

# Appleton Village School

## School Union 69



# Student Code of Conduct

April, 2005

# Student Code of Conduct

## INTRODUCTION

The Appleton School Board is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

To achieve this goal, Appleton Village School has established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior (or core values).

- ❖ **trying hard,**
- ❖ **playing safely,**
- ❖ **and being fair.**

The board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

Having considered the input of administrators, parents, students, and the community, the Board adopts this Student Code of Conduct (“Code”), consistent with the requirements of 20-A MRSA § 1001(15) (adoption of Student Code of Conduct).

The Code applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

# Statement of Appleton Village School Values and Standards for Ethical and Responsible Behavior

As a school community, we are dedicated to the values of

- ❖ **trying hard,**
- ❖ **playing safely,**
- ❖ **and being fair.**

These values contribute to a positive, diverse, safe, and caring learning environment. We are committed to ethical and responsible behavior and will provide leadership, modeling, and structure to foster its growth.

A person who is **BEING FAIR** in dealing with others is **honest** and **cooperative**. He or she

***Does:***

***Does not:***

<ul style="list-style-type: none"> <li>• Seek to strike a balance between the needs of the individual and the needs of the community</li> <li>• Understand the difference between justice and revenge</li> <li>• Treat others the way he/she would like to be treated</li> <li>• Seek to speak the truth, respectfully</li> <li>• Appreciate diversity</li> <li>• Tolerate views and beliefs that differ from one's own</li> <li>• Make compromises when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in malicious criticism</li> <li>• Attempt to further one's own interests at the expense of others</li> <li>• Show favoritism</li> <li>• Seek to steal from others or cheat</li> <li>• Plagiarize the work of others</li> <li>• Participate in activities that have the potential to cause physical or emotional harm</li> <li>• Make derogatory statements about another's gender, sexual orientation, ethnicity, socio-economic class, religion, disability, intellect or appearance</li> </ul>
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A person who is **PLAYING SAFELY** interacts with others in a physically and emotionally safe manner. He or she is **respectful, courteous, and compassionate**. He or she

***Does:***

***Does not:***

<ul style="list-style-type: none"> <li>• Treat all people with kindness</li> <li>• Lend a helping hand to those in need</li> <li>• Seek to understand others</li> <li>• Support and contribute to a healthy and safe environment</li> </ul>	<ul style="list-style-type: none"> <li>• Tease or taunt others</li> <li>• Seek to judge others</li> <li>• Seek to draw attention to another's shortcoming</li> <li>• Cause any intentional physical and emotional harm</li> </ul>
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A person who is **TRYING HARD** does his/her best in all situations. He or she is **responsible** and

***Does:***

***Does not:***

<ul style="list-style-type: none"> <li>• Acknowledge making a mistake</li> <li>• Answer for personal actions or failures to act</li> <li>• Report harmful, hateful, or dangerous behavior to an adult</li> <li>• Persevere in spite of difficulty</li> <li>• Show motivation and a willingness to resolve differences</li> <li>• Interact with others in a sincere and genuine manner</li> <li>• Acknowledge his/her own shortcomings</li> <li>• Empathize with others</li> </ul>	<ul style="list-style-type: none"> <li>• Rationalize or make excuses for unacceptable behavior or evade the consequences of personal actions</li> <li>• Ignore or avoid necessary tasks</li> <li>• Express unhappiness when asked to complete tasks</li> </ul>
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**Students and teachers will develop individual classroom rules and consequences cooperatively. They will be posted in each room and sent home.**

# Discipline and Legal Violations

Students who break rules are subject to disciplinary action by teachers, administrators or other school personnel. There are four levels of disciplinary actions.

*Staff members may conduct a conference among any combination of the following:*

- Teacher/Class, Teacher/Student, Teacher/Parent
- Teacher/Counselor
- Teacher/Student/Administrator
- Teacher/Student/Counselor/Parent
- Administrator/Parent (Telephone)
- Teacher/Parent (Telephone)
- Other parties deemed necessary

## **Level 1 Intervention**

**Warning** (verbal or written)

Loss of recess

**Restitution**

Community/School Service

**Referral**

To School Counselor, Student Assistance Team, Administrator or other.

**Time-Out**

The temporary denial of a student's right to attend class or other activities.

**Detention**

Retaining a student for disciplinary reasons after school hours.

**Staffing**

A meeting of school personnel and perhaps other individuals to consider the behavior of the student and make recommendations.

**Contract with Student/Parent**

A statement is written listing steps to be taken to improve behavior. The statement also describes the support to be provided by school staff and/or parent/guardian as well as the date when the contract will be reviewed.

**Exclusion**

Separation of student from class/school for up to one (1) day to contact parent for conference.\*

**Substance Abuse Education**

Refer to school counselor for referral for consultation. \*

**In-School Suspension**

Alternative to out-of-school removal – When students are removed, this results in the denial of classroom instruction to students. The program also provides a means for students to keep up with class work and homework assignments while under supervision during their disciplinary period.

## **Level 2 Removal \***

1-5 days out of school. Parental contact is required for re-entry.

## **Level 3 Removal \***

6-10 days out of school with re-entry contract and parent conference with the Superintendent of Schools, if deemed necessary.

## **Level 4 Expulsion \***

The denial of a student's right to attend school or school sponsored activities. Expulsion can only be ordered by a vote of the School Board and re-entry is only through a vote of the School Board.




\* **Administrative involvement.**

# Rules and Sanctions

## An Explanation of The Rules

The rules of conduct for students for Appleton Village School are presented in this section of the student's **Code of Conduct Handbook**. These rules and regulations have been adopted by the Appleton School Committee and represent its official policy.

The rules are presented in three categories

-  **Attendance Violations**
-  **Discipline Violations**
-  **Law Violations**

Examples for most rules are provided. Each rule is accompanied by the consequences for breaking that rule.

Principals and staff are responsible for monitoring student conduct.

**School personnel will take disciplinary action against any student who violates one or more of these rules and regulations in accordance with the consequences stated.** Disciplinary action may include, but is not limited to, reprimand, after-school work, repayment for damages, clean up or revocation of privileges associated with school activities.

# Rules and Sanctions

**A telephone (☎) identifies a rule violation when the parents and the law enforcement agency may be notified.**

## Attendance Violations

**Rule 1. Attendance:** A student is to attend school (including all classes) each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent(s)/guardian are subject to its penalties. Efforts will be made to communicate with parents of absent and truant students.

**Tardiness** – Failure to be in a place of instruction at the assigned time without a valid excuse.

**School Cutting** – Failure to report to school without prior permission, or excused by the school or the parent

**Excessive Absences (Truancy)** – Excessive absences are felt to affect adversely the student’s education (**See Attendance Policy on page (15)**)

**Leaving the School or School Property without permission**

## Discipline Violations

**Rule 2. Unauthorized Activities**

**Selling of Items** – Unauthorized selling of items on or off school property.

**Electronic Tampering:** Unauthorized access or use of any network files, or documents (Students will sign a document, Internet Acceptable Use Procedures). Some examples of this rule violation may include, destruction of files, virus introduction, altering data or any other interference with electronic management systems of the school division.

**Rule 3. Medication:** Students are not to transport prescription medication to or from school or have medication in their possession at any time with the exceptions of inhalers and epi-pens as approved through the child’s doctor using state guidelines. This rule will not be interpreted to prevent a student from taking medication (prescribed or over the counter) in the clinic. Exceptions to this rule will be made in accordance with School Board policy.

**Rule 4. Student Dress:** A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, which may include but not limited to clothing advertising any prohibited substances and/or sexually offensive materials. Student dress that disrupts the school environment will **not** be tolerated. No flesh in midriff area may be exposed. Hats may not be worn in school. Clothing such as half shirts, spaghetti straps, strapless tops, etc. are not appropriate for school. Shorts and skirts must come to the end of a student’s fingertips when arm are fully extended down to the sides. Parents need to enforce this dress code before students come to school. If students are wearing inappropriate clothing they may be required to go home to change or call for a change of clothing. For health, educational, and safety reasons, principals may make building level rules regarding student dress and attire.

