

WELCOME TO GRAY-NEW GLOUCESTER MIDDLE SCHOOL

The staff at the Middle School welcomes you! We look forward to sharing another year of academic experiences that will support continuous progress toward your learning goals. A safe, caring school is built on a foundation of trust. Trust requires information. This handbook provides the information to answer your questions about the routines and procedures at the Middle School. We have also included some of the District's policies in the appendix. Since school success is directly related to a strong student/parent/teacher partnership, please take a few minutes to read this handbook with your parents or guardian. Ask your teacher to clarify any questions that remain about the Middle School.

MSAD #15 VISION STATEMENT

We, the community, students and staff, aspire to form an educational partnership that will provide a safe, caring and challenging environment where all are afforded opportunities to learn and succeed, grow and mature.

We recognize the need for adaptability in the face of continuing social and technological changes, and are committed to the development of critical and creative thinkers.

We honor the individual by fostering intellectual, cultural, civic, social, and personal growth. When we succeed in developing the whole person, we create a society of responsible, productive citizens with a passion for life and for learning who are prepared to take the next step.

The intent and results of our vision and educational efforts will empower every student in MSAD #15 to become:

A Community and Global Steward
A Complex Thinker
A Self-Directed Learner
An Academically and Artistically Literate Person
An Effective Communicator
A Quality Worker
A Physically, Mentally, and Ethically Healthy Person

GNG MIDDLE SCHOOL PHILOSOPHY

The challenge of middle level education is to provide a comprehensive educational program that addresses the dramatic, intellectual, social, emotional, physical, and ethical development of this middle level age group. Our students are in the process of searching for their personal identity and their place in the academic and social world. Students in our school need teaching and learning that is engaging, authentic and personalized. They need to practice their emerging problem-solving and thinking skills in their school work. Our school, however, must also continue to provide concrete, experiential learning experiences to support this growing development. The G-NG Middle School must provide students with a challenging, varied, exploratory academic program which emphasizes basic skills leading to student independence, responsibility, and life-long learning. All students must make progress toward the Maine Learner Outcomes and Learning Results. Our school is accountable to the students, parents and community for these results. We cannot do this work without a strong partnership among the school, parents, and community.

School colors:	Red, White and Blue
School team:	Patriots
School address:	31 Libby Hill Rd. Gray, Maine 04039
Telephone:	657-4994
Fax:	657-5219

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MSAD # 15 BOARD OF DIRECTORS

Tod Bennett -- Gray
Ron Brann -- New Gloucester
Will Burrow -- Gray
Sandy MacDonald -- Gray
Peter Pinkerton -- Gray
Tami Plummer -- Gray
Kathleen Potter -- New Gloucester
Alan Rich -- New Gloucester
Sheryl Robinson -- Gray
David Sutherland -- New Gloucester
Sharon Vandermay -- New Gloucester

MSAD #15 DIRECTORY

Superintendent, Victoria Burns	657-3335
Director of Curriculum and Staff Development, Karen Caprio	657-3335
Business Manager, Terry Towle	657-3335
Special Education Director, Erin Chase	657-2066
Athletic Director, Geoff Robbins	657-2842
Director of Technology, Craig Moore	657-9480
Maintenance Manager, George Litrocapes	657-3565
Food Services Director, TBA	657-4402
Manager of Transportation and Facilities, Doug Driesen	657-2181
High School, Paul Penna, Tim Richards and John Springer	657-3323
Memorial School, Donna Beeley	926-4322
Russell School, Dan Joseph	657-4929
Dunn School, Bruce Beasley	657-5050

MIDDLE SCHOOL FACULTY AND STAFF

Principals	Sherry L. Levesque
Assistant Principal	Geoffrey Robbins
School Counselors	Theresa Allocca Marten Lynch
Secretaries	

Kimberly Wotton - Lead
Luanne Coulombe - Office
Lucille Mercier - Guidance

Head Custodian	Laney May
School Nurse	Sheila Giancola, RN

Middle School Teams:

Grade 6	Grade 7	Grade 8
Mr. Curran	Mr. Herod	Ms. Morgan
Mrs. J. Brown	Ms. Babbin	Mr. Bergner
Mrs. Buck	Mrs. Carbonneau	Mr. Stash
Mrs. Fecteau	Mr. Dyer	Ms. Fowle
	Ms. Leavitt	Ms. Wheat
Ms. Giblin	Ms. Douglas	Ms. McMann
Mr. Harnden	Mrs. Fitzpatrick	Mr. Connolly

Other Faculty:

Mr. Jensen	Computer	Mrs. Allen	Librarian
Mrs. Hamel	Tech Ed	Mrs. Strout	Library Aide
Ms. Weed	Art	Mr. Weddleton	Gifted and Talented
Mr. Sanders	Physical Education	Mrs. Fons	Special Education
Ms. Craig	Physical Education	Mrs. Mohlar	Special Education
Mr. Sovetsky	Band	Ms. Guerard	Special Education
Ms. McGonagle	Foreign Language	Ms. Whitney	Special Education
Ms. Christoforo	Foreign	Mrs. Barrett	Special Education
Ms. Preneta	Chorus/Performing Arts	Ms. Gentry	Sp. Ed. Social Worker
Mr. Fullerton	Health	Ms. Duff	Speech Therapist
Ms. Haber	Literacy Specialist	Ms. Blake	Nurse's Aide
Mrs. Brown	Math Specialist	Ms. Chadwick	Occupational Therapist
Mrs. Giancola	Nurse	Mrs. Ryan	Technology Ed. Tech.
Mrs. Clark	Physical Therapy		
		Mrs. Lefebvre	Custodian
Mrs. Stephens	Ed Tech	Ms. Meserve	Custodian
Mrs. Hodge	Ed Tech	Mr. Ufkin	Custodian
Mrs. T. Dyer	Ed Tech	Mr. McGinnis	Custodian
Mrs. Carle	Ed Tech	Mrs. Moran	Custodian
Mrs. Sanborn	Ed Tech	Mrs. Barton	Food Service
Mrs. F. Dyer	Ed Tech	Mrs. Henry	Food Service
		Mrs. McPhail	Food Service

DAILY SCHOOL SCHEDULE

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Arrival Time and Dismissal:

School is open for student arrival at 7:15 A.M. Students should wait in the lobby until the morning bell rings. The morning bell rings at 7:27 A.M. Students should then go to their lockers and homeroom.

