Wellness Committees will set annual goals and report progress to the RSU #2 Wellness Committee. Local Wellness Committee will have representation from the school and community and may include the following:

- RSU #2 Board Member • School Administrator • Food Services Director • Parent Representative
- School Nurse • Teacher • Student Representative • Physical Education Teacher • Health Education Teacher • Guidance Counselor • Community Representative

**SURVEILLANCE:** Students, employees, and visitors should be aware that Monmouth Academy utilizes video cameras in public areas to assist in maintaining safety and security within the school and in the areas immediately surrounding the school.

**STUDENT PASSES:** Students are expected to be in an assigned area at all times during the school day. In the event of an emergency, staff needs to be able to quickly locate students; therefore, each student must have an authorized pass with them at all times.

**TEACHER DETENTION:** Teachers may assign detention to students for behavior that disrupts or interferes with the teaching and learning process (including insubordination). Students who have been assigned a teacher detention will be given a 24-hour notice to make provisions for transportation, work, or other possible conflicts. Failure to report for detention will result in administrative referral and further action.

**VISITORS TO SCHOOL:** Monmouth Academy believes that visits to our learning community by parents (legal guardians), and members of the community and public, and individual school board members provide a positive educational experience. Visits to MA should serve an educational purpose and not be intrusive upon the operation of educational programming.

In order to avoid interruption of ongoing educational activities and to promote student and employee safety, the Principal or Assistant Principal must pre-approve any visitor. Visitors are required to enter school through the doors located near the main office, sign-in at the main office, and obtain a visitor's pass. Once they have completed their visit, visitors must sign-out in the main office.

**WORK PERMITS:** Students who are eligible may obtain work permits at the main office. The following information is needed to obtain a work permit:

1. The name and address of the company where you are planning to work.
2. The type of work you will be performing.
3. A copy of your birth certificate.
4. Social Security Number.

Without this information, no permit can be issued. A parent must sign the permit before it can be sent to the Department of Labor for approval/disapproval.

## **STUDENT BEHAVIOR/CONDUCT/ACCOUNTABILITY:**

On September 2, 2011, Monmouth Academy students created the following Code of Cooperation:

### **Monmouth Academy Code of Cooperation**

#### **Monmouth Academy Students and Staff will...**

- S** : Support our learning in a variety of fun and engaging ways
- T** : Take pride in our school and show spirit
- A** : Actively create a comfortable welcoming learning environment
- R** : Respect ourselves, our team, and our guests
- S** : Sustain appropriate volume and acceptable use of music

Here at Monmouth Academy, we reach for the STARS! \* (\* **This will be reviewed by students during Fall, 2013.**)

It is the responsibility of all stakeholders – students, staff, parents, and guests, to abide by our shared Code of Cooperation. If a student keeps our Code at the forefront of his/her mind at all times, he/she will most likely never have a reason to endure a consequence of a violation of the following policies and procedures. Better yet, if students strive to hold others accountable to our Code, MA will consist of an environment that each of us desires.

In addition, it is also the responsibility of all stakeholders to be aware of and follow the policies and procedures that follow.

Finally, school administrators, teachers, staff members, and Board members are responsible for maintaining a safe, optimal learning environment for all students. Anyone or anything that “disrupts the educational process” cannot, and will not, be tolerated.

#### **When reviewing the policies and procedure, please note:**

A. It is impossible for this Handbook to predict and specify all “descriptions and consequences” of inappropriate student behavior. If incidents, even though not specifically addressed in this Handbook, “disrupt the educational process” or break any federal or state laws, each incident will be handled on an individual basis according to the severity of the act. Finally, chronic incidents of a violation of a specific policy, procedure, or rule may lead to the creation of a “behavior intervention plan”. This plan may involve the revocation of privileges (which may include extra and/or co-curricular activities and school social privileges).

B. OCS = Off Campus Suspension, ISS = In School Suspension

### **AFTERSCHOOL ACADEMIC ASSISTANCE**

Because our teachers and staff want to assist students in meeting their academic goals, they may request students to come in outside of the class period and attend academic assistance during HYP and/or stay after or before school if a student is not demonstrating progress towards meeting proficiency. During these settings a teacher or staff member is able to focus more individual assistance to a student. In the event of after or before school academic assistance the requesting teacher will provide a student a 24-hour notice.

**Please note: Not meeting deadlines for assessments, not preparing for class (this includes: pre-requisite reading for a class, preparing for labs, preparing for quizzes/exams, etc.), completing required foundational**



**work, missed classes and/or tardiness to classes, and not taking advantage of assistance during the class period or during HYP are all valid reasons for a teacher to request a student to attend afterschool academic assistance.** Consequences for not attending afterschool assistance are detailed on page 31 of this Handbook.

## **ATTENDANCE (JEA - Compulsory Attendance)**

### **Daily Attendance:**

Purpose: Compulsory education is essential to the preservation of the rights and liberties of the people and the continued prosperity of our society and our nation. Maintaining regular student attendance is necessary to achieve the goal of an educated citizenry.

The State of Maine recognizes the following reasons as excusable (**with proper documentation**):

- A. Personal illness;
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency;
- E. A planned absence for a personal or educational purpose that has been **pre-approved**;
- F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family absence for planned hospitalization or recovery.

The following reasons for absences are examples (not limited to these examples) of **non-excusable** absences according to state law:

- Missed school bus, no ride to school, car issues
- Trips not approved in advance
- Went, hunting, fishing, etc.
- Shopping
- Birthday or similar celebrations
- Work

Students may **not** be dismissed from school when they have study halls during the school day.

**Students who are absent from school or dismissed from school may not attend any after-school event without prior permission.**

### **Procedure for a planned absence – for a legitimate reason ("E") above:**

- A. The principal or assistant principal must clear planned absences in advance
- B. A "Planned Absence Form" must be completed and signed by each of the student's classroom teachers and the principal or assistant principal
- C. Students are responsible for all work and assessments missed

Students who are granted a pre-approved absence for a personal or educational purpose may receive assignments and projects in advance. In such cases, students are expected to turn in the completed work to the teachers immediately upon their return unless other arrangements are made with the teacher. The "Planned Absence Form" notifies M.A. of the planned absence, gives our teachers a chance to advise you as to possible impact on academic performance, and provides an opportunity to give information relative to missing assignments. It is important to note that the learner is responsible for making up all missed work.