Levels of Disciplinary Action	
Min	Max
1	4
1	4
1	4
1	4
1	4
1	4
1	4
1	4
1	4

<b>Level 1</b> Intervention	<b>Level 2</b> Removal (1-5 days)
<b>Level 3</b> Removal (6-10 days with contract)	<b>Level 4</b> Expulsion

## Rules and Sanctions (Continued)

**Rule 5. Personal Property:** A student will not use any object that has no educational purpose and may distract from teaching and learning. For example:

**\*Toys** – Possession of any toys, games, etc., without permission of the administration

**\*Radio** – Possession of radio, walkman, etc. without permission of the administration.

**Other** - Possession of any object that could disrupt the normal order of school to include but not limited to cellular phones, pagers, laser pointers, look-a-like beepers, etc.

**\*Items will be confiscated from students and may be returned to parents following a conference. A second offense will result in the items being confiscated and not returned.**

**Rule 6. Misrepresentation: A student will not lie or cheat. For example:**

**Altering Report Cards or Notes** – Tampering with report cards, official passes, and notes in any manner, including changing grades or forging names to excuses

**False Information** – Making false statements, written or oral, to any one in authority.

**Cheating** – Violating rules of honesty, such as copying another student's test, assignment, etc.

**Plagiarism** – Plagiarism is the intentional or unintentional use of another person's words or ideas as your own. It is a very serious form of cheating.

**Rule 7. Disrespect:** A student will behave in a respectful manner. Examples of disrespectful behaviors are:

**Walking Away** – Leaving while a staff member is talking to the student

**Talking Back** – Responding orally in a rude manner to a staff member

**Degrading Behavior** – Treating peers in a degrading manner

**Inappropriate Body Language** – Gestures, turning away, etc.

### Levels of Disciplinary Action

**Min                      Max**

1                              4

1                              4

1                              4

1                              4

1                              4

1                              4

1                              4

1                              4

1                              4

1                              4

1                              4

1                              4

1                              4

1                              4

<b>Level 1</b> Intervention	<b>Level 2</b> Removal (1-5 days)
<b>Level 3</b> Removal (6-10 days with contract)	<b>Level 4</b> Expulsion

## Rules and Sanctions (Continued)

		Levels of Disciplinary Action	
		Min	Max
<b>Rule 8.</b>	<b>Insubordination:</b> A student will obey the lawful direction of any staff member during the time the student is in school or participating in a school activity. Examples of insubordination are:	1	4
	<b>Failure to comply with proper and authorized direction or instruction of a staff member</b> – Failure to follow any reasonable direction given by a staff member.	1	4
	<b>Refusal to do assigned work</b> – Failure to do assigned work.	1	4
	<b>Refusal of Detention</b> – Failure to report to after-school detention and/or In-School Suspension as directed by a staff member.	1	4
	<b>Refusal to participate in In-School Alternatives</b> – Failure to report to In-School alternatives as directed by a staff member.	1	4
<b>Rule 9.</b>	<b>Refusal to report to office</b> – Failure to report to the administrative office as directed by a staff member.	1	4
	<b>Profanity/Obscenity:</b> A student will not use profane or obscene language or make obscene gestures. For example:	1	4
	<b>Swearing</b> – Saying anything that conveys an offensive, racial, obscene, or sexually suggestive message.	1	4
	<b>Obscene/Offensive Gestures</b> – Making any sign that conveys an offensive, racial, obscene, or sexually suggestive message.	1	4
	<b>Derogatory Written Materials</b> – Having any written material or pictures that convey an offensive, racial, obscene, or sexually suggestive message.	1	4
<b>Rule 10.</b>	<b>Directed at Staff Member</b> – Writing, saying, or making gestures that convey an offensive, racial, obscene, or sexually suggestive message toward a staff member.	1	4
	<b>Disruption:</b> No student may disrupt the class, school, or bus activity. For example:	1	4
	<b>Chronic Talking</b> – Repeated talking in the classroom without permission.	1	4
	<b>Throwing Objects</b> – Throwing any object inappropriately in any part of the school, bus, or school grounds.	1	4
	<b>Horseplay</b> – Rough or noisy play or pranks.	1	4
<b>Harassing/Teasing</b> – Pestering or tormenting.	1	4	
<b>Refusing to Remain in Seat</b> – Getting out of seat or moving seat without permission of staff member.	1	4	

<b>Level 1</b> Intervention	<b>Level 2</b> Removal (1-5 days)
<b>Level 3</b> Removal (6-10 days with contract)	<b>Level 4</b> Expulsion



## Rules and Sanctions (Continued)

		Levels of Disciplinary Action	
		Min	Max
	<b>Rude Noises</b> – Making any unnecessary noise.	1	4
	<b>Leaving without permission/Unauthorized Area</b> – leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator or being in an area without permission.	1	4
	<b>Bus Misconduct</b> – Bus Rules found on page (11).	1	4
	<b>Shoving and/or Kicking</b> – Willfully pushing and/or kicking any one.	1	4
<b>☎</b>	<b>Hitting</b> – Hitting a student or an adult.	1	4
	<b>Biting</b> – Biting a student or an adult.	1	4
	<b>Spitting</b> – Spitting at or on a student or an adult.	1	4
	<b>Other</b> – Any other action that disrupts or interferes with educational activities or the school environment, <b>to include public displays of affection.</b>	1	4
<b>Rule 11.</b>	<b>Bullying</b> – Intentional hurtful behavior reported over time in a relationship.	1	4
<b>Rule 12.</b>	<b>Threatening:</b> A student will not threaten another student or staff member. For example, the following actions are prohibited:	1	4
	<b>Against a Staff Member</b> – Threatening to strike, attack, or harm any staff Member.	2	4
	<b>Against a Student</b> – Threatening to strike, attack or harm any student or other person.	1	4
<b>Rule 13.</b>	<b>Fighting:</b> Exchanging mutual physical contact between students by pushing, shoving, or hitting with or without injury is prohibited.	1	4
<b>A second fighting offense may carry a penalty of long-term removal or expulsion.</b>		<b>2</b>	<b>4</b>
<b>Rule 14.</b>	<b>Hate Speech:</b> A student’s exposure to hate related words or the feelings of vulnerability. An environment in which students are confronted with discriminatory behavior is not conducive to learning and creates a climate of hostility. Hate speech and/or graffiti is any verbal or written conduct that degrades a person’s race, religion, creed, color, national origin, marital status, sex, sexual orientation, or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile, or offensive environment.	1	4

<b>Level 1</b> Intervention	<b>Level 2</b> Removal (1-5 days)
<b>Level 3</b> Removal (6-10 days with contract)	<b>Level 4</b> Expulsion





## Rules and Sanctions (Continued)

- Rule 15. Assault and Battery** – A student will not assault and/or batter another person (student, staff member, or any other person). For example:
- Against Student** – Unlawful threatening or beating; any physical force or violence against another student, to include tearing clothes or threatening to seize or strike another student.
  - Against Staff** – Unlawful threatening or beating; any physical force or violence against a staff member, to include tearing clothes or threatening to seize or strike a staff member.
  - Other** – Unlawful threatening or beating; any physical force or violence against any other person while under the jurisdiction of school authority; to include tearing clothes or threatening to seize or strike.
- Rule 16. Sexual Offenses:** A student will not engage in sexual behavior on school property or at school sponsored activities. For example:
- Offensive Touching** – Inappropriate fondling.
  - Sexual Harassment** – Verbal or physical abuse of a sexual nature.
  - Consensual Sex** – Sexual activity involving willing participants.
  - Indecent Exposure** – Intentional exposure of private parts of one’s body (including “mooning” and “hoe downs” but not limited to)
  - Rape or Attempted Rape** – Unlawful sexual intercourse or attempted sexual intercourse by force, threat, or fear on or off school property.
- Rule 17. Trespassing:** A student will not enter any school property or school facility without proper authorization (includes entering any school during period of removal or expulsion).
- Rule 18. Vandalism:** A student will not willfully or maliciously damage or destroy property belonging to another, including school or private property. A student or parent/guardian will be held financially responsible, for willful or malicious destruction of property. For example:
- Writing on Walls, Mirrors, Desks or Lockers**
  - Damaging Another’s Clothing**
  - Graffiti** – Willful or malicious defacing of public or private property.