All students should be in the homerooms at 7:30 A.M. The dismissal bell rings at 1:50 P.M. Students are dismissed through the following schedule:

- * Group 1 - First bus trip
- * Group 2 - Second bus trip
- * Group 3 - Walkers, bikers, and car riders

Attendance:

The Middle School attendance policy is governed by Board Policy. The following rules support this policy:

Students are not permitted to leave the school building unless dismissed in writing (no phone calls), by their parent(s)/guardian(s). In order for a student to be considered excused absent, a phone call must be placed by the parent/guardian to the main office (657-4994) **by 8:00 A.M.** of that day. If the school does not receive a phone call, our staff will attempt to call the home or the parents' work to verify the location of the student. If the absence is not excused verbally by parent/guardian on the day of the absence, then a written note with the reason for the absence and the signature of a parent is due the day the student returns to school.

The school reserves the right to confirm all appointments that are identified as the reason for an early dismissal. Students who are absent from school are not allowed to participate in any after school activities on the day of the absence.

To be considered an "excused absence" and not truancy from school under both Board policy and Maine Law, a written excuse must report one of the following:

- a. personal illness;
- b. an appointment with a health professional that could only be scheduled during the regular school day (include the name and phone number of the health professional);
- c. observance of a recognized religious holiday, when observance can only be done during the school day;
- d. a family emergency;
- e. a planned absence for a personal or educational purpose.

Work missed due to an absence must be made up. Students should see their teachers to get missed assignments as soon as they return to school. If work is not understood, a time to ask questions and get clarification should be scheduled with the teacher. Students are required to make up work when absent. If it appears that a student will be out of school for several days, please call (**before 8:00 A.M.**), and the office will notify teachers to get school work together to go home. Please give the office as much notice as possible.

1. **Unexcused Absences/Tardies:** Any absence/tardy that is not related to an illness, a professional appointment, family emergency, religious observance or a planned trip will be deemed unexcused. A student with eight or more unexcused absences in a trimester will be referred to administration. (Likewise, a student with four or more unexcused tardies in a trimester will be referred to administration.) Follow up may include a phone call, conference, detention, social probation, or other disciplinary action. Parents are reminded to call the school or send a note if your child is going to be absent or late to school.

2. **Classroom Tardiness:** Students are expected to be on time to class. A Level I Infraction will be issued by a teacher if a student is late to class without a teacher/office note. Repeated/lengthy tardiness will result in an

assigned office detention.

See Policy: 2.16 RJE A

See Policy: 2.7RJFB

Drop Off and Dismissal:

In order to keep students safe, the Middle School must have written parent/guardian permission if a student's transportation plan from school to home changes.

* No alternate after school arrangements will be accepted over the phone during the school day.

* If a child is to be dismissed during the day, a note from the parent should be given to the office secretary.

* A transportation plan must be in place for every student. At the beginning of the school year, parents/guardians will be expected to fill out a form that will designate how their child will get to and from school. The school will expect all students to follow this plan. If a student has permission either to walk or use the bus, then one note can be kept in the office.

* Students may not ride a different bus or leave school grounds without a note from home stating a change in the transportation plan.

School Cancellations, Delays, and Early Dismissals:

School cancellations, delays, and early dismissals are determined by the Superintendent. Announcements regarding these changes to scheduled school days are announced on local radio and television stations.

In the event of an unexpected early dismissal from school, parents should have a pre-arranged plan with the student. Due to our large enrollment, it is not possible for all students to use the telephone in the event of an early dismissal. A form will be sent home at the beginning of the school year that will ask for details of this plan. The student will be expected to follow this transportation plan.

After School Supervision

There are many activities throughout the building after 2:00 P.M. Students must be supervised at all times by Middle School staff during school activities. Students who stay after school can do so **only** with prior parental approval and **supervision** of a staff member.

Students need to make prior arrangements to stay after school with a teacher or other adult staff members. Since coaches can only supervise their own team members, students can not stay to watch sports practices. Students may not bring a friend to an after school activity to wait for them. Home games start at 3:30 P.M. Students who wish to cheer on our teams are welcome, but must go home first and return later for the game. Students may not leave the building and re-enter during a sporting event.

GENERAL SCHOOL INFORMATION

Academic Probation for Co-Curricular Participants

Academic probation is outlined in the Athletic Handbook.

Academic Alert

Students gain the most benefit from classes when they are able to participate with completed homework and class assignments. Students who fall behind in their class work or who accumulate 3 “0”s for missing work in a specific class will be placed on Academic Alert. When they reach this status they are assigned to an Academic Assistance session. Academic Assistance is provided after school from 2:00 – 5:00 and is scheduled on an as needed basis. During this session, students are provided with time and support to get caught up in their work. When possible, they will spend a portion of this time with the teacher with whom they owe missing work. Parents will be notified when a student is placed on Academic Alert. If a student completes their work before the assigned Academic Assistance session, they will not need to attend. However, they must provide written proof of their completed work to building administration. Students **must understand** that teachers may not be able to provide **immediate** written proof or may need time to review the work before verifying completion of the work or that it is up to the standards required by the teacher. If a student remains on Academic Alert for repeated issues of missing work or fails to complete work, a meeting with parents, teachers, the student, and administrators will be held to generate a plan to help the student complete the work. Students are not placed on Academic Alert for missing assignments due to excused absences from school. However, students who accumulate missing work due to an excused absence and do not make it up in the amount of time noted by District policy for make-up work are subject to being placed on Academic Alert.

Academic Progress

Student grades can be accessed through our web based grading program, PowerSchool. Access is obtained through the use of a web ID and password. Passwords are mailed home in September of each school year. Progress reports and report cards are issued routinely at mid and end of the quarters and trimesters. Parents and students can also request academic progress reports at any time.

Advertising:

All posters for clubs, events, dances, fundraising, etc. must have prior approval of the Principal before they can be displayed in the school. Only information about school or District organizations will be placed on the morning announcements and daily updates.

Allergies and Special Needs:

Students need to be aware that there are students in our school population who have allergies, special needs and strong health concerns. It is important that all students heed warnings and other health announcements that concern the well-being of our school population

Assembly and Athletic Spectator Expectations

Students are expected to represent their school positively and conduct themselves in a respectful and appropriate manner at all student assemblies and athletic contests. Student misbehavior will be handled in the same way that it would be on a regular school day.

Backpacks and Bags:

For health and safety reasons, the use of backpacks, shoulder bags, and duffel bags will be limited to entering and leaving school. During the school day, **all of these must be kept in the student’s locker.** Students will not be allowed to carry backpacks, shoulder bags, or duffel bags from class to class. Ample time will be given to students to go to their lockers between classes to get books.