Despite everyone’s best efforts and intentions, it is simply not possible to recreate the class discussions, labs and lectures that learners miss when they are out of class for an extended time. For most students, an extended absence has a negative academic impact. In the case of vacations taken outside of normal school vacation times, parents and students must assume full responsibility.

**Procedure for an excused absence – for a legitimate reason (“A” through “D”, and “F”) above:**

- A. Parent (guardian) must call the school to report his/her child’s absence (on the morning of the absence). 933-4416
- B. Or, parent (guardian) must submit written documentation to the main office immediately upon the child’s return to school.

**NOTE: If child’s absence is not reported by “A” or “B” above, he/she will be marked as unexcused and will be expected to serve the following consequence for truancy (unless documentation is received):**

Offense	First		Second		Third and others
	Unexcused absence	Two, 60-minute detentions. Parent notified.	60-minute Parent	Four, 60-minute detentions. Parent notified.	60-minute Parent

**Dismissal from School:**

Students are allowed to leave school only for those legitimate reasons outlined in Maine State Law (“A” through “F” above) and if a note stating the reason and signed by the parent (guardian) is presented to the main office prior to the start of the school day.

**Procedure for signing out of school – with for legitimate reason (“A” through “F”) above:**

- A. Prior to the beginning of school day, student presents a note signed by his/her parent (guardian) stating **the purpose and the specific time** student needs to be dismissed. Loss of class time must be kept to a minimum AND all missed academic work must be made up before next class meeting.
- B. Student will receive a dismissal note (from the main office) and must present this note to his/her classroom teacher to be dismissed.
- C. Student must report to the main office and sign out before leaving.

**Procedure for signing out of school due to illness (non-emergency):**

- A. Students who must leave school due to illness must report to the main office and have the principal or assistant principal (or designee) contact the school nurse. The school nurse will examine the student before the student leaves or contacts his/her parent (guardian).
- B. The student’s parent (guardian) will be contacted by the principal or assistant principal (or designee). If the parent (guardian) is unavailable, then a relative listed on the student’s emergency information will be contacted.
- C. If contact is not made, the student will remain at school. The school will make necessary arrangements at school in accordance to the student’s needs and per nurse’s recommendation.

**If a student does not follow dismissal procedures outlined above, he or she will be considered to have left school without permission.**

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Leaving school without following procedure	Two, 60-minute detentions. Parent notified.	Four, 60-minute detentions. Parent notified.	Four, 60-minute detentions. Parent conference.	1 day OCS, plus four 60-minute detentions. Possible change in academic program. Parent conference.

**Tardiness to School:**

Students who report to school late (not in homeroom by 7:45 a.m.) without a proper excuse are considered tardy. Excused reasons for tardiness are provided under Maine State Law (“A” through “F” above). Again, missing the bus, car problems, etc., are not considered legal reasons for being tardy.

**Procedure for students who are tardy to school:**

A. **A student who is late to school must first report to the main office to sign in.** A note stating the reason for the tardiness must be presented to the office and will be placed in the student’s attendance file.

Notes: 1. Students with a study hall first period of the morning are expected to be at school on time. 2. Student-athletes (and any member of an academic competitive team, ie. Academic Decathlon) **must be in attendance by 8:30 a.m. in order to participate in that day’s practice, game (meet, match, event, etc.).**

B. The main office will issue a pass to the student to present to his/her classroom teacher.

C. After the third “strike” (unexcused tardy), student will be issued a 45-minute detention each time h/she is unexcused tardy (for the remainder of the trimester).

Offense	Per trimester, per event, and each following offense			
	First	Second	Third	Fourth and Future Tardies
Unexcused tardy to school	Strike 1	Strike 2	Strike 3	30-minute Detention

**BOMB THREATS:** ([EBCC - BOMB THREATS](#))

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

**Any bomb threat will be regarded as an extremely serious matter and treated accordingly.** The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

B. Definitions

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.

2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.

3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.

4. “School premises” means any school property and any location where any school activities may take place.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

E. Student Disciplinary Consequences

**Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution.** Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

I. Civil Liability

**The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.**

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate/practicable opportunity as determined by the Superintendent in consultation with the Board. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Bomb Threats (making, aiding)	Notify Law enforcement. Restitution. Recommend expulsion. Parent Conference.	Notify Law enforcement. Restitution. Recommend expulsion. Parent Conference.	Notify Law enforcement. Restitution. Recommend expulsion. Parent Conference.	Notify Law enforcement. Restitution. Recommend expulsion. Parent Conference.

**BREAKING and ENTERING:** To forcibly enter secured school areas or vehicles. ([NEPN/NSBA Code: JICIA](#))

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Breaking & Entering	3-day OCS. Restitution. Notify law enforcement. Parent Conference	5-day OCS. Restitution. May recommend expulsion. Notify law enforcement. Parent Conference.	Up to 10-day OCS. Restitution. May recommend expulsion. Notify law enforcement. Parent Conference	Recommend expulsion. Notify law enforcement. Restitution. Parent Conference.

**BULLYING:** ([JICK-BULLYING](#), [NEPN/NSBA Code: JICIA](#) , [ACAD - Hazing](#), [ACAA - Harassment](#))

It is the intent of the RSU #2 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior.

The Board also believes that promoting ethical and responsible behavior is an essential part of the RSU's educational purpose. Ethics, responsible behavior, and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Bullying interferes with the accomplishment of this goal.

Finally, the Board recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests, there is a link between bullying and school violence, and the Board seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the RSU #2 schools, and the operation of the schools.