Levels of Disciplinary Action	
Min	Max
1	4
1	4
1	4
3	4
1	4
1	4
1	4
1	4
3	4
1	4
1	4
1	4
1	4
1	4
1	4

<b>Level 1</b> Intervention	<b>Level 2</b> Removal (1-5 days)
<b>Level 3</b> Removal (6-10 days with contract)	<b>Level 4</b> Expulsion

## Rules and Sanctions (Continued)

		Levels of Disciplinary Action		
		Min	Max	
<b>Rule 19.</b> 	<b>Theft:</b> A student will not steal property or possess stolen property.	1	4	
	<b>School Property</b> – Unlawfully taking and/or carrying away property belonging to Appleton Village School.	1	4	
	<b>Staff Property</b> – Unlawfully taking and /or carrying away property belonging to a staff member.	1	4	
	<b>Student Property</b> – Unlawfully taking and/or carrying away property belonging to another student.	1	4	
	<b>Student Cubby/ Desks</b> – Removing any property from a locker other than the one Assigned.	1	4	
	<b>Possession of Stolen Property</b> – Having in one’s possession property obtained without the permission of the owner.	1	4	
<b>Rule 20.</b> 	<b>Burglary or Criminal Trespass:</b> A student will not break into school property.	2	4	
	<b>Attempted</b> – Unlawfully attempting entry into a school.	3	4	
	<b>Actual</b> – Unlawful entry into a school with the intent of committing another crime.	3	4	
<b>Rule 21.</b> 	<b>Extortion:</b> A student will not take or threaten to take the property of others through intimidation. For example:	1	4	
	<b>Attempted</b> – Use of threats or intimidation in an attempt to obtain money or property from another	1	4	
	<b>Actual</b> – Use of threats or intimidation to obtain money or property from another.	1	4	
<b>Rule 22.</b> 	<b>Alcohol, Tobacco and Other Drugs: Except</b> as permitted under Rule 3, (medications), a student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, anabolic steroids, substances that look like drugs, imitation controlled substances, drug paraphernalia. For example:	1	4	
	<b>Tobacco</b> A student may not possess, distribute, sell or use tobacco products on school Premises.	1	4	
	<b>Alcohol</b> <b>Use/Under the Influence</b> – Drinking any alcoholic beverage in school, on school grounds, on school bus, or at any school function, or coming to school or school activities after consumption.	1	4	
	<b>Possession</b> – Possessing any alcoholic beverages in school, on school grounds to and from school, on school bus, or at any school function.	1	4	
	<b>Sale/Distribution</b> – Distributing or attempting to distribute any alcoholic beverage while under the jurisdiction of school authority.	2	4	

<b>Level 1</b> Intervention	<b>Level 2</b> Removal (1-5 days)
<b>Level 3</b> Removal (6-10 days with contract)	<b>Level 4</b> Expulsion

## Rules and Sanctions (Continued)

### Other Drug Offense



**Use/Under the Influence** – Using any narcotic, illegal or controlled drug, or any illegal substance, on school grounds, on school bus, or at any school function, or coming to school or school activities after consumption.

**Possession/Attempt** – Possessing, or attempting to possess, any illegal or controlled substance or any action that contributes to the possession of any illegal or controlled substance.

**Paraphernalia** – Possessing, distributing, or using any drug related paraphernalia.

**Inhalants** – Possessing, distributing, or inhaling any substance/product (off-the-shelf, controlled, or illegal) for mind-altering effects.

**Sale/Distribution/Purchase/Attempt** – Distributing, selling or purchasing any illegal or controlled substance; attempting to sell, distribute, or purchase any illegal or controlled substance; or any action that contributed to the possession of any illegal or controlled substance.

### **Rule 22.**



**Weapons and Dangerous Instruments/Objects:** A student will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual. (This rule does not apply to normal school supplies unless they are used as weapons.) For example:

**Bomb/Bomb Threats** – Any device brought to school that contains combustible material or making statement that such a device exists in school or on school property.

**\*Explosive** – Any device containing combustible material and a fuse.

**\*Knife** – Possession of any size or shape of knife including blades, or other sharp devices.

**\*Toy Knife** – Possession of any size or shape toy knife.

**\*Box Cutter** – Possession of a box cutter, or similar device for cutting.

**\*Ammunition** – Possession of any bullets or shells or any object that could be considered to be ammunition or resemble ammunition

**\*Fireworks, Small Explosives** – Possession of fire crackers of any small explosive device, including caps, and snapper pops.

**\*Matches and Lighters** – Possession of lighters, matches or sparklers.

**\*Other** – Possession of any object or substance that could cause injury including (but not limited to) slingshots, razor blade, ice picks, multi-fingered ring, metal knuckles, nunchucks, throwing stars, clubs, stun guns, the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons. (Possession of certain weapons defined by the Maine State Law require a report to be made to the police.)

### Levels of Disciplinary Action

**Min                      Max**

2                              4

2                              4

1                              4

2                              4

3                              4

1                              4

2                              4

3                              4

1                              4

1                              4

1                              4

1                              4

1                              4

1                              4

1                              4

**Level 1** Intervention

**Level 2** Removal (1-5 days)

**Level 3** Removal (6-10 days with contract)

**Level 4** Expulsion

## Rules and Sanctions (Continued)

		Levels of Disciplinary Action	
		Min	Max
<b>Rule 24.</b>	<p><b>*Firearms:</b> A student will not possess, handle, or transport any pistol, revolver, firearm, or any other weapon designed or intended to propel a missile of any kind.</p> <p><b>Possession of a pistol, revolver, or any other firearm</b> (loaded or unloaded)</p> <p><b>Possession of any other weapon or device other than Item A above.</b> Examples may include but not be limited to starter pistol, BB gun, flare gun, paint ball gun.</p> <p><b>Possession of an instrument or device that resembles or looks like a pistol, revolver, or any type of weapon not capable of propelling a missile.</b> May include but not be limited to a cap pistol, water pistol, or any look-a-like gun.</p> <p><b><i>*All items confiscated will not be returned and may be turned over to the law enforcement agency.</i></b></p>	1	4
<b>Rule 25.</b>	<p><b>False Alarm:</b> Calling 911, or signaling or setting off an automatic signal, falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists in the school.</p>	2	4
<b>Rule 26.</b>	<p><b>Arson:</b> A student will neither set fire nor attempt to set fire to school property.</p>	3	4
<b>OTHER CODE OF CONDUCT VIOLATIONS</b>			
<b>Rule 27.</b>	<p><b>Serious or Repeated Violations:</b> Serious or repeated violations of one or more rules require a need for strong parent-administrator communication, coordination, consideration of outside assistance, and will result in suspension, and/or possible expulsion.</p>	3	4
<b>Rule 28.</b>	<p><b>Endangerment –</b> A student will not be involved in or be responsible for creating a situation that will endanger the safety of self or place others in jeopardy or at risk. This may include bringing dangerous devices onto school property or to school sponsored activities.</p>	3	4

All rules and regulations will be enforced on **all** school grounds and premises before, during and after school hours, or at any other time when school buildings and/or grounds are being used by school group; or off school grounds at any school activity, function, field trip or event. The rules contained in this **Code of Conduct Handbook** apply to bus behavior and behavior at the bus stop.