Clothing:

Clothing must be appropriate for our educational setting, and the Middle School staff will make the decision if the clothing disrupts the learning environment. Clothing that disrupts the learning environment is not permitted; this includes clothing that is too tight or revealing and clothing with slogans advocating substance use, violence, harassment or other violations of Board Policy. Students will be given the choice of changing the clothing, wearing it inside out or covering the clothing with another clothing item. Shorts and skirts should be of a reasonable length. Since all body types are different and clothing fits differently, some judgment must be used by students before they come to school. A guideline for shorts is approximately a **4 inch inseam**. When students place their arms by their side, shorts/skirts should not be above the finger tips of the hands. Hats, bandanas, halter tops, tank tops, loose-fitting sleeveless shirts, shirts/dresses with spaghetti straps, athletic uniforms, pajamas or pajama-like loungewear, and shirts/pants that expose the waist are not to be worn in school at any time. Neither boys nor girls can wear clothing that exposes underwear. During the winter months our building can be cold. Students should dress in layers; however, **all jackets must be kept in lockers during the day and can not be worn in classes**. Students may get their coats and jackets for recess before they go to lunch.

Co-Curricular Activities:

Various extra-curricular activities are offered throughout the school year. Students are encouraged to join and explore new interests. Activities include:

Band gr. 6-8	Chorus gr. 6-8	Student Council gr. 6-8
Math Teams gr. 6-8	Soccer gr. 7-8	Cheerleading gr. 6-8
Basketball gr. 7-8	Baseball/Softball gr. 7-8	Track gr. 6-8
Cross Country gr. 6-8	Drama gr. 6-8	National Jr. Honor Society gr. 7-8
Yearbook gr. 6-8	Destination Imagination 6-8	Civil Rights gr. 6-8
Peer Mediation gr. 6-8	Football gr. 6-8	Hockey gr. 6-8

Co-Curricular Eligibility:

Academic eligibility is based on the current 8 reporting periods. Students passing all of their classes are considered eligible. In order to participate in co-curricular activities a student must be enrolled in at least five classes.

Corridor Passes:

Students may leave a classroom with permission from the teacher **only after** obtaining a corridor pass. The library stairway is to be used only to go to and from the library, not as a pass-through.

Dances :

Middle School students will have the opportunity to attend several dances/socials throughout the school year. Gray-New Gloucester Middle School dances are open only to our middle school students. These dances are a school activity and all school behavioral and clothing expectations apply.

Guidelines are as follows:

1. All dances will be from 6:30 P.M. to 9:00 P.M., with the exception of the last dance. The doors will open at 6:30 P.M. Please do not come to the dance early since chaperones will not be at their stations until 6:30 P.M. Arrange to have your transportation pick you up promptly at 9:00 P.M. Students who do not make arrangements to leave at the appropriate time may lose dance attendance privileges the following month.
 2. Student cost is \$5 per dance with the possible exception of the last dance or a special dance.
 3. All home-schoolers are welcome. They must pre-register at the Middle School so that emergency information can be taken.
 4. Chaperones have the right to time students out in the office. If, for disciplinary reasons, a student has to be sent home from a dance, administration will follow through with appropriate discipline.
- This may include loss of privilege to attend one or all of the remaining dances for the school year.

5. No gum, public displays of affection, inappropriate dancing or inappropriate clothing will be allowed. School rules are in effect during the dance, and chaperones in attendance will see that those rules are followed.
6. Any student on social probation or who is absent from school on the day of the dance will not be allowed to attend.
7. Students arriving after the first half hour must be walked to the ticket desk by an adult. Students who need to leave before the dance is over must have an adult come inside to pick them up. Students who leave the dance will not be readmitted.
8. Backpacks should not be brought to the dance.
9. Students will be asked to sign a Dance Contract at the beginning of the year.
10. Students who wish to bring a guest must obtain a guest pass from the office prior to the day of the dance. There are a limited number of passes for each dance. Passes are distributed on a first come first serve basis.

FERPA:

The Family Educational Rights and Privacy act (“FERPA”) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records. Please see complete policy in the appendix. See Policy: 2.04 JRA_E

Fire Drills/Safety Plans:

The District has worked closely with police and fire departments to develop crisis plans in the event of an emergency. Each school has a Crisis Team ready to respond when needed. Each room in the school has a written evacuation sheet placed in a conspicuous place within the room. In the event of an evacuation, these directions should be followed:

1. Upon leaving the classroom, windows and doors must be closed.
2. Evacuation will be orderly, quiet, and well disciplined.
3. Attendance will be taken outside. Students are to remain together as a class outside the building as directed by the teacher. Students should stay in line and remain quiet until directed otherwise by school personnel.

Food and Drinks:

Food should be eaten only at designated times and in designated areas. Students are not permitted to bring opened drink containers into school. Food and/or drink may not be removed from the cafeteria area during lunch time unless a student is serving a lunch detention or meeting with a teacher. Gum is not allowed in school. Candy and lollipops may be eaten in the classroom only with teacher permission or in the cafeteria during the lunch break. Lollipops are not allowed in the hallways or common areas. All food and drinks purchased in the cafeteria at breakfast and lunch time must be consumed in the cafeteria.

Fundraising:

Sales and fundraisers of any kind are prohibited in our school as they disrupt the normal school day. Please do not bring sale items to school. With prior administrative approval, sales can take place after school hours at other school events.

Gifted and Talented:

Gray –New Gloucester Middle School services identified gifted and talented students. Inquire at our main office for additional information.

Guidance:

The Middle School guidance program is an integral part of the total educational experience in grades six, seven and eight. The guidance staff works with students to help them understand both the school environment and their own individual opportunities and responsibilities. Our goal is to promote a level of self-awareness that allows students to work toward developing themselves to their fullest potential. The services offered are appropriate for early adolescents and all are related to the Guiding Principles for an Educated Person as determined by the State of Maine Learning Results.

Specific services include the following: classroom guidance presentations, group counseling sessions for students with similar needs or interests, individual counseling sessions, communication and consultation with parents, teachers, and administrators, and maintenance of complete student records.

Student contacts with guidance staff may be initiated by students themselves or by referral from either staff members or parents. For more information, or to seek assistance, please call the Middle School.

Library/ Media Services:

The staff of the Library/Media Center welcomes students to our equipped resource facility. We urge students to become familiar with its arrangement and with the services and materials. When students have research to do, they may come to the Library/Media Center with a research pass signed by the subject teacher for whom the student is doing the research. Textbook work should be done in class. The only materials students should bring to the library are a notebook and a pencil for research.

The following services are provided:

Reference: Staff will assist in locating information and in answering reference questions.