**Bullying Prohibited**

Bullying, as defined in this policy, is not acceptable conduct in RSU #2 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

**Bullying Defined**

For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that:

A. A reasonable person should expect will have the effect of:

1. Physically harming a student or damaging a student's property;
2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
3. Substantially disrupting the instructional program or the orderly operations of the school; or

B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

**Application of Policy**

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally,

in writing, or through cyberspace;

C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;

D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;

E. Stalking;

F. Blocking access to school property or facilities;

G. Stealing or hiding books, backpacks, or other possessions; and

H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash," trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students' opportunity to learn, the instructional program, or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

### **Delegation of Responsibility**

The Superintendent/designee will be responsible for developing and implementing procedures for:

A. Student and parent reporting of bullying to staff and school administrators;

B. Staff reporting of bullying to school administrators;

C. Review of reports and investigation of bullying incidents;

D. Intervention with and/or discipline of students who engage in bullying;

E. Support for students who are victims of bullying;

F. Training staff and students in bullying prevention; and

G. Periodic evaluation of bullying prevention, intervention, and training efforts in RSU #2 schools and reporting to the Board upon request.

### **Reporting**

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

### **Responding to Bullying**

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials. [JICK-BULLYING, NEPN/NSBA Code: JICIA](#) , [ACAD - Hazing](#), [ACAA - Harassment](#)

## Bullying

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Bullying	Two, 60-minute detentions.	5-day OCS. Possible notification to law enforcement. Refer to school counselor or social worker. Parent conference.	5-day OCS. Possible notification to law enforcement. Refer to school counselor or social worker. Parent conference.	Up to 10-day OCS. Possible notification to law enforcement. Possible recommendation for expulsion. Parent conference.

**BUS MISCONDUCT:** Misbehavior while on the bus to or from school and/or entering and exiting the bus.

Riding the school bus is a privilege. While on the bus, students are expected to conduct themselves in a manner consistent with established guidelines for student behavior. The bus driver is responsible for the safety and well being of all who ride the bus, and in this regard, students are expected to comply with his/her requests at all times. Please refer to the "Transportation Expectations" publication.

The following procedure for dealing with bus conduct is followed throughout RSU # 2. The procedure emphasizes the need to have behaviors on the bus that ensures the safety of all children riding the bus.

**STEP ONE: Written Warning:** These warnings are issued by the bus driver to the student. The purpose is to communicate to the student that his/her behavior is becoming a concern. Specific disciplinary action may not be taken at this time, depending on the incident. Copies of the warning will be given to each administrator and a copy sent home to the parents through their child.

**STEP TWO: First Bus Conduct Report:** These report inappropriate action by a student to the administrator. The administrator will meet with the student to discuss the problem and a written copy of the report will be mailed home to the parent. Consequences will vary depending on the incident.

**STEP THREE: Second Bus Conduct Report:** The procedure for handling these is the same as step one. However, in this case, the parent is notified about the incident by phone and in writing.

**STEP FOUR: Third Bus Conduct Report:** With the third report, the student is automatically suspended from the bus for a period not to exceed two weeks. Additionally, a meeting must be held with the supervisor, and the bus driver before the student can return to the bus. This suspension includes all buses of the RSU.

**STEP FIVE: Fourth Bus Conduct Report:** This is the final step. If a student receives a fourth bus conduct report, he/she will be removed from all RSU # 2 buses for the remainder of the school year. Administrators will notify parents in writing and by phone when this occurs.

**Severe violations of the guidelines for school bus safety could result in suspension of riding privileges at any time. Questions concerning this procedure can be addressed to Ms. Katie Spear, Transportation Director, RSU #2 Monmouth/Richmond transportation.**

### **STUDENT USE OF CELLULAR TELEPHONES AND OTHER EMERGING ELECTRONIC DEVICES:** [\(JFCK\)](#)

The Board recognizes that many students possess cellular telephones and other emerging electronic devices. **These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules.** The RSU is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop any school rules necessary to implement this policy.

### **RULES FOR STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES:** [\(JFCK-R\)](#)

1. 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, HYP, assemblies, before or after school academic assistance, and other school activities (including assemblies and field trips).**

- a. During classes, study halls, HYP, before or after school academic assistance, and other school activities (including assemblies), **all such devices must be place on “silent” mode and put away.**
2. Use of cell phones is **strictly limited** to the following times: a.) before 7:45 a.m. (homeroom), after 2:20 p.m. (dismissal), b.) during M & M period, and c.) during the student’s assigned lunch period, and d.) in between class periods.
- Phones shall be turned off, and put away at all other times during the school day (including assemblies, field trips, etc.). BEFORE ENTERING ANY CLASSROOM (INCLUDING STUDY HALLS, LIBRARY/MEDIA CENTER, GYM, ETC.) DURING ANY PERIOD, CELL PHONE MUST BE 1.) ON SILENT, 2.) PUT AWAY FOR ENTIRE PERIOD.** Students may use cell phones on field trips and during extracurricular activities only if authorized by the staff member in charge.
3. Students may use electronic devices on field trips and during extracurricular activities only if authorized by the staff member in charge.
4. **The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms and classrooms.**
- a. In other locations where students are allowed to use electronic devices, students are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other Internet site such as YouTube.**
5. Any use of cellular telephones and other electronic devices that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.
6. Student cellular telephones and other electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules.
- a. A building administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.
7. Students violating these rules will be subject to discipline, which may include:
- a. Not being allowed to bring electronic devices to school;
- b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student’s disciplinary record.
8. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities and a building administrator may give a device to law enforcement authorities upon request.