**The student Code of Conduct Handbook sets forth expectations of the conduct of every student in every Union 69 school.**

**Alternative schools/programs and programs for students who attend other schools may require additional and/or more restrictive expectations of students relating to the program design and mission. Such components may include but are not limited to attendance, participation, and dress code regulations.**

<b>Level 1</b> Intervention	<b>Level 2</b> Removal (1-5 days)
<b>Level 3</b> Removal (6-10 days with contract)	<b>Level 4</b> Expulsion

# Bus and Bus Stop Rules

Violation of any rule in the **Code of Conduct Handbook** may result in removal from school and/of removal from riding the school bus. Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct which will offer a hazard to themselves, their fellow students, or the general public; and to refrain from violating federal, state or local law or the requirements of the **Code of Conduct Handbook**.

Student safety on the school buses and at the bus stops is a major priority. Parents/guardians are encouraged to monitor student behavior going to and returning from the bus stops and at the bus stop locations. Students' behavior on the bus that endangers others will not be tolerated. Rules regarding bus stop safety and behavior on the bus are provided. Adults are encouraged to go over these rules with students and support the school district in enforcing the rules and the expectation that students will be good citizens on the bus. Students will respect bus drivers and bus assistants and follow their directions.

The Transportation Coordinator under the direction of the Superintendent assigns bus stops. Students must get on the bus and exit the bus at the assigned stops. On occasion, a student may ride a different bus than the one assigned. This requires a note to the school, signed by the parent/guardian for the student to ride a different bus and/or be dropped off at a different bus stop. Disciplinary action may be taken against students who purposely board or exit a bus at a stop other than the assigned stop.

State law and Appleton School Department policy authorizes the proper discipline of students going to and returning from school. As a general rule, this authority to discipline extends to pupils on their way to or from school if such conduct directly affects the good order and welfare of the school. Principals stress to students that they are expected to conduct themselves in an orderly manner at all times and that failure to do so going to and from school may result in discipline described in the **Code of Conduct Handbook**.

**Students are expected to observe the following rules for safety and courtesy on the bus and at the bus stop.**

## At the Bus Stop

- Arrive at the assigned stop five minutes before bus pickup
- Stand visibly on the sidewalk or the edge of the road, but at a safe distance from traffic
- Stay off private property
- Do not stand on the traveled part of the road
- Be respectful and watchful of traffic
- Wait quietly and orderly

## When the Bus Arrives

- Allow the bus to come to a complete stop
- Board the bus in a quiet orderly manner

## On the Bus

- Remain seated at all times
- Cooperate with the driver and practice orderly conduct

- No profanity , rude, discourteous , or annoying conduct
- No smoking
- No eating or drinking without permission
- No vandalism
- No body parts outside bus
- No electronic audio/video devices without permission
- No animals
- No unsafe objects or weapons
- No throwing items from the bus or on the bus
- Keep legs and feet out of the aisle when bus is moving

## Leaving the Bus

- Remain seated until the bus comes to a complete stop
- Leave in an orderly manner
- Look both ways and cross in front of bus

## **Bus and Bus Stop Rules**

*A responsible adult must meet kindergarten students at the bus stop. If no one is available, the child will be returned to school and the parent will be contacted to pick up the child.*

The Superintendent of Schools is available to answer questions regarding transportation of students to school or questions regarding walking students.

**Parents should call the following numbers for assistance:**

**Union 69 Office of the Superintendent**

**763-3818**

**Knox County Sheriff's Dept.**

**1-800-337-0565**

### **Safety Tips for Walking to Bus Stops and to School**

- Always walk with a friend or in a group.
- Walk on the left side of the road in order to be seen better.
- Stay in well-lit or populated areas.
- Never approach or talk to anyone you do not know.
- Report any suspicious activity or anything that makes you feel uncomfortable. Dial **911** if necessary.
- Children should follow their parents' instructions for what they are to do if the bus or their regular ride to or from school does not arrive.

## Union 69 Bus Conduct Report

Bus No. \_\_\_\_\_ School: \_\_\_\_\_ Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Students in Union 69 who ride buses are subject to rules & regulations designed to provide safe transportation to and from school. Any behavior, which distracts the driver, is a serious hazard to the safe operation of the vehicle and jeopardizes the safety of all passengers. Inappropriate behavior on the bus could result in your child being denied bus-riding privileges for some period of time.

\_\_\_\_\_ has been cited for a violation of the rule(s) checked below:

- (Name)
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Improper boarding/departure                                       | <input type="checkbox"/> Scuffling or Horseplay                | <input type="checkbox"/> Profanity or Obscene language                |
| <input type="checkbox"/> Hanging out the window  | <input type="checkbox"/> Littering                             | <input type="checkbox"/> Eating or drinking on bus without permission |
| <input type="checkbox"/> Bringing articles aboard bus of injurious or objectionable nature | <input type="checkbox"/> Rude, discourteous & annoying conduct | <input type="checkbox"/> Spitting, littering                          |
| <input type="checkbox"/> Rude, discourteous & annoying conduct                             | <input type="checkbox"/> Vandalism or destruction of property  | <input type="checkbox"/> Throwing objects in/out of bus               |
| <input type="checkbox"/> Refusal to obey the driver  | <input type="checkbox"/> Destruction of property               | <input type="checkbox"/> Lighting matches/smoking on bus              |
| <input type="checkbox"/> Possession or use of drugs or alcohol                             | <input type="checkbox"/> Failure to remain seated              | <input type="checkbox"/> Tampering with bus equipment                 |
| <input type="checkbox"/> Behavior related to safety, well-being & respect for others       |  |   |

White Copy – For Student/Parent    Yellow Copy – For Principal    Pink Copy – For Bus Service

### Bus Conduct Policy & Discipline Flow Chart

The students are responsible and accountable for their behavior on the bus, as inappropriate behavior could affect the safe operation of the bus. Behavior that distracts the attention of the bus driver, and therefore endangers the safety of all students, will be reported and disciplinary action taken in accordance with these guidelines. Parents are encouraged to explain the importance of proper bus behavior. Parents will be notified of bus misconduct by the school principal and encouraged to meet with the bus driver and school officials if the need arises to resolve issues with their child's behavior on the bus. Bus conduct slips will be given to the school staff for recording and distribution to parents.

#### School Bus Rules

##### Do...

1. Be at the bus stop and clearly visible as the bus approaches.
2. Stand back from the road a safe distance as the bus approaches.
3. Walk to seat and sit down.
4. Remain seated during the entire bus trip.
5. Keep your hands to yourself.
6. Remain seated until bus stops at your destination.
7. Keep your feet and all materials out of the aisle.
8. When getting off the bus:
  - a) walk off in an orderly manner
  - b) use the handrail when using the stairs
  - c) immediately walk away from the bus if not crossing the road
  - d) cross the road in front of the bus when the driver signals you to do so
9. Obey bus driver at all times

##### Do Not...

1. Use profane or abusive language
2. Spit, Hit, fight, push, or poke others
3. Get out of your seat unless told by the driver
4. Eat or drink on the bus
5. Possess or use tobacco products on the bus
6. Bring glass objects such as bottles or jars on the bus
7. Bring animals or pets on the bus
8. Play radios, CD's, or tapes on the bus unless the driver ok's it
9. Bring knives, sharp objects, or weapons of any kind
10. Bring matches or lighters on the bus
11. Leave trash, debris, or personal belongings on the bus
12. Bring Skateboards or roller blades on the bus
13. Hang out windows or shout out windows

*Students who remain seated and exhibit quiet behavior considerate of others will have a successful bus ride.*

#### Minor Infractions - Examples

Profanity	Not following driver instructions
Out of seat	Littering on the bus
Making loud noises	Eating or drinking on the bus

#### Major Infractions - Examples

Harassment	Hanging out of windows
Fighting / Spitting	Refusing to obey driver/Insubordination
Vandalism	Possession of weapon or explosives
Skateboards	Possession of drugs or alcohol
Throwing objects	Possession of tobacco products

*Specific rules & infractions listed above are not all-inclusive and not intended to constitute every possible infraction.*

**1st Minor Offense** - Driver will issue a bus conduct report. The principal will notify parents and return a copy of the conduct report to the bus driver.