Instruction : Use of resources and equipment is provided on both an individual and group basis.

Reader's advisory: Advice is offered in finding "something good to read".

Inter-library loan: The staff will request materials from other libraries if the information is not in our own library.

Production: The library can accommodate students and teachers in the following areas of production: slide/tape presentations, sound recordings, video tape recordings, dry mountings, and laminating.

Borrowing Regulations: Materials leaving the Library/Media Center must be signed out using the student's assigned identification number. Every student and faculty member in the school has a library number assigned to them when they come to the Middle School, and they keep that number for their entire time at the school.

*Books in the general collection circulate for a period of two weeks.

*Some videotape material can be checked out overnight.

*Special audio-visual equipment can be checked out by special permission to an adult who will be responsible for that equipment.

*Materials on reserve may not be removed from the Library/Media Center.

*The most recent issues of magazines may not be borrowed; back issues may circulate for one week.

While the library does not charge for overdue materials, materials should be returned promptly to allow others access to them. Items may be renewed for an additional two weeks as many times as necessary, provided no other person has placed a request for the item. Anyone who wishes to use material which is in circulation may request that the material be reserved and that they be notified upon its return.

Lockers:

Lockers are provided to students for their use during the school year. The contents of the locker are the student's responsibility. Locks may be put on the lockers, but students must purchase the locks. A duplicate key or combination **must** be given to the homeroom teacher. We ask that students not use the heavy duty locks as they are difficult to remove if keys are lost or combinations are forgotten. Lockers are the property of the school and as such can be searched by administration even if this means cutting a student's lock. Students are responsible for keeping lockers clean.

Lost and Found:

During the school year, misplaced student clothing and other articles that are left behind accumulate. Items that are found are held for 2 weeks. Keep in mind that the chances of reclaiming lost items is greatest when reported at or near the time of the loss. Please feel free to stop by the office and ask to search our lost and found. 9
Students should put their names on all clothing and other items that they bring to school.

Lunch and Related Food Programs:

Breakfast is available each morning from 7:15-7:30 A.M. All students are welcome to participate. Please contact the school for the cost.

A regular full hot lunch is offered each day. Please contact the school for the cost. Students may pay lunch by the week or by the day. It is preferred that students place money in their accounts at the beginning of the school day. They can access these funds at lunch through the use of their PIN. PIN numbers are distributed by the District Food Services at the beginning of the school year.

A full menu is printed on the reverse of the monthly Student Calendar of Events and distributed to students the first week of every month. A la carte items such as cheeseburgers, pizza, salads, chips, ice cream, etc., are available to students on a daily basis.

Students eligible for free or reduced meals should submit an application form, filled out by the parent, to the office no later than September 15th.

The cafeteria is large, and to help ensure a good lunch atmosphere the following rules are to be observed:

1. Be orderly, patient, and quiet while waiting in line.
2. Behavior will determine the seating arrangement. Please talk quietly. Remain seated unless permission is given to get a drink, use the restroom, or dispose of refuse.
3. Do not touch the food or belongings of others.
4. Keep the table and floor clean in your area. Please clean up spills. Students are expected to clean-up their area before being dismissed to recess.
5. All students are to remain at their table until they are dismissed by duty personnel.
6. Students should not ask others for money, food, or to clean-up their trash.

Network and Student Computer Use:

All students in MSAD #15 must have a signed contract prior to using any electronic networks. A copy of the contract will be sent home with students on the first day of school.

Parent Communication:

Parents are considered part of the Middle School team. When parents, teachers, and students work together everyone will experience success. This partnership among parents, school, and community is strengthened through regular communication:

1. Teams frequently communicate with parents about team activities and individual student progress.
2. Parent/student/teacher conferences are formally held twice a year.
Parents/community members have opportunities to volunteer and participate in classroom and school activities.
3. Parents are encouraged to share ideas and suggestions on how to better our school.
4. The Middle School publishes a newsletter twice a month. The newsletter is sent home with students and placed on the website on the first and third Friday of each month.
5. An Event Calendar is included with the newsletter once a month.
6. Parent access to PowerSchool is a way for parents to check student progress through the internet.

Parent/Teacher/Student Conferences:

Conferences are scheduled for mid-October and mid-March. Parents desiring conferences at other times need only to call or write a note to the teacher. The teacher will schedule one for you. Progress reports are handed out in October, December, March and May. Report cards are issued the first week of November, in January, in April, and are mailed home at the end of the school year.

Personal Property:

The school is not responsible for items of value if they are brought to school and/or stolen at school. Use of radios, headphones, CD's, CD players, pagers, portable telephones, laser lights or any other electronic devices

is not permitted in school without specific teacher permission for classroom use. If it is necessary to bring any of these items to school, students must turn them off and leave them in their locker until they leave school. Students should not leave lunch money or other valuables in their desks or in their gym bags in the locker room. Money should remain with the student. Students are not to bring any chain to school that has links larger than 1/4 of an inch or are more than 2 feet long.

Physicals:

Policy 2.06 requires that all students have a complete physical examination by their health care provider upon entering kindergarten and competitive sports programs every two years in grades 6 thru 12. **The physical exam must be on-file at school prior to participation. This includes team try-outs and practices.**

Planners:

The school provides a planner for all students for organizational purposes. All students are expected to carry and use these student planners. The planner will outline daily assignments, homework etc. It also facilitates communication between home and school. Students who lose or destroy planners will be required to purchase a replacement at \$5.

Procedure for Personal Communication Between Home and School:

When adults, students and parents work together, questions and concerns naturally happen. The Middle School and the Board of Directors urge parents to take the positive steps outlined below to address their concerns.

- 1 Speak to the person directly involved (teacher or other staff member).
2. If not satisfied, speak to the Principal.
3. If not satisfied, speak to the Superintendent.
4. If not satisfied, speak to a Board member.

Posters and Signs:

All posters for clubs, events, dances and fundraising must have prior approval of the Principal. Posters are only to be thumb tacked to the Student Information boards around our school. Do not tape signs and posters to windows or painted walls.

Public Display of Affection:

Students are not to have physical contact of a romantic or sexual nature on school grounds.

Questioning and Searches:

The questioning and searching of students is performed under the guidelines of District policy. Please refer to the policy in the appendix for details and procedures.

Retentions:

Retention is a serious issue that requires consultation among the parent, teacher, student and administration. Middle School students are expected to pass every subject for promotion into the next grade. Students who fail one or more subjects will be retained in the same grade unless they successfully complete a remediation program during the school year or satisfy the requirements detailed through a formal plan determined through a parent/teacher/student/administration meeting.