**CELL PHONE USE:** Use of cell phones is **strictly limited** to the following times: a.) before 7:45 a.m. (homeroom), after 2:20 p.m. (dismissal), b.) during morning break period, and c.) during the student’s assigned lunch period, and d.) in between class periods. **Phones shall be turned off, and put away at all other times during the school day (including assemblies, office detentions, field trips, etc.). BEFORE ENTERING ANY CLASSROOM (INCLUDING STUDY HALLS, LIBRARY/MEDIA CENTER, GYM, ETC.) DURING ANY PERIOD, CELL PHONE MUST BE 1.) ON SILENT, 2.) PUT AWAY FOR ENTIRE PERIOD.** Students may use cell phones on field trips and during extracurricular activities only if authorized by the staff member in charge.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Cell phone/ electronic device use	60-minute detention.	Possible notification to legal authorities, and/or restitution. Parent Notified.	Two, 60- minute detentions.	Student loses phone or device privileges and cannot bring phone or device to school. Parent must pick up phone or device. Possible OCS, notification to legal authorities, expulsion and/or restitution.



**CHEATING AND/OR PLAGIARIZING:** Dishonesty while completing any assignment (ie. tests, quizzes, projects, class work, reports, etc.).

**Cheating** includes, but is not limited to, purposefully using crib notes (“cheat sheets”), copying from another, using technology while completing tests or quizzes when not specifically allowed by the teacher, changing answers when correcting work, or falsifying one’s work in any manner.

**Plagiarizing**, according to the Merriam-Webster Dictionary, is “**to steal and pass off (the ideas or words of another) as one’s own; use (another’s production) without crediting the source.**” General guidelines (from Freeport HS) that can help you avoid plagiarism are as follows:

To avoid plagiarizing, when you use the words of another, put those words in quotation marks and give credit to your source as required by your teacher. When you use another’s ideas, closely paraphrase another’s words or rely on information from another that is not common knowledge, give credit to the other (the source you retrieved the information from).

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
<b>Cheating/ Plagiarizing</b>	Student will complete an alternative assessment. Noted on student’s file and notification to National Honor Society advisor notified. 60-minute detention with classroom teacher.	Student will complete an alternative assessment. Detention with classroom teacher. Investigation of past assignments completed by student with possibility of additional consequences. Parent notification.	Same as first maximum offense, plus two, 60-minute detentions. Parent conference.	Possible OCS. Possible removal from the course. Parent Conference.

**CUTTING ASSIGNED CLASS PERIOD (not leaving school grounds):** Leaving class without a valid pass, not attending class (including any assigned class period, study halls, HYP – “Help Yourself Period”, lunch, M & M, etc.), without a valid communicated reason via the main office.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Cutting	60-minute detention, scheduled time missed made-up after school.	Two, 60-minute detention plus scheduled time made-up. Parents notified.	Three, 60-minute detentions plus scheduled time made-up. Parent conference.	Four, 60-minute detentions plus scheduled time made up. Possible OCS. Parent conference.

**DRESS CODE VIOLATION:** Wearing clothes that have a bare midriff or tops that expose excessive flesh, short shorts or skirts (anything less than 2 inches above the student’s knee), bathing suits, drug, tobacco-related or profane logos, unacceptable or disruptive language, OR other items of attire that are inappropriate to an educational setting.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Dress Code	Student must change attire.	Student must change attire. 60-minute detention. Notify parents.	Student must change attire. Two, 60-minute detentions. Notify parents.	Student must change attire. 1-day OCS for defiance. Parent conference.

**DRUG, TOBACCO, ALCOHOL USE BY STUDENTS:** ([JICH - DRUG, TOBACCO, ALCOHOL USE BY STUDENTS](#))

The School Board and staff of RSU #2 support a safe and healthy learning environment for students which is free of the detrimental effects of drugs, tobacco and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs, tobacco and alcohol by school-aged youth.

In order to promote the safety, health and well-being of students, the School Board endorses a three-pronged approach to address the issue of drug, tobacco and alcohol use; prevention/education; intervention and discipline.

The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

**Prohibited Conduct**

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations (unless prescribed by a physician), any look-alike substance, or any substance that is represented to be controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Smoking and the use, possession, provision and sale of tobacco products are prohibited by school policy in school buildings, on school grounds, on school busses, and at school-sponsored functions at all times by all persons.

**Disciplinary Action**

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students shall be referred to law enforcement authorities for investigation and/or prosecution.

**Prevention/Education**

The RSU will provide students with appropriate information and activities focused on educating students about drugs, tobacco and alcohol and preventing abuse of these substances.

**Intervention**

The RSU will establish a team approach (Principal, Counselor, Nurse, etc.) to intervene with students with drug/tobacco/alcohol problems. Students will be assisted in addressing their drug/tobacco/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

**TOBACCO USE AND/OR POSSESSION OF TOBACCO PRODUCTS:** The possession or use of cigarettes, other forms of tobacco, or tobacco related items.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Tobacco use and/or possession of tobacco products	3-day OCS (reduced to 1 day with evidence of enrollment and completion of cessation course). Parent contact.	5-day OCS (reduced to 2 days with evidence of enrollment and completion of cessation course). Notify Law enforcement. Parent contact.	5-day OCS (reduced to 3 days with evidence of enrollment and completion of cessation course). Notify Law enforcement. Parent conference.	5-day OCS. Notify Law enforcement. Parent conference.

**PARAPHERNALIA:** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Paraphernalia	1-5 day OCS. May recommend expulsion. Notify law enforcement. Parent conference.	5 day OCS. May recommend expulsion. Notify law enforcement. Parent conference.	5-day OCS May recommend expulsion. Notify law enforcement. Parent conference.	Up to 10-day OCS Recommend expulsion. Notify law enforcement. Parent conference.

**CONTROLLED SUBSTANCE, USE OR POSSESSION OF:** To be under the influence of, or in the possession of, drugs or alcohol.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Controlled substance, Use and/or possession of	Up to 10-day OCS (reduced 5 days with completion of SIRP). Notify law enforcement. Parent conference.	Up to 10-day OCS (reduced to 5 days with completion of SIRP). May recommend expulsion. Notify law enforcement. Parent conference.	10-day OCS May recommend expulsion. Notify law enforcement. Parent conference.	10-day OCS Recommend expulsion. Notify law enforcement. Parent conference.