**2nd & 3rd Minor Offense** - Driver will issue a bus conduct report. The principal will contact the parent to review the student's behavior. Riding privileges will be suspended for 1 to 3 days. The parent must sign the conduct report and return it to the principal upon return.

*All additional minor infractions during the school year will be considered major infractions.*

**1st Major Offense** - Driver will issue a bus conduct report. The principal will contact the parent to review the student's behavior. The suspension of riding privileges will be from 1 to 5 days. The parent must sign the bus conduct report and return it to the principal upon return.

**2nd & 3rd Major Offenses** - Same procedure as 1st offense, however the suspension of riding privileges will be 10 to 15 days.

*Additional major infractions will be referred to the superintendent and may result in the loss of busing privileges for the remainder of the school year.*



# Due Process Procedures

## Due Process Procedures For Investigation of Incidents and Parent Notification Regarding the Suspension/Expulsion of Students

When a student is sent to the principal or designee for any disciplinary action or conferencing concerning an incident, the steps listed below must be followed. These guidelines for disciplinary action constitute a hearing for the student and represent the due process procedures that are required.

The administrator:

- Advises the student of the charge(s).
- Advises the student of the facts on which the charge(s) are based.
- Gives the student an opportunity to respond to the charge(s) and to provide his/her version. The student is asked to give a written or verbal statement concerning the incident.
- Provides written verification of the proposed disciplinary action (including a written or verbal statement concerning the incident).
- Provides written verification of the proposed disciplinary action (including a written statement of appeal procedures) to the parent(s)/guardian(s).
- Makes every effort to notify the student's parent(s)/guardian(s) by telephone, if action is going to be taken immediately to suspend the student based on the guidelines in the student's **Code of Conduct Handbook**.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and opportunity to present his/her version of what occurred, shall be provided as soon as practicable thereafter.

## Discipline for Students with Disabilities

Students with disabilities are disciplined in the same manner as students without disabilities, but with some restrictions. A student with a disability may be removed for up to 10 days in the school year without any services. If the student is to be removed for more than 10 days a year, educational services must be provided and the Pupil Evaluation Team must decide if the misconduct is a manifestation of the student's disability.

If the misconduct is a manifestation of the student's disability, it is dealt with through normal special education procedures for determining program and placement; the student may not be removed or expelled except in the case of weapons or drug violations, or threats of violence.

If the PET determines that the misconduct is not a manifestation of the student's disability, then the school may use the regular disciplinary procedures applicable to students without disabilities. The school shall apply them in the same manner, except that the student must continue to receive educational services during any suspension or expulsion that is ordered beyond the 10 day per year limit.

If a student with a disability brings weapons or drugs to school, he/she may be immediately removed from school to an alternative placement for 45 days. If a student threatens violence, the school may request a hearing officer to remove the student to an alternative placement for 45 days while an assessment of the level of danger the student presents is done. During the 45-day period, the PET meets and determines if the misconduct is a manifestation of the student's disability. If the behavior is related to the disability, the PET reviews the student's program and does a functional assessment of behavior and may develop a behavior intervention plan. As with other misconduct, if it is not a manifestation of the student's disability, regular discipline procedures apply. Educational services for extended removal from school must allow for progress on IEP goals and in the general curriculum.

When parents believe that the school may have violated the rights of their child with a disability, they may follow due process procedures. Parents may file a written complaint with the state's Department of Education, Division of Special Services, request mediation, or request a due process hearing. Parents may contact their special education coordinator or the Department of Education's Division of Special Services for further information on their due process rights. Statements of parents' rights to due process are included in the Special Education Parent Handbook and are sent to parents with PET notices.

# School Attendance

The Appleton School Committee is committed to the academic success of all students and to the belief that all students can learn. Consistent with the school district's mission to reach and teach all students and to provide students with the opportunity to achieve full development of their potential through the acquisition of values, attitudes, knowledge, and skills essential to becoming productive adults, the school district requires that students attend school daily so that they will receive the maximum benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility.

All parties involved in the educational process will work cooperatively to keep absences and tardiness to a minimum. Student attendance at school is the responsibility of students and parents. In order for parents to fulfill their responsibility, the school will keep parents informed of student absences and parents will keep the school informed when their child is absent.

## **Students are expected to:**

- Attend school every day and to be punctual
- Demonstrate responsible behavior
- Participate in classroom activities

## **Parents/Guardians are expected to:**

- Keep records of their child's attendance
- Notify the school of student absences
- Contact the school and request make-up work during the student's absences
- Attend all scheduled parent/principal/teacher meetings
- Assist the school in enforcing the standards of student attendance

## **Administrators and Teachers are expected to:**

- Provide a relevant, up-to-date curriculum and create a positive learning environment
- Keep accurate attendance records
- Provide make-up work to students
- Maintain positive home/school relations by contacting parents/guardian
- Distribute copies of the attendance policy and procedures to all students
- Explain the attendance policy and procedures to all students

## **STUDENT ATTENDANCE**

Under the statutes of the State of Maine, children who are 7 years of age or older and under 17 years of age must attend school during the times it is in regular session. The designee of the Board for the implementation of the requirements of MRSA § 5001-A and 5001-B is the Superintendent of Schools.

Attendance on a daily basis is a mandatory requirement of all students. This requirement does not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who is exempted pursuant to the provisions of the law.

Field trips, athletic events, student government activities, and other functions sanctioned by the school are normal school activities and students are considered to be present when attending these events.

## **APPLETON ATTENDANCE POLICY**

The school laws of Maine require regular school attendance (Maine State Law requires attendance until the age of 17). Each student is expected to be in attendance except when there is an emergency. Student involvement in daily classroom activities is essential. Absences from school may result in failing grades or other disciplinary action. It is imperative that parents plan family trips or vacations to coincide with scheduled school vacations, and to plan professional visits to doctors, dentists, orthodontist, etc. during non-school hours. Attendance is a vital part of a successful educational experience. IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO SUBSTANTIATE AN EXCUSED ABSENCE. ALL UNEXCUSED CLASS/SCHOOL ABSENCES WILL BE SUBJECT TO DISCIPLINARY ACTIONS.

**Students are expected to be in school every day. If a student must be absent, on the first day of a child's absence, the parent or guardian is responsible for contacting the school by phone, note or other means in order to explain the**

**absence. Should the school not hear from the parent by 9:00am on the day of the child's absence, an attempt will be made to contact the parent. For any absence, the parent/guardian, within two days of the student's return to school, must send a note providing dates of and reasons for the absences and must be signed by the parent. This note will be kept on file for the purposes of documentation. Failure to submit a note within two days will result in the absence being documented as unexcused.**

## **OFFICE ATTENDANCE**

### **Excused Absences**

Appleton School Committee and the State of Maine consider excused absences to be: serious/contagious illness, death of family member/friend, major religious holiday, extraordinary emergency in the home (fire, flood, etc.), removal from school, and a pre-approved family vacation. ANY OTHER ABSENCE IS UNEXCUSED.

- For any excused absence, known ahead of time, the student is responsible for getting assignments. The absence must be discussed with the teacher/administrator before the absence occurs.
- Students are allowed to make up all work missed for an excused absence. The student should ask for the missed assignments and/or make arrangements with the teacher to make up any tests.

The following conditions provide the only acceptable reasons for a student's absence from school. Absences for these reasons would cause the student to be exempt from the sanctions of the attendance policy.

### **Prearranged Appointments**

For appointments with the court, social services, or other state agencies and appointments with health care providers, the parent must notify the school; the school may request official documentation.

### **Family Death or Emergency**

For absences because of a death in the family or an emergency beyond the family's control, the parent must notify the school; the school may request official documentation.