Skateboards:

Skateboarding is not allowed on Middle School grounds. Due to health, safety, and storage concerns skateboards are not allowed in the Middle School.

Special Education:

The MSAD 15 Board of Directors shall comply with and implement federal and state laws and regulations pertaining to the education of children identified as having a disability. The Special Services Director is responsible for all special education programs and services., and for the compliance with federal and state

regulations. The school unit has adopted policies and procedures for determining when a student shall be referred for special services. Refer to the following policies: IHBAA Referral/prereferral policy & IHBAC Child Find Policy

Stolen or Missing Items:

Students should report to the principal any personal or school property that is missing or suspected stolen. Personal or school property that is found should be taken to the office.

Student Bullying:

We strive to prevent and stop bullying behavior at the Middle School. In order to do so, we provide programs to educate students and staff about bullying and bullying prevention. Our school counselors and school resource officer also work with classes and individuals to help them recognize bullying and help students practice bully prevention skills. We also ask that students who observe or who are victims of such behavior report incidents to staff members as soon as they occur.

Bullying is defined as any verbal, physical, or social behavior that over a period of time, intimidates, threatens, or hurts others.

See Policy: 2.19

Student Hazing:

It is the policy of the Maine School Administrative District No.15 that 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 shall be prohibited at all times. 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 student enrolled in a public school.

See Policy: 1.14R ACAD included in the appendix of this handbook.

Student Guests

Student guests may come to the Middle School **only with prior arrangement through the administration.** Permission will be given for a student guest only if the time and date is convenient for the classroom teacher and is not a distraction to classroom instruction. Parents of the visiting student must complete an emergency card with phone contacts.

Student Health:

A nurse or nurse assistant is available for students during the school day. Students who have a pass and need to see the nurse or the nurse assistant should go directly to the health office. If no one is available, the student should report to the main office for assistance. Students are not allowed to carry medication to or from school. If a student requires medication at school, the parent /guardian must bring the medication to school and, if needed, take the medication from school to home. Clear instructions as to dosage and time for medication must be given with the medication. Medication forms are available in the main or health office. Physicians must certify in writing that it is necessary for students to take medication at school. Please contact the school nurse to make arrangements for medications or to answer any questions. Under no other circumstances should pills be at school.

See Policies; 2.06 & 2.06 A

Student Telephone Use:

A pay telephone is located in the main lobby of the school. It is intended for student use **after** school hours or with **special permission from staff** during the school day. If a parent needs to have a call from their child 12 during the school day, a note should be written giving permission. This note should be given to the office. **The office telephone is not available for student use except in the case of an emergency.** Students should carry extra change for the pay phone. The office is unable to make change for student telephone use.

Teacher Academic Support:

Students and parents are encouraged to request after school support if a student is having short-term difficulty with assigned work. Students need to talk to teachers and schedule support sessions in advance. Teachers have certain days they dedicate for after school student support. Teachers require a note from parents stating that they know their child is staying after school and the time that they will transport the student home.

Textbooks:

Textbooks are loaned to students for use during the school year. Books are to be returned in good condition with minor allowance for wear. Damaged or lost books must be paid for. **All books are to be kept covered.** Replacement costs for books can exceed \$60.00.

Visitors:

Visitors are welcome at the Middle School; however, all visitors must sign in at the office upon arrival. If a visitor does not have a pass, he/she will be asked by staff to return to the office to register. Parents who wish to visit their son/daughter's classes are asked to notify the teachers in advance so that comfortable accommodations can be provided.

Volunteers:

The Middle School understands the importance of parents and community in the education of our students. Please consider volunteering in our school. Volunteers are needed in the classroom, on field trips, in the library, or in the office. Guidance needs adult mentors for individual students. There is a job for your interests. The School Improvement Team is another volunteer option. Please contact your child's teacher or the office if you would like to help in this important work.

Wellness:

Our middle school community and programs are designed to encourage and promote healthy physical and mental growth.

See Policy: 2.20 R

Wide Code of Conduct with input from school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following state-wide standards for ethical and responsible behavior:

- **Courage:** is demonstrated when a person stands up for what is right in the right way.
- Tolerance:** is demonstrated when a person accepts and respects others
- Compassion:** is demonstrated when a person shows empathy and care for others.
- Respect:** is demonstrated when a person treats others the way he or she wishes to be treated with dignity and fairness.
- Integrity:** is demonstrated when a person is trustworthy in words and deeds.
- Responsibility:** is demonstrated when a person takes action for what needs to be done right in the right way.

Code of Conduct

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- on school property,
- while in attendance at school or at any school-sponsored activity, or
- at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

General Behavior Expectations and Discipline Policies

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

See Policies: 2.07

JK – Student Discipline

JKD – Suspension of Students

JKE – Expulsion of Students

MIDDLE SCHOOL DISCIPLINE PROCEDURES

14

General Guidelines

Each teacher and team is responsible for planning and implementing a behavioral management system in their own classroom(s). These plans need to be communicated in written form to students and parents. A copy must

also be submitted to the principal. Disrespectful behavior including, but not limited to, inappropriate language, rudeness, disobedience, tardiness, and class disruptions will all be considered the teacher's responsibility and handled by each teacher's/team's classroom management system. It is vital to have communication among staff, student and the parent/guardian using phone calls home, student counseling, behavior plans, and parent/teacher conferencing.

Classroom Consequences may include the following:

1. Student conference
2. Telephone call to parent
3. Teacher detention
4. Time-out in another classroom
5. Conference with parents
6. Referral to administration regarding the incident and action taken by the teacher. If a teacher chooses to enlist the administration in a Level 1 Infraction, a Discipline Referral Form will be issued to document the Level 1 Infraction. Teachers and/or administration will call home for repeated Level 1 Infractions. Accumulation of three Level 1 Disciplinary Referrals in a 30 day period will result in a two hour office detention as a minimum consequence.

Level 1 Infractions:

Every member of our staff is responsible for maintaining a healthy, safe, and productive school environment and can issue a discipline referral to those students who demonstrate misbehavior including, but not limited to, rudeness, disrespect, inappropriate language or gestures, rough play, repeated tardiness, public displays of affection and/or noncompliance with other school rules. Level 1 discipline referrals are often used to address these student behavioral issues when they occur in common areas of our school community(i.e. hallways, cafeteria, recess, etc.) **Accumulation of three discipline referrals for Level 1 Infractions within any 30 day period will result in a two hour office detention as a minimum consequence. ***

- 1st discipline referral slip - Informal talk with teacher issuing referral and administration
- 2nd discipline referral slip- Informal talk with teacher issuing referral and administration
- 3rd discipline referral slip - Student issued a two hour office detention. Parents notified of detention.