**SALE OR FURNISHING A CONTROLLED SUBSTANCE:** To sell or furnish drugs or alcohol.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Sale or furnishing a controlled substance	10-day OCS. Notify law enforcement. Recommend possible expulsion. Parent Conference.	Suspended until expulsion hearing. Notify law enforcement. Recommend expulsion. Parent Conference.	Suspended until expulsion hearing. Notify law enforcement. Recommend expulsion. Parent Conference.	Suspended until expulsion hearing. Notify law enforcement. Recommend expulsion. Parent Conference.

**FIGHTING:** Mutual combat with both parties involved in a physical contact (regardless of whom starts the fight).

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Fighting	1-day OCS. Possible notification to law enforcement. Parent notification.	Up to 10 days OCS. Parent notification. Possible notification to law enforcement.	Same as first maximum offense.	Possible recommendation for expulsion.

**FORGERY, FALSE ID, ALTERING DOCUMENTS:** To imitate/alter a signature or use an identification belonging to another (including electronic signatures, impersonating another's email, etc.)

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Forgery, false ID, altering documents	60-minute detention. Parent notification	1 day OCS. Possible notification to legal authorities. Parent conference.	Same as first maximum offense.	3 day OCS. Possible notification to legal authorities. Parent conference.

**HARASSMENT AND SEXUAL HARRASSMENT:** ([ACAA - Harassment and Sexual Harassment of Students](#))

As defined by the Merriam-Webster dictionary “harass” is: to persistently create an unpleasant or hostile situation for especially uninvited and welcome verbal or physical conduct.

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

**Harassment**

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Harassment	60-minute detention.	3-day OCS. Possible notification to law enforcement. Refer to school counselor or social worker. Parent conference.	5-day OCS. Possible notification to law enforcement. Refer to school counselor or social worker. Parent conference.	Up to 10-day OCS. Possible notification to law enforcement. Possible recommendation for expulsion. Parent conference.

**Sexual Harassment**

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Affirmative Action Officer (the principal in each building) will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Sexual Harassment	Two, 60-minute detentions.	10-day OCS. Notify law enforcement. Refer to school counselor or social worker. Parent conference.	10-day OCS. Notify law enforcement. Refer to school counselor or social worker. Parent Conference.	Possible recommendation for expulsion. Notify law enforcement. Parent Conference.

**HATS/HEAD COVERINGS (INCLUDING HOODS), (Males and Females):** Hats and head coverings (including hoods) may be worn but are strictly limited to the following times: a.) before 7:45 a.m. (homeroom), after 2:20 p.m. (dismissal), b.) during morning break period, c..) during the student’s assigned lunch period, and d.) in between class periods. Hats and head coverings (including hoods) shall be removed, and put away at all other times during the school day (including assemblies, field trips, office detentions).

**BEFORE ENTERING ANY CLASSROOM (INCLUDING STUDY HALLS, LIBRARY/MEDIA CENTER, GYM, DETENTION, ETC.) DURING ANY PERIOD, HATS AND HEAD COVERINGS (INCLUDING HOODS) MUST BE PUT AWAY FOR THE ENTIRE PERIOD AND NOT WORN UNTIL YOU HAVE EXITED THE CLASS ROOM.**

Hats/Head Coverings (Including Hoods)

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Hats, head coverings, sunglasses	60-minute detention.	60-minute detention	Two, 60-minute detention.	Possible OCS for defiance. Student loses hat/head covering privilege.

**HAZING:** ([ACAD - HAZING](#)) Maine statute defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.”

Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member.

“Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students’ organizations, shall plan, encourage, or engage in injurious hazing activities.

Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

In the case of an organization affiliated with this school unit that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent/designee shall be responsible for administering this policy. In the event that an individual or organization disagrees with an action - or lack of action - on the part of the Superintendent/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board with respect to the provisions of this policy shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Hazing	Two, 60-minute detentions	10-day OCS. Parent conference. Possible notification to law enforcement. Refer to school counselor or social worker.	5 days OCS. Possible notification to law enforcement. Refer to school counselor or social worker. Parent conference.	Up to 10-day OCS. Possible recommendation for expulsion. Parent conference.

**INSUBORDINATION:** The act of being defiant to a person in a position of authority (this includes administrators, teachers, staff, and substitutes).

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Insubordination	60-minute detention	3-day OCS. Parent notification.	1-day OCS. Possible change in academic program. Parent Conference	Up to 10-day OCS. Possible change in academic program. Possible recommendation for expulsion.

**LEAVING SCHOOL GROUNDS WITHOUT PERMISSION:** Leaving school grounds without permission. Permission requires approval from the principal (or designee) and formal sign-out via the main office.

**Dismissals:**

Students are allowed to leave school only for those legitimate reasons outlined in Maine State Law **and** if a note state the reason and signed by the parent is presented to the main office prior to the start of the school day. **Students are required to present a dismissal note (from the main office) to their classroom teacher to be dismissed AND are required to sign out at the main office before leaving.**

**Procedure for signing out of school due to illness:**

- A. Students who must leave school due to illness must report to the main office and have the principal (or designee) contact the school nurse. The school nurse will examine the student before the student leaves or contacts his/her parent (guardian).
- B. The student's parent (guardian) will be contacted by the principal (or designee). If the parent (guardian) is unavailable, then a relative listed on the student's emergency information will be contacted.
- C. If contact is not made, the student will remain at school. The school will make necessary arrangements at school in accordance to the student's needs and per nurse's evaluation.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Leaving school without permission	Two, 60-minute detentions. Parent notified.	Four, 60-minute detentions. Parent notified.	Four, 60-minute detentions. Parent conference.	1 day OCS, plus four 60-minute detentions. Possible change in academic program. Parent conference.

**LITTERING:** To scatter or leave objects or rubbish.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Littering	Clean-up litter.	Clean-up other areas of campus. or 60-minute detention.	Clean-up other areas of campus or two, 60-minute detentions.	Clean-up other areas of campus or four, 60-minute detentions.