### **Religious Observances**

Absences as a result of observances of religious holidays should be prearranged by the parent, who is responsible for notifying the child's school of the religious holidays to be observed. The request for exemption must be received no later than the second day after the child returns to school from the absence occasioned by the religious observance.

### **Removals**

For absences because of a removal, the parent will be notified of the removal and the date when the student will be expected to return to school. The student must return on the indicated date.

The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interest of the student and his/her family. In documented, extenuating circumstances, the principal may approve an absence after-the-fact as exempt from the sanctions of the attendance policy.

### **Unexcused Absences**

- As stated, any absence not meeting the above criteria for an excused absence is an unexcused absence.
- Any absence not excused, 2 days after the return to school, will be considered an unexcused absence.
- Any work missed, due to an unexcused absence will result in a zero.
- By State Law a student may be deemed "habitually truant" after 10 unexcused absences. Therefore if a student accumulates 3 unexcused absences, during the year, a letter will be sent to the parent/guardian.
- If a student accumulates 6 unexcused absences, during the year a parent/guardian meeting will be set up with administration.
- If a student accumulates 10 unexcused absences, for the year, a meeting will be set up with the superintendent and administration to discuss a plan of action to improve attendance.

### **Appeals**

All absence issues are subject to appeal to the Administration.

### **Tardiness To School**

Just as in employment, students are expected to be on time. Children arriving after 8:30am will be considered tardy.

### **Make-Up Work**

When students are absent, an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction. Work (including tests) missed due to an absence may be made up and credit given for such work. Upon the student's return to school, he/she must make up the work at the teachers discretion.. A student will not be penalized for a teacher's absence.

### **Homework**

Homework refers to daily assignments and will be assigned regularly, Monday through Thursday. Due to varying abilities it is difficult to project how long it will take for individuals to complete assignments, however, on average, these assignments will not exceed the following: Level 3 up to 30 minutes per night, Levels 4-5 up to 45 minutes per night and Levels 6-8 up to 90 minutes per night. All students are expected to complete homework assignments on time! Students who do not complete assignments on time are subject to the following consequences: "Homework Café"

Level 3-5: Indoor recess and receive a deduction of 1 letter grade a day until complete. Students will stay in for lunch detention until work is completed.

Level 6-8: Indoor recess and receive a deduction of 1 letter grade a day until work is completed. Students will stay in for lunch detention until work is completed.

### **Dismissals**

- Parents are strongly urged not to dismiss students from school unless there is a family emergency or an appointment that cannot be made at another time.
- Students may be dismissed for personal illness \*, observance of religious holidays, family emergencies, planned absences for personal or educational purposes which have prior approval by school administrator and appointments with a health professional that **CANNOT** be scheduled outside of the regular school day. **FAILURE TO GET DISMISSED BY THE OFFICE WILL RESULT IN DISCIPLINARY ACTIONS FOR LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION.**
- Schoolwork missed because of early dismissal must be made up within 24 hours unless special arrangements have been made.
- Students requesting dismissal from school on a given day should present the office with a note from their parent/guardian. The note must have **student's full name, date, time of dismissal**, reason for dismissal, and be signed by the student's parent/guardian.
- Students wishing to be dismissed because of illness are to report to their teacher. After receiving a dismissal pass from their teacher, students must report to the office to sign out
- Students missing classes due to any school events must get assignments ahead of time to avoid late work. This is the **student's** responsibility.

### **Parent/Guardian Attendance Notification**

- The office will attempt to call, on a daily basis to verify absences of any student 's whose absence has not already been verified.
- For each ranking period, if a student accumulates 6 (six) absences (excused or unexcused), the parent/guardian will be notified through the mail. At this time the parent/guardian may be asked to meet with teacher(s), Guidance Counselor and Administration.
- For Unexcused absences, as outlined on page 18 , letters will be sent home for accumulation of:
  - 3 unexcused absences (letter)
  - 6 unexcused absences (letter requiring parent/guardian meeting)
  - 10 unexcused absences (certified letter requiring parent/guardian meeting)

# SCHOOL BOARD POLICIES

## **TOBACCO USE BY STUDENTS**

**JICG**

Use of tobacco in any form by students is prohibited in school buildings, on school grounds and on buses at all times.

## **DRUG AND ALCOHOL USE BY STUDENTS**

**JICH**

The teachers, coaches, administrators, and the school committee are truly concerned with the students overall growth and development. Chemical dependency is recognized as a treatable disease which may interfere with the learning process, create severe interpersonal problems and cause physical and emotional suffering to the user as well as to family and close associates. The school system will cooperate with effective organizations to help detect, diagnose and treat affected students. The board unequivocally believes that the schools should be free from the detrimental effects of illicit drugs and alcohol.

In order to ensure the highest possible standards of learning, as well as the safety, health and well-being of students, the school board endorses a substance abuse policy which will aid students to abstain from the use of drugs and alcohol, provide for early intervention when use is detected, corrective disciplinary sanctions when necessary, and aftercare support, as appropriate. Compliance with the school system's standards of conduct related to substance abuse is mandatory.

### **Prevention**

The school system will provide students with information and activities focused on prevention of the use of alcohol and drugs. Programs are to be provided that teach students that using illicit drugs and alcohol is wrong and harmful. The legal, social and health consequences of drug and alcohol abuse are to be addressed. Students are to be taught how to resist peer pressure.

### **Intervention**

The school system will establish and provide assistance, through a team approach, to intervene with students who are chemically involved. Students are to be assisted in addressing their harmful involvements with chemicals and in continuing in their educational programs. Moreover, information and referral shall be provided, as appropriate, to aid involved students in connecting with community agencies for drug and alcohol use treatment.

### **Rules and Sanctions**

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall a student unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through V of section 202 of the Federal Controlled Substance Act [21 Y.S.C., section 812]; by regulation at 21 C.F.R., 1300.15; and in Maine's Title 17-A MRSA, section 1101), before, during and after school hours, at school or in any other school system location, defined as follows:

“School system location” means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school system.

A student who violates the terms of this policy may be disciplined, including suspension or expulsion from school, at the appropriate discretion of the administration and the school committee and in accordance with sanctions detailed in school system regulations. A student may be referred to law enforcement authorities for investigation and/or prosecution.

In addition, a student who violates the terms of this policy shall be given the opportunity to receive intervention services as described above. Failure to cooperate shall result in full imposition of disciplinary sanctions. School staff shall maintain close cooperation with public medical, legal and law enforcement agencies, as well as parents/legal guardians, in the prevention of drug abuse and in the rehabilitation of drug users.

### **Implementation**

The superintendent shall be responsible for the development and promulgation of appropriate curricula, programs and regulations to implement this policy.

### **Communication**

This policy and appropriate related information are to be distributed to students and parents annually through means selected by the administration.

### **Review**

The superintendent is to oversee a biennial review of the policy and regulations to determine the programs and regulations, as needed, and to ensure that disciplinary sanctions are consistently enforced.

## **DRUG AND ALCOHOL USE BY STUDENTS GUIDELINES**

Students are prohibited from attending school or school functions after having consumed or while under the influence of any mood altering chemical and are prohibited from drinking alcohol, taking illicit drugs, or possessing alcohol or drugs while in school or on school grounds, at school functions or on a school bus.