Continued Level 1 Infractions may involve the implementation of an administrative disciplinary action program requiring both parent and student involvement in planning for positive accountability. Such administrative action may include a period of social probation. Improved behavior will provide the student with an opportunity to rejoin the mainstream of student life through the practice of positive citizenship.

***Failure to serve the office detention will result in an additional office detention. Failure to serve the two detentions will result in a 20 day period of social probation.**

Level 2 Infractions:

Level 2 infractions address more serious behavioral issues. Due process is followed in a Level 2 Infraction referral and involve a student meeting with administration. Parents will be notified and consequences will vary depending on the seriousness of the offense and the student's discipline history. Social probation, office detention, out-of-school suspension, and expulsion are possible consequences. A combination of consequences can be used to address the student's behavior. Consequences are always more severe for Level 2 than Level 1 Infractions. Administration manages Level 2 Infractions and may involve the School Resource Officer or other law enforcement personnel. Students will be responsible for any school work missed due to suspension. After returning to school and upon the request of the student, tests, quizzes, and other exhibitions of student performance may be completed for credit. 15

A Level 2 Infraction is equal to three Level 1 Infractions and has a minimum consequence of an office detention. The repeated Level 2 Infractions may result in a meeting with the student, teachers, and parents to develop a plan to help the student improve behavior. The Superintendent of schools will be notified of students

who establish patterns of behavior that is disruptive to a positive learning environment.

Level 2 Behavioral Infractions include, but are not limited to, the following:

Disrespect with a substitute teacher
Cheating/Plagiarism
Insubordination
Skipping a teacher and/or administrative detention
Harassment/Threatening/ Bullying/Hazing
Profanity, vulgar gestures directed toward staff or students
Leaving school grounds without permission
Theft
Weapons
Assault/Fighting/Violence
Vandalism
Substance Possession/Use/Distribution – i.e. cigarettes, alcohol, drugs

***Disciplinary referrals are used to address student behavior in all areas of the school community i.e. buses, co-curricular activities, dances, etc.**

Assault/Fighting:

Fighting on school grounds will result in a 2-5 day out-of-school suspension.

Bullying:

We strive to prevent and stop bullying behavior at the Middle School. In order to do so, we provide programs to educate students and staff about bullying and bullying prevention. Our school counselors and school resource officer also work with classes and individuals to help them recognize bullying and help students practice bully prevention skills. We also ask that students who observe or who are victims of such behavior report incidents to staff members as soon as they occur.

Bullying is defined as any verbal, physical, or social behavior that over a period of time, intimidates, threatens, or hurts others. Bullying may include, but is not limited to the following types of contact:

VERBAL-hurtful name-calling, teasing, threatening, taunting, gossiping, asking for money, food, belongings, and/ or individuals to do certain tasks

EMOTIONAL-isolating, rejecting, humiliating, ostracizing, spreading rumors, manipulating friendships

PHYSICAL-any aggressive physical contact such as: hitting, pushing,poking, choking,pulling hair, obscene gestures or drawings, beating, throwing objects, spitting

Should bullying occur, the following procedures will be followed to address the behavior:

First Incident: The victim or teacher reports and documents incident through a Level 1 referral and administration investigates incident. Administration meets with victim and accused student to review appropriate behavior and consequences for future incidents of bullying. The accused student and parents are provided with a copy of the incident. Administration may raise an initial incident involving bullying to a Level 2 referral if specific details of an incident warrant a higher level of discipline or consequence. 16

Repeated Incidents: Repeated incidents of bullying by an individual student are raised to Level 2 referrals. After incidents are investigated by administration, students accused of bullying will meet with administration to establish a plan focused on stopping all bullying behaviors and determine consequences for each incident. Parents will be notified of incidents. and may be required to meet with administration as part of the behavior

plan. Consequences include but are not limited to: office detention, social probation, suspension, risk assessment, expulsion, and/or a combination of any of these consequences depending on the incident. Due the variances in actions and severity of incidents defined as bullying, administration may choose or be legally bound to involve the school's resource officer in the management of a bullying incident.

Harassment:

The middle school recognizes the right of every person to work/study in an atmosphere which is free of intimidation, hostility, and offensiveness. The following procedure is used at the Middle School as a guide to educate staff and students about harassment and to create a safe working environment. Depending on the context of the harassment, administration may choose to begin at any step in this procedure:

- *Guidance will provide direct instruction to all students regarding harassment and the harassment policy.
- ***First Report of Harassment:** After administrative investigation, the harassment policy and procedure will be explained and the offender will be asked to stop the harassment. Mediation between the two parties will be completed. The parent/guardian is called.
- ***Second Report of Harassment:** Parent/guardian will be notified and a meeting with parent/guardian and student will take place. Guidance will be asked to meet with the offender to review the harassment policy. A detention will be given to the offending student, and a plan created to stop the harassment.
- ***Third Report of Harassment:** Parent/guardian will be notified and a meeting with parent/guardian and students will take place. A plan will be created among administration, parent/guardian, and student to ensure that the harassment will cease. Out-of-school suspension or expulsion are discipline options.
- *Any harassment with violence will be reported to the Attorney General's office, the School Resource Officer, or local law enforcement office.

Other Behaviors Requiring Disciplinary Actions:

M.S.A.D. #15 also has a distinct set of policies and procedures that must be followed for certain disciplinary actions. The following policies are included in this handbook:

- | | |
|---------------------------|-----------------------------------|
| Bomb Threats | Truancy |
| Hazing | Harassment |
| Bullying | Weapons |
| Questioning and Searching | Substance Possession and/or Abuse |

We encourage students and parents to read through these policies together to become familiar with the guidelines and consequences of the specific behaviors involved in each policy.

Non-Discrimination Notice:

It is the policy of MSAD #15 to prohibit discrimination against and harrassment of school employees because of race, color, sex, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harrassment of students because of race, color, sex, religion, ancestry or national origin, or disability are prohibited. Students who feel that they are the subject of harrassment or know of someone who is being harrassed, should contact their building principal or Joan Tremberth, Affirmative Action Officer.

Office of Civil Rights of the U.S Department of Education- address listed below

U.S.Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491

Substitute Teachers:

Our school is fortunate to have capable people to help us whenever our regular teachers are ill or attending 17 conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. If a substitute reports a student's name to the office for inappropriate behavior, the student will receive a Disciplinary Referral for a Level 2 Infraction and serve a two hour office detention.