**LOITERING IN PARKING LOTS, IN CARS, OR OUTSIDE ON SCHOOL CAMPUS:** Waiting or loitering in or around cars, and accessing car during the school day. Upon arrival to school, students must not stay in, or around car, or parking lot. Students must enter school building upon arrival to school. **Students may not go to their car anytime during the day without a pass from the main office.**

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Loitering or accessing car during school day	60-minute detention.	Two, 60-minute detentions.	Revoke parking permission for 1 month. Parent notification. (If not student's car, then four, 60-minute detentions.)	1-day OCS. Loss of parking permission for 18 weeks. Parent notification. (If not student's car, then 1-day OCS plus four, 60-minute detentions.)

**LOST AND/OR DAMAGED TEXTBOOKS OR OTHER SCHOOL PROPERTY (NOT LAPTOPS):** Textbooks and materials are loaned to students free of charge (not laptops – see laptop policies). These materials are to be stored carefully and returned in good condition upon request. Parents (guardians) are liable, under State Statutes, for replacement of any material lost, defaced, or damaged by the student, unless it can be proven that the responsible party is another person.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Lost and/or damaged textbooks or other school property (not laptops)	Restitution	Non-participation in graduation ceremonies until restitution is paid.	Same as first offense	Same as first offense

**MISSED AFTERSCHOOL ACADEMIC ASSISTANCE:**

**Afterschool Academic Assistance:** Because our teachers and staff want to assist students in meeting their academic goals, they may request students to come in outside of the class period and attend academic assistance during HYP and/or stay after or before school if a student is not demonstrating progress towards meeting proficiency. During these settings a teacher or staff member is able to focus more individual assistance to a student. In the event of after or before school academic assistance the requesting teacher will provide a student a 24-hour notice.

**Please note: Not meeting deadlines for assessments, not preparing for class (this includes: pre-requisite reading for a class, preparing for labs, preparing for quizzes/exams, etc.), completing required foundational work, missed classes and/or tardiness to classes, and not taking advantage of assistance during the class period or during HYP are all valid reasons for a teacher to request a student to attend afterschool academic assistance.**

Failure to attend assigned after school academic assistance request. **NOTE:** athletic practices/games, work, etc., **are no** excusable absences for missing after school academic assistance.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Missed after school assistance	Must stay for teacher & additional 30-minute office detention to be served on the next office detention date.	Same	Same as first offense & additional a 60-minute office detention to be served on the next office detention date. Parent notification. Athletic Director/Coach/Advisor notification (if applicable).	1-2 day ISS for defiance. Parent Conference. Possible removal from extra or co-curricular team/club for a specific period of time.

**MISSED ASSIGNED DETENTION (Teacher or Office):**

Failure to attend assigned teacher or office detention. **NOTE:** athletic practices/games, work, etc., **are not** excusable absences for detention.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Missed assigned teacher or office detention	Additional 30 or 60-minute detention.	Same	Two, additional 30 or 60-minute detentions.	1-3 day OCS for defiance. Parent Conference.

**OFFICE DETENTION PROCEDURES AND RULES:** Those students assigned office detention will report to the assigned room at 2:30 p.m. and remain until 3 p.m. (30-minute detention) or 3:30 p.m. (60-minute detention). Students will be given 24 hours notice so that they may make arrangements for transportation. The school will not be responsible for transporting students home from detention. All policies outlined in the Monmouth Academy Parent/Student Handbook must be followed during detention.

**MISSED ASSIGNED DETENTION (Teacher or Office):** Failure to attend assigned teacher or office detention. NOTE: athletic practices/games, work, taking care of siblings, etc., are not excusable absences for detention. Having to work after school or attend a team practice should be a motivator to stay away from trouble and earning detentions in the first place.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Missed assigned teacher or office detention	Additional 30 or 60-minute detention.	Same Parent Notification.	Two additional 30 or 60-minute detentions.	1-3 day OCS for defiance. Parent Conference.

Students are responsible for attending their scheduled detentions on time at the scheduled site. It is the student's responsibility to see an administrator to inquire about a detention change if there is an emergency or a legitimate reason that warrants a detention change.

**RULES FOR DETENTION**

1. Be on time. Detention is from 2:30-3 p.m. (30-minute detention) or 2:30-3:30 p.m. (60-minute detention). Students will not be permitted to stay if they are late; thus, tardiness will be considered a "missed assigned detention".
2. Upon arriving to the detention room, students should check in with the teacher, so that their name may be marked off, **AND** leave cell phone on teacher's desk (please label your phone with name).
3. Students are expected to read or do schoolwork during the entire half-hour or hour. All needed materials (books, paper, pencil, etc.) should be brought to detention. (**however, no laptop use**)
4. Students will not be permitted to leave the room (use the bathroom, to go to their lockers, or to see another teacher) once the detention period has started. Students should take care of these matters before arriving to the detention room.
5. No whispering/talking, writing notes, or trying to communicate in any other way with any other student during the detention period (or disturbing any other student).
6. No sleeping, slouching, or putting head on desk.
7. No eating or drinking.
8. No student will be permitted to leave early.
9. Do not get out of your seat without permission.
10. Students may **not** use laptop, Ipods, MP3 players, electronic games, etc.
11. The teacher will dismiss the students when it is time to leave.
12. Because the student is serving a consequence for breaking an MA policy, he/she may not sign out of detention to work with another teacher during an assigned office detention. Failure to comply with the rules will result in a "Student Accountability Form" sent to a principal and further disciplinary action will be taken.

**PROFANITY/OBSCENE GESTURES:** Language or acts offensive to current accepted standards of morality, modesty, or decency.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Profanity/ Obscene Gestures	60-minute detention	1 to 3-day OCS. Possible notification to law enforcement.	Two, 60-minute detentions. Parent notification.	3-day OCS. Possible notification to law enforcement. Possible recommendation for expulsion.



**PUBLIC DISPLAY OF AFFECTION (PDA – not sexual harassment):** Inappropriate groping, fondling, necking, kissing, etc.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Public Display of Affection	60-minute detention. Conference with involved students.	60-minute detention.	Two, 60-minute detentions. Parent notified.	Four, 60-minute detentions. Parent conference.