Students who violate the above rule shall be considered involved with drugs and/or alcohol in a potentially harmful way and shall be automatically referred through the following procedure:

**A. First Offense**

1. The appropriate administrator will notify the parent/guardian of the student involvement. The student will be given in-school suspension, if available, for up to 10 days. If in-school suspension is not available, the student will be suspended from school for up to 10 days. The parent/guardian will be responsible for arranging transportation home. If parents or a relative can't be reached, the individual will be turned over to appropriate law enforcement for protective custody. The student placed on social probation for 10 school days. (Social probation is defined as not being allowed to take part in or attend activities beyond the academic classroom.)
2. On returning to regular classes after in-school suspension or suspension, the student shall be referred to his/her appropriate school counselor for an individual counseling session to determine the general nature of the individual's emotional, mental, and social health. Assessment tools are attached to assist in determining the nature of the substance use/abuse.
3. Assuming the student does cooperate and does complete the assessment, the student and his/her parent(s)/guardian(s) and his/her counselor will review the results of the entire assessment and establish a plan of action. The plan of action may include the following: discussing the issues with the student, setting up a written contract with him/her concerning the use of abuse of alcohol and/or drugs, and setting up several further counseling sessions. The counselor will arrange a follow-up conference with the student.

After the first offense, if in the opinion of the counselor the student's use of substances warrants a closer look, the parents will be contacted and urged to arrange an appointment with a substance abuse counselor. Information gathered during the school counselor's assessment will be forwarded to the substance abuse counselor and parent(s)/guardian(s).

**B. Second Offense**

1. The appropriate administrator will notify the parent/guardian of the student involvement. The student will be given in-school suspension or suspension. Parents/guardians are responsible for transporting their student home if the student is suspended. In-school suspension or suspension will continue until he/she has been evaluated by a substance abuse counselor and treatment recommendations have been made. If the evaluation cannot be completed before the termination of the in-school suspension or suspension period, a meeting of parents, student, and school authorities will be held to determine the most acceptable course of action. After being reviewed and accepted by appropriate school personnel, these treatment recommendations must be followed in order that the student remain in school. The student will be placed on social probation for 40 school days. (Social probation is defined as not being allowed to take part or attend activities beyond the academic classroom.)
2. The appropriate school counselor will gather some further information from teachers of the individual student through the attached confidential information form. All information gathered in the assessment process will be forwarded to the above mentioned substance abuse counselor.

**C. Third Offense**

1. The student will automatically be suspended by the principal pending possible indefinite expulsion by the board, following a proper investigation of the student's behavior. Re-entry to school will be contingent upon satisfactory evidence of successful completion of treatment recommendations as verified by the treatment agency and the Substance Abuse Review Team. The student must give some indication that the behavior was the cause of the student being expelled will not recur. The student will be placed on social probation for one year.

**D. Miscellaneous Points**

1. All cases of possession, sale, or transfer of illegal drugs, alcohol, and/or mood altering chemicals will be reported to the Knox County Sheriff's Department. All alcohol, drugs, mood altering chemicals, and related paraphernalia confiscated will be turned over to the Sagadahoc Sheriff's Department.
2. Students suspected of drug/alcohol use will be referred to school counselors for preliminary assessment without disciplinary repercussions.
3. Students who request help for their drug/alcohol involvement will be assisted without disciplinary repercussions provided the request is not a ploy to escape punishment for an act committed prior to the request.
4. The time frame for the first, second, and third offenses is while the student is enrolled in the school system and shall be documented as an incident report in the student's health record.
5. When a student breaks social probation, the student shall be suspended automatically for five (5) school days.
6. A staffing will be held for any student requiring in-patient treatment to recommend tutoring while the student is in treatment. To help re-entry to the school community, the appropriate support group should function.
7. It is understood that all information gathered in the assessment and self-referral process will be treated in a confidential manner as much as legally possible and practical.
8. The Substance Abuse Policy Review Team will be comprised of members that the building administrator deems appropriate.

## **HAZING/BULLYING**

**JICFA**

Maine statute defines injurious hazing/bullying as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school."

It is the policy of the board that injurious hazing/bullying activities of any type, either on or off school property including bus trips, 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/bullying activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing/bullying activities.

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.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

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

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

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

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

A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

**JI**

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- A. Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- B. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the board; the responsibility to attend school as required by law;
- C. The right to due process with respect to suspension, expulsion, or an administrative decision which a student believes has injured his/her rights; the responsibility to observe school rules and regulations essential for permitting others to learn at school;
- D. The right to free inquiry and expression and to voice grievances; the responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission;
- E. The right to privacy regarding the content of student records – as defined by the Family Educational Rights and Privacy Act – and the right to dress as he/she pleases within reasonable guidelines related to health, safety, and the avoiding of potential disruption; and
- F. The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

It is the board's belief that as part of the educational process, all students should be made aware of their legal rights and also of the legal authority of the board to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools. As such, this policy shall be included in school handbooks or otherwise communicated to students and parents at the beginning of each school year. The board expects all staff to abide by this policy in order to most effectively achieve mutual respect of rights and acceptance of responsibility.

This policy is designed for educational and informational purposes and is not intended to create, expand, or restrict student rights or responsibilities.

## **SEXUAL HARASSMENT**

**ACAA**

### **Sexual Harassment is Illegal**

The Board recognizes the right of each employee and student to work and study in an atmosphere that is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, employees and students are not to engage in harassment of subordinates, co-workers, or other students. Acts of harassment based upon race, color, sex, religion, age, national origin, or disability are not only a violation of this policy but also constitute illegal discrimination under state and federal law.

### **Definition of Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individual; or;
- C. Such conduct has the purpose or effect of unreasonably or substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include:

- A. Unwelcome sexual advances;
- B. Suggestive or lewd remarks;
- C. Unwanted hugs, touches, kisses, and
- D. Requests for sexual favors.

### **Reporting Incidents of Harassment**

Any employee, student, or school volunteer who feels that he/she has been subjected to sexual harassment should report the incident to the school principal, the superintendent or other administrator. School principals and other administrators shall immediately report allegations of sexual harassment to the superintendent. Each incident so reported shall be investigated promptly as directed by the superintendent and, if appropriate, remedial action shall be taken.

Employees and students also have the right to report incidents of sexual harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. Telephone: 287-2326.

State law prohibits retaliation against any person who reports an incident of sexual harassment, and all employees and students should feel free to report such incidents without fear of reprisal.

### **Disciplinary Action**

Any employee or student found to have sexually harassed another employee, student, or school volunteer will be subject to disciplinary action, up to and including discharge, suspension, or expulsion.

## **CARE OF SCHOOL PROPERTY BY STUDENTS**

**JICB**

Textbooks and other school property are loaned to students for their use. Each student is responsible for loss or damage beyond normal wear and use. Students will be billed for the replacement costs of such materials.

If not otherwise recoverable:

- A. Damage to school property may be recovered in a civil action to obtain the permitted "double the damage."
- B. Cost of lost, destroyed or damaged schoolbooks and instructional appliances may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent.

## **STUDENT COMPUTER AND INTERNET USE**

**IJNDB**

The School Committee provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The Board believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Student use of school computers, networks and Internet services is a privilege not a right. Students are required to comply with this policy and the accompanying rules (IJNDB-R). Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All School Department computers remain under the control, custody and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, the School Department cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of Board policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgment (IJNDB-E). The school will retain the signed acknowledgment.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the board of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others, as he/she deems appropriate.

## **INTERROGATIONS, SEARCHES AND ARRESTS**

**JH**

The School Board seeks to maintain a safe and orderly environment in the schools. School Administrators 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.

All school property is held in public trust by the School Board. A search of school property, including but not limited to school lockers, may be made at the discretion of the Superintendent or Principal. Lockers are school property and are subject to random searches by school officials. Students will have prior notice that lockers and other storage facilities made available to them for temporary storage of their personal possessions remain under the control of the school administration and that the school administration has the right to search lockers, desks, and other storage facilities for items which violate law, school policies and regulations, or which may be harmful to the school or its students. They will be informed that lockers and other storage facilities are subject to random searches by school officials.