Social Probation:

Students on social probation may not participate in, or attend any school sponsored activity and/or events, including but not limited to: dances, sporting team practices and competitions, events, co-curricular activities and concerts. The placement of a student on social probation and length of a social probation will be determined by the administration.

Detention:

Students will be given at least a one day notice for detention assignments in order to arrange appropriate transportation home.

Office detentions will be conducted on Tuesdays and Thursdays and will be two hours in length, beginning at 2:00 p.m. with dismissal at 4:00 p.m. **Transportation is not provided by the school.**

The following is expected of students during detention:

- Arrive on time at 2:00 p.m.
- No talking
- No eating, drinking, or sleeping
- Students must be doing school work

Students who skip a detention or who do not comply with the above rules while serving a detention will be subject to the following consequences:

A student who skips a detention, or is asked to leave the detention, will be assigned an additional detention. Parents will be notified. Failure to attend both of these detentions will result in social probation. It is a student's responsibility to inform the administration if they are unable to attend an office detention. This must be confirmed by a parent prior to the scheduled detention. Repeated incidents of missing office detentions will result in a student being placed on social probation.

Bus Conduct:

Bus Discipline Administrative Procedures Student Conduct on School Buses Policy Adopted: Aug. 16, 2006

As the person responsible for the safety of all students in a school vehicle, the driver must address all inappropriate student behavior when it occurs. Whenever possible, the matter should be taken care of between the driver and student. If a student's behavior warrants administrative response, the driver will take the following steps:

Verbal warning: For the first and minor offenses, as determined by the driver, the driver gives a verbal warning and keeps a log.

First written notice: The driver completes a bus discipline form (#175), gives the white copy to the student to take home to his/her parents/guardians and gives designated copies to the school principal and the transportation manager. The transportation manager will call the parents/guardian to discuss the incident **18** and verify that they received the student copy.

Second written notice: The driver completes a bus discipline form and gives it to the school principal. The principal takes action, which will include contact with student and parent/guardian and could include suspension of the student's riding privileges for up to five (5) days. The principal will return the completed

yellow copy to the driver and the pink copy to the transportation manager. In the case of suspension the principal will notify the transportation department within 24 hours.

Third written notice: The driver completes a bus discipline form and gives it to the school principal. The principal takes action, which will include contact with student and parent/guardian and suspension of the student's riding privileges for up to the remainder of the school year. The length of this suspension is at the discretion of the principal after consideration of the severity of the infraction and/or other relevant factors. The principal will return the completed yellow copy of the bus discipline form to the driver and the pink copy to the transportation manager within 24 hours. The principal will immediately notify the transportation office regarding the length of the suspension.

In the event a special education student has special transportation in his/her Individual Education Plan (IEP), removal from the bus is subject to Special Education Regulations. In the event that a special education student, without special transportation in his/her Individual Education Plan (IEP), is suspended from the bus for more than ten days, the district will convene a Pupil Evaluation Team (PET) to address the disciplinary issues leading to the removal.

In extreme cases, the principal may bypass any of the above notifications to arrive at an appropriate disciplinary response.

APPENDIX

The appendix includes District policies noted in this handbook.

All District policies are available on the District Website

**NEPN/NSBA Code: AC
MSAD 15 BOARD OF DIRECTORS**

ADOPTED 10/20/04

NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of Maine School Administrative District 15 to prohibit discrimination against and harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. Discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. M.S.A.D. 15's Affirmative Action Plan includes designation of an Affirmative Action Coordinator who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Coordinator is a person with direct access to the Superintendent.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents and other interested persons, as appropriate.

M.S.A.D. 15 will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

Legal Reference: Equal Employment Opportunities Act of 1972 (P.L. 92-261)
amending Title VII of the Civil Rights Act of 1964 (42
U.S.C. ' 2000 (e) et seq.)
Title IX of the Education Amendments of 1972 (20 U.S.C. ' 1681 et
seq.)
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)
Age Discrimination in Employment Act of 1967 (29 U.S.C. ' 621 et
seq.)
Equal Pay Act of 1963 (29 U.S.C. ' 206)
Vocational Rehabilitation Act of 1973 (29 U.S.C. ' 794 et seq.)
Americans with Disabilities Act (42 U.S.C. ' 12101 et seq.)
Maine Human Rights Act of 1972 (5 MRSA ' 4571), as amended

Cross Reference: M.S.A.D. 15 Affirmative Action Plan
ACAB Harassment and Sexual Harassment of School Employees
ACAB-R Employee Discrimination & Harassment
Complaint Procedure
ACAA Harassment and Sexual Harassment of Students
ACAA-R Student Discrimination & Harassment Complaint Procedure

NEPN/NSBA Code: ACAD

MSAD 15 BOARD OF DIRECTORS

ADOPTED OCT. 20, 2004

HAZING

It is the policy of Maine School Administrative District No. 15 to prohibit injurious hazing of any type, by any student, staff member, group or organization affiliated with this school district, while engaged in school related activities, either on or off school property.

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.

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 student organizations, shall plan, encourage, or engage in injurious hazing 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. Any employee who engages in hazing will be subject to disciplinary action up to and including discharge. In the case of an organization affiliated with this school unit which 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.

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 Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

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

Legal Reference: 20-MRSA ' 6553

Cross Reference: ACAB Harassment and Sexual Harassment of Employees
ACAB-R Employee Discrimination & Harassment Complaint Procedures
ACAA Harassment and Sexual Harassment of Students
ACAA-R Student Discrimination & Harassment Complaint Procedure
JICIA Weapons, Violence and School Safety

NEPN/NSBA Code: ILD
MSAD 15 BOARD OF DIRECTORS
ADOPTED: 05/25/05

STUDENT SURVEYS AND MARKETING INFORMATION

It is the Policy of Maine School Administrative District #15 that from time to time schools may administer surveys to students in the course of developing and evaluating programs and services. MSAD #15 will comply

with the federal Protection of Pupil Rights Act and applicable regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in this policy.

Parental Consent to Surveys

No student shall be required to participate in a survey receiving funding under U.S. Department of Education programs that reveals the following information without prior notice to and the written consent of parents/guardians:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations or beliefs of the student or the student's parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

In the case of surveys not funded under U.S. Department of Education programs, parents/guardians will receive prior notice of the survey and their right to opt-out. Parents/guardians may request that their child not participate in a particular survey by submitting a written request to the within ten calendar days of receiving the notice.