**QUESTIONING AND SEARCHES OF STUDENTS AND SCHOOL PROPERTY: (JIH)**

The School Board seeks to maintain a safe and orderly environment in the schools. Principals are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

Students may not bring, possess or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities and/or school property. Principals (designee) have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Principals/designee have the authority to search students and/or personal property in the student’s immediate possession when, in their judgment, that a reasonable suspicion that a violation exists.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by principals and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by the principal/designee.

School staff, students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by the principal/designee.

**RECKLESS DRIVING ON OR AROUND CAMPUS:** Driving in a manner that endangers the safety of people or property.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Reckless Driving	Suspend parking permission (on school property) 2 school weeks	Suspend parking permission 4 school weeks. Notify law enforcement. Notify parents	Suspend parking permission for 8 school weeks. Notify law enforcement and parents	Suspend parking permission for remainder of school year. Notify Law enforcement.

**REMOVAL FROM CLASS FOR DISRUPTION TO THE EDUCATIONAL PROCESS:** Student sent to office by classroom teacher during a class. Continuous disruptions in a class interfere with the learning environment and will not be tolerated. Students who are continuously disruptive may be removed from the class for the remainder of the school year.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Removal from Class	Removal from class for remainder of period. Class time and academic work missed made up with classroom teacher after school. Plus, 60-minute office detention.	Two-sixty minute detentions in addition to aking up clas time with teacher. Notify parents	Removal from class for remainder of period. Class time an academic work missed made up with classroom teacher after school. Plus, two to four 60-minute minute office detentions.	Removal from class for remainder of the year. Parent conference.

## **STUDENT COMPUTER AND INTERNET USE:** [IJNDB - STUDENT COMPUTER AND INTERNET USE](#)

Kennebec Intra-District Schools (RSU #2) computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to laptops and desktop computers and/or other emerging technologies issued directly to students, whether in use at school or off school premises.

RSU #2 defines “computer” to mean any electronic computing device including but not limited to a laptop, desktop, smart phone, portable game station, game console.

Student access to computing devices and school networks will be provided when necessary, therefore, **students are not allowed to use privately-owned computers at school unless authorized and defined in an IEP, for medical reasons or directed to do so by an administrator or the information technology director. A privately-owned computing or network broadcasting device brought to school without authorization may be confiscated.**

Compliance with the school unit’s policies and rules concerning computer use is mandatory.

Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student’s computer privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

KIDS RSU #2 computers remain under the control, custody and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property. This policy and the related rules (IJNDB-R) and the acceptable use policy apply to district computer use by students while on or outside of school grounds.

The KIDS RSU #2 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. KIDS RSU #2 takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that the KIDS RSU #2 cannot reasonably prevent all instances of inappropriate computer use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the RSU #2 web site and/or other means selected by the Superintendent.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit’s computer system may be implemented by the Superintendent, consistent with Board policies and rules.

## **STUDENT COMPUTER AND INTERNET RULES:** [IJNDB-R - STUDENT COMPUTER AND INTERNET RULES](#)

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. The use of school computing devices, networks and other infrastructure by students is a privilege, not a right. These rules provide general guidance concerning the use of the school unit’s computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or information technology director. These rules apply to all school computing devices (see definition for computer in policy IJNDB) and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

### **A. Acceptable Use**

1. The school unit’s computers, network and Internet services are provided for educational purposes and research consistent with the school unit’s educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers and network whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit’s computers and must read and sign an acceptable use policy.

## **B. Prohibited Uses**

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities and Digital Citizenship – Students must practice good digital citizenship and may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
3. Violating Copyrights or Software Licenses – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the information technology director. Unauthorized copying of software or other copyrighted material such as movies, etc. is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.
4. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
5. Use for Non-School-Related Purposes - Using the school unit's computers, network and Internet services for any personal reasons not connected with the educational program, authorized after-school activities or school assignments.
6. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school unit's computing devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses. Students shall take every precaution to ensure that the computing devices are protected and safe from damage, including liquid spills, drops, etc.
8. Avoiding School Filters – Students may not attempt to or use any software, utilities, proxy servers, peer-to-peer networks or other means to access Internet sites or content blocked by the school filters. Students may not bypass school networks by broadcasting a personal network device from a cell phone or other personal device.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. –Students may not access blogs, social networking sites, etc. to which student access is prohibited by filters or other means. Occasionally access to such sites or tools may be permissible when authorized by a teacher or administrator for educational purposes.
11. Mass Email – Students must not send mass email or SPAM from a school unit computing device or network.
12. Inventory Asset Tags - Students are not permitted to remove or deface asset tags from computing devices.

## **C. Compensation for Losses, Costs and/or Damages**

The student and his/her parents are responsible for compensating the school unit for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using school unit computing devices or network, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers or network.

## **D. Student Security**

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

## **E. System Security**

The security of the school unit's computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

## **F. Additional Rules for Computing Devices Issued to Students**

1. Computing devices are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.
2. Parents are encouraged to attend an informational meeting before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form and acceptable use policy.
3. Students and their families are responsible for the proper care of district computing devices at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. RSU#2 offers a protection plan for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who choose not to purchase the protection plan should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.
4. A laptop that is, or suspected to be, lost or stolen must be reported to the building administrator or IT department immediately. If a laptop is stolen, a report shall be made to the local police and the DOE (if required) immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops or district-owned computing devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of computing devices issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use or vandalism of a computing device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
7. Students will provide the laptop login password to their parents. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home and away from school.
8. The laptop may only be used by the student to whom it is assigned and his or her parents to the extent permitted by the MLTI program.
9. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules and Acceptable Use Policy.
10. Computing devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

## **G. Additional Rules for Use of Privately-Owned Computing Devices by Students**

1. A student's privately owned computing device, cell phone, etc. in school must adhere to all Student Computer Use Policies and Rules and the Acceptable Use Policy. There must be an educational basis for the use of any computing device brought from home.
2. The Technology Director or staff will determine whether a student's privately-owned computing device meets the school unit's network requirements and will determine if that device may be used in the school buildings.
3. Use of these devices may be prohibited if it is determined that there is not a suitable educational basis and/or if the demands on the school unit's network or staff would be unreasonable.
4. The student is responsible for proper care and security of his/her privately-owned computing device, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The school unit is not responsible for damage, loss or theft of any privately owned devices.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using

privately-owned computing devices at school.