The student has exclusive control over property in his/her immediate possession as far as other students are concerned; but such possession may not be exclusive as far as the school and its officials are concerned. When a reasonable suspicion arises that use or possession of a pupil's property is illegal, illicit, disruptive, or a danger to the general welfare of pupils and staff, a search may be made of the pupil's personal property. The local law enforcement will be notified when any illegal property is discovered

Only the Principal, Assistant Principal or other person specifically designated by the Superintendent shall be responsible for determining whether or not a search shall be conducted of a pupil's personal property. When deemed appropriate, the Administrator should consider the proper involvement of the parent/guardian. The following are the guidelines for the conduct of a search:

1. The pupil shall be present during a search of property in his/her immediate possession.
2. A second staff member shall be present during a search of a pupil's personal property.
3. The search shall be conducted as discretely as possible and in private.
4. Those items considered to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the principal, subject only to legal impoundment.
5. The seizure or confiscation of items located in property in a pupil's immediate possession and/or on a pupil's person shall be accomplished in the following manner:
  - The seizure shall be witnessed by the pupil and a second staff member
  - Each and every item seized must be identified and not commingled with other items previously or subsequently seized.
  - A receipt shall be issued to the pupil or lawful custodian(s) of the pupil from whom the item(s) was (were) seized.
6. The Principal shall prepare a summary report identifying the item(s) confiscated. The report should include the facts upon which reasonable suspicion was based, where the search occurred, the reason for the seizure, who was present, time, and the disposition of item(s).
7. A copy of the summary report shall be given to the pupil and/or lawful custodian(s) of the pupil and to the Superintendent of Schools.
8. When drugs or drug paraphernalia are found, the Chemical Use and/or Possession by Students Policy (JFCI) should be implemented.

Anyone wishing to interrogate a student on school property must obtain permission from the Principal or designee. A student may be interviewed by persons investigating child abuse or neglect (including police officers and Department of Human Services Personnel) without the consent of and outside the presence of a parent, guardian or school personnel upon written certification from DHS that:

- The interviewer of the child is an authorized representative of the Department of Human Services;
- There are reasonable grounds to believe that prior notice to the child's parent/ guardian would increase the threat of serious harm to the child or another person;
- The interview of the child at school during school hours is necessary to carry out the Department's duties under Maine law.

For other matters, a student will not be interrogated on school property by law enforcement officers unless permission of the parent is obtained. If the authorities are unable to reach a parent or guardian and obtain permission to question the student, the police may take the child into custody and the questioning is to be done off school property. In such a circumstance, the police must sign a statement that they are taking the child into custody and the school no longer has custody of the child.



## **GUIDELINES FOR QUESTIONING AND SEARCHES OF STUDENTS**

The purpose of these guidelines is to provide guidance to Administrators who may be questioning or searching students. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis.

### **Questioning by School Administrators**

1. School Administrators are under no obligation to notify a student's parent/guardian prior to questioning a student regarding alleged violations of Board policies, school rules and/or federal/state laws.
2. School Administrators shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. The Administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.
3. If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.

### **Searches of Students and/or Personal Property in Students' Immediate Possession**

1. The Administrators are authorized to search students and/or personal property in the students' immediate possession when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating the Board policies, school rules and/or federal/state laws.
2. All searches of students and/or personal property shall be authorized and conducted by a principal, assistant principal, or other person specifically designated by the Superintendent, in the presence of a witness except where the circumstances render the presence of a witness impractical.
3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include the student's outer clothing (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). If the search discloses evidence, a broader search may be justified.
4. Searches that disclose evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.
5. The Principal or Superintendent is required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.

### **Searches of Lockers, Desks and Other School Facilities**

1. School staff, students and parents shall be informed of this policy/procedure on an annual basis.
2. The principal or superintendent shall consult with the Superintendent prior to conducting random searches.
3. Searches of individual student lockers, desks or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search.
4. Searches which disclose evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.
5. The Principal or Superintendent is required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.

### **Involvement of Law Enforcement Authorities**

The Principal or Superintendent has the discretion to request the assistance of law enforcement authorities in accordance with Board policy.

## **STUDENT DISCIPLINE**

**JK**

Good discipline in the schools is extremely important to the school program. Without good discipline, the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, students cannot realize their greatest opportunities for growth. In maintaining discipline, teachers must be able to proceed with the assurances that support will be forthcoming from the principal, the superintendent, and the school board. The following guides to good discipline are recommended:

- A. Good discipline is usually positive rather than negative in nature. It consists of keeping students interested and busy doing something constructive rather than punishing them for doing things that are antisocial.
- B. Good discipline is always fair, dignified and in good temper.
- C. Conferences with teachers, principals, and parents should be effectively employed to bring about acceptable classroom behavior.

Teachers shall have the power to make and enforce with suitable penalties, subject to approval by the principal, all rules necessary for the proper management of their classes and appropriate behavior of their pupils. Physical force shall not be used as punishment.

Teachers shall utilize every resource to give guidance to their pupils and shall refer only extreme cases of discipline to the principal.

The principal, and ultimately the superintendent, shall provide for the suspension or other serious punishment of students in accordance with school board policies.

## **Detention**

- A. Detention will be held from 7:30 – 8:20 a.m.
- B. Students will receive a 24 – hour notice before being required to serve a detention. However, after such notice, the student must serve the detention on the next day; students cannot choose the day on which they will serve detentions. It is the responsibility of each student to take his/her detention slip home and have it signed by a parent or guardian and returned to the principal.
- C. Parents have the responsibility for arranging transportation to the detention.
- D. Detentions may be issued by any staff and will be reviewed by the principal.
- E. Students who deliberately fail to serve an assigned detention will be subject to further disciplinary action by the school principal ( in-school suspension).
- F. Students are expected to serve detention on the date assigned unless a parent/guardian obtains prior approval from the principal.
- G. Students are expected to arrive at detention prepared to work quietly for the duration. Students should bring all necessary books and materials.
- H. If a parent refuses to allow a student to serve detention, the student will serve an in-house suspension on the following day.

## **SUSPENSION OF STUDENTS**

**JKD**

The school board delegates to the principal the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) days.

Prior to the suspension, except as hereinafter provided:

- A. The student shall be given oral or written notice of the charge(s) against him/her;
- B. The student shall be given a explanation of the evidence forming the basis for the charge(s); and
- C. The student shall be given an opportunity to present his/her side of the case.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school; in such cases, the notice of charges, explanation of evidence, and the student's opportunity to explain his/her side of the story, shall be arranged as soon as practicable after removal of the student from school.

The parent or guardian shall be notified of suspension of his/her son or daughter by telephone immediately, if possible, and/or by written notice which shall be dispatched by mail on the day of the suspension. A copy of the written notice shall be sent to the Office of the Superintendent of Schools.

## **EXPULSION OF STUDENTS**

**JKE**

The school board's responsibility in cases of expulsion cannot be delegated to the superintendent or a single board member. Expulsion requires personal investigation of the student's behavior by the entire board.

No pupil shall be expelled from school except by action of the board. Under the law, the board shall expel any student who is deliberately disobedient or deliberately disorderly or for infractions of violence or possession, furnishing or trafficking of any scheduled drug as defined in Title 17-A, Chapter 45, after a proper investigation of the student's behavior, and due process, if found necessary for the peace and usefulness of the school. The board also has the power to restore an expelled student on satisfactory evidence that the behavior which was the cause of the student being expelled will not likely recur.

Procedures for expulsion must follow all legal provisions for sue process and are to be carried out without undue delay.

The parent or guardian must be notified at least five days prior to the date of a board hearing. The hearing shall be in a properly called executive session and may be attended by persons designated by the superintendent to present information in the case.

In all cases of expulsion, the student/parent shall be provided:


- 1. A clear definition of the disciplinary rule;
- 2. A written notice of the charge;
- 3. The following rights in the hearing before the school board:
  - a. Right to counsel;
  - b. Right to confrontation of the "accusers" and to cross examine; and
  - c. The right to present evidence.



## **Students, parents, and community members:**

If you have witnessed an incident, feel threatened,  
OR have information that would be  
helpful in keeping students safe,  
Please call the ***Appleton Village School (785-4504) OR***  
***the Superintendent of Schools Office ( 763-3818).***

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