7. Students have no expectation of privacy in their use of a privately owned computing device while at school. The school unit reserves the right to search a student's privately-owned device if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the device.

8. Violation of any Board policies, administrative procedures or school rules involving a student's privately-owned computing device may result in the revocation of the privilege of using the device at school and/or disciplinary action.

9. The school unit may confiscate any privately owned computing device used by a student in school without authorization as required by these rules. The contents of the device may be searched in accordance with applicable laws and policies.

**USE OF LAPTOP FOR NON-EDUCATIONAL PURPOSES:** Using school-issued laptop for anything other than an educational purpose as described above.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Inappropriate use of laptop	60-minute detention.	60-minute detention. Loss of laptop for two school weeks. (Student may sign-out laptop for supervised, in-class work only.) Possible restitution and/or notification to law enforcement. Parent notification.	Loss of laptop for four school weeks. (Student may sign-out laptop for supervised use in-class work only.) Possible restitution and/or notification to law enforcement. Parent conference.	Complete loss of laptop for eight weeks to one year. Possible restitution and/or notification to law enforcement. Parent conference.

**INAPPROPRIATE USE OF PRIVATELY OWNED ELECTRONIC DEVICES:**

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Inappropriate Use of Privately-Owned Computing Devices	Device confiscated (student picks up device at the end of the school day at the main office). 60-minute detention.	1-3 day OCS. Possible restitution, notification to law enforcement. Parent notification.	Two, 60-minute detentions. Device confiscated – parent must pick up. Possible restitution, notification to law enforcement. Parent conference.	1-3 day OCS for defiance. Student loses device privileges for school year. Parent must pick up device. Possible restitution, notification to law enforcement.

**SUNGLASSES:** Due to school safety concerns, students may not wear sunglasses in the building at any time.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Sunglasses worn in school	60-minute detention.	60-minute detention	Two, 60-minute detention.	1 day OCS for defiance. Parent Conference.

**TARDINESS TO A SCHEDULED PERIOD CLASS, STUDY HALL, HYP, LUNCH:** Arriving to class, study hall, or HYP after the second bell has rung. If a student is tardy to class because another teacher delays him/her, he/she should obtain a late pass from that teacher. Without a late pass, the receiving teacher shall detain the student after school.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Tardiness to class, study hall, academic support period	30-minute detention with classroom teacher	45-minute detention with classroom teacher	45-minute detention with classroom teacher	Referral to principal. Up to 4-hours of detention.

**THEFT/BURGLARY:** Taking property belonging to another. ([NEPN/NSBA Code: JICIA](#))

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Theft/ Burglary	1-day ISS. Restitution, notify NHS advisor, Parents notified.	1-3 day OCS. Notify law enforcement, restitution, notify NHS advisor. Parent conference.	3-day OCS. Notify law enforcement. Restitution. Notify NHS advisor. Parent conference.	Up to 10-day OCS. Notify law enforcement. Restitution. Recommend expulsion. Parent Conference.

**UNAUTHORIZED USE OF ELEVATOR:** Using the school elevator (including riding, randomly pushing elevator buttons) without permission from a staff member or the main office. It is critical for the elevator to remain in prime operating condition for the people who depend on it! Pushing the elevator's buttons, jumping in or onto its floor, etc. cause damage. The purpose of the evaluator is to make our building accessible to all people; thus, it must remain operational.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Unauthorized use of elevator	30-minute detention	60-minute detention. Possible "Vandalism/destruction of Property" violation" (in addition)	60-minute detention. Possible "Vandalism/destruction of Property" violation" (in addition)	Six, 60-minute detentions for Insubordination. Possible "Vandalism/destruction of Property" violation" (in addition)

**VANDALISM/DESTRUCTION OF PROPERTY:** The willful or malicious destruction of any real or personal property belonging to another or the school district. . [NEPN/NSBA Code: JICIA](#)

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Vandalism/ Destruction of Property	Two, 60-minute detentions or school community service. Parent notification.	1 to 3-day OCS or combination with school community service. Restitution. Possible notification to law enforcement. Parent conference.	1 to 3-day OCS or combination with school community service. Restitution. Notify Law enforcement. Parent Conference	Up to 10-day OCS. May recommend expulsion. Notify Law enforcement. Restitution. Parent Conference.

**WEAPONS:** Possession or use of a weapon in a school building or on school grounds is prohibited. **(This includes possession in a private vehicle on school grounds.)** A student found to be in possession of a weapon on school property before, during, or after school (including school vehicles) or at any school sponsored activity is subject to administrative and/or legal action. [NEPN/NSBA Code: JICIA](#)

1. Weapons are identified in two categories:

A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;

B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);

**Students who are found to have brought a firearm to school (as defined by federal law) shall be expelled for a period of not less than one year**, unless this requirement is modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Offense	First Offense		Second Offense	
	Minimum	Maximum	Minimum	Maximum
Weapons "A" Possession of	1 to 3-day OCS. Possible recommend expulsion. Possible notification to law enforcement. Parent Conference	OCS until results of expulsion hearing. Notify law enforcement. Parent Conference.	OCS until results of expulsion hearing.. Notify Law enforcement. Parent Conference.	OCS until results of expulsion hearing.. Notify Law enforcement. Parent Conference.
Weapons "B" Use of	5-day OCS. Possible recommend expulsion. Notify law enforcement. Parent Conference	OCS until results of expulsion hearing. Notify law enforcement. Parent Conference.	OCS until results of expulsion hearing. Notify Law enforcement. Parent Conference.	OCS until results of expulsion hearing. Notify Law enforcement. Parent Conference.