Notice to Parents Regarding Surveys

Parents/guardians will be provided with a copy of this policy at the beginning of each school year, and within a reasonable time if substantive changes are made to the policy by the Board. If actual or expected dates of surveys have been scheduled when the policy is distributed, parents/guardians of affected students will be notified at that time. If surveys are scheduled after the start of the school year, parents/guardians will be provided with reasonable notice before the survey is administered.

Procedure for Inspection of Surveys/Instructional Materials

The Superintendent or designee will review all surveys and give permission for the use of any survey administered to staff or students. Parents/guardians have the right to inspect any survey created by a third party before it is distributed or administered to students. Parents may also inspect any instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey.

Parents/guardians may request to inspect surveys or related instructional materials by submitting a request in writing to the Superintendent within ten calendar days of receiving notice that a survey is to be administered. The Superintendent shall make arrangements for the parent/guardian to inspect the survey and/or materials within a reasonable time prior to the scheduled date for the survey.

Use of Student Personal Information for Marketing Purposes

MSAD #15 does not collect, use or disseminate personal information about students for marketing or commercial purposes.

This policy does not prevent the collection, use or dissemination of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions (including but not limited to tests and assessments, sale by students of products or services to raise funds for school-related purposes, student recognition programs and book clubs or magazines).

Protection of Student Privacy

The Superintendent shall be responsible for ensuring that appropriate measures are taken to ensure that student privacy is protected when surveys are administered or personal information about student is collected, disclosed or used for marketing purposes.

Students Over 18/Emancipated Students

In the case of emancipated students or students over the age of 18, the parent/guardian rights described in this policy transfer to the student.

Complaints

The United States Department of Education maintains an office that handles complaints about alleged violations of the Protection of Pupil Rights Amendment by local school units. Complaints regarding violations may be submitted in writing to:

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

Legal References: 20 U.S.C. § 6361 (No Child Left Behind Act)
20 U.S.C. § 1232h; 34 C.F.R. Part 98 (Protection of Pupil Rights Amendment)
20 U.S.C. § 1232g; 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)

Cross References: JRA Student Education Records and Information

NEPN/NSBA Code: JICH
MSAD 15 BOARD OF DIRECTORS
ADOPTED 2-7-07

STUDENT DRUG, ALCOHOL AND TOBACCO USE POLICY

It is the policy of Maine School Administrative District No. 15 to recognize that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board also recognizes the dangers of alcohol and drug abuse in school and is seriously concerned about the effects of alcohol and drug dependency upon students. It is the Board's belief that the unlawful possession and use of illicit drugs and alcohol by students is wrong and harmful.

In order to promote the highest possible standards of learning, as well as the safety, health and well-being of students, the Board's policy is designed to aid students in abstaining from the use of alcohol and drugs; provide for early intervention when use is detected; and provide corrective disciplinary action when necessary. Compliance with this policy is mandatory.

Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to an appropriate administrator in a timely manner.

A. Prevention

MSAD #15 will provide students with information and activities focused on prevention of the use of alcohol, drugs and tobacco. Such information and activities will address the legal, social and health consequences of drug, alcohol and tobacco use and will provide information about effective techniques for resisting peer pressure to use illicit drugs, alcohol and tobacco.

B. Intervention

#15 has guidance counselors to assist students in addressing their harmful involvement with chemicals and in continuing their educational program. Information will be provided, as appropriate, about drug or alcohol counseling and treatment, and re-entry programs that are available to students.

C. Rules and Sanctions

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances before, during and after school hours, at school, in any school building, 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 unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

The term “prohibited substance” shall include, but not be limited to:

1. Alcohol;
2. Scheduled drugs (as defined in 17-A MRSA § 1101);
3. Controlled substances (as defined in the federal Controlled Substances Act, 21 USC § 812);
4. Any performance-enhancing substance listed on the Maine Department of Health and Human Services banned substances list and any other substance which is illegal in Maine or the use of which is illegal for minors;
5. Any regulated or unregulated substance, such as herbal remedies, that affect or are represented to affect an individual’s mental state or are known to adversely affect the health of students;
6. Any legal substance (e.g., paint, gasoline, glue, etc.) that is abused for the purpose of affecting consciousness;
7. Anabolic steroids;
8. Paraphernalia – implements used for distribution or consumption of a prohibited substance;
9. Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section;
10. Tobacco products of any kind.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. A student may also be referred to law enforcement authorities for investigation and/or prosecution.

Any incidents involving scheduled drugs where expulsion is not recommended shall be reported to the Board for informational purposes.

It is not a violation for a student to use a prescription drug in school if such use is in compliance with Board policy JLCD – Administering Medications to Students.

D. Students Participating in Co Curricular Activities

Student participation in co curricular activities is a privilege and not a right. Participants in such activities represent the schools to the public and serve as role models to other students. Therefore, students who participate in co curricular activities are subject to additional rules and sanctions, including removal from co curricular activities. Students involved in co curricular activities are required to remain drug, alcohol and tobacco free from the beginning of the activity or pre-season through the last scheduled event of the activity or sport.

E. Implementation and Communication

The Superintendent is responsible for the development of appropriate curricula and programs to implement this policy.

This policy shall be distributed to students and parents through means selected by the administration.

Voluntary Referrals

1. Any school staff member who has a concern or is approached by a student(s) about a substance abuse or tobacco problem shall refer the student(s) to a guidance counselor.
2. Parents/guardians or students who have a concern about a student's possible substance abuse or tobacco problem are encouraged to notify a guidance counselor.
3. A student concerned about his or her own substance abuse or tobacco problems may seek the assistance of a guidance counselor. Self-referral will not result in any disciplinary action. However, a student may not use self-referral to avoid disciplinary action after a known violation of the policy.
4. The guidance counselor will meet with the student and his/her parents/guardians (if appropriate), and develop a plan to meet the student's particular needs.
5. Confidentiality of student information concerning substance abuse issues will be maintained in accordance with state and federal laws, stated at the end of policy.

Discipline

The following progressive intervention and disciplinary procedures are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the Board's drug, alcohol and tobacco policy. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and any action plan developed with a guidance counselor and the student's prior disciplinary record.

Disciplinary Action – Alcohol and Drug Violations

A. Consuming, possessing, receiving or being under the influence of a prohibited substance.

FIRST OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student;

3. Notify and meet with parents/guardians;
4. Notify the Superintendent (and police if appropriate); and
5. Suspend the student from school up to 10 days and recommend expulsion if appropriate.

SECOND OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student, parents/guardians and guidance counselor to develop a plan;
3. Notify the Superintendent (and police if appropriate);
4. Suspend the student from school for 10 days and recommend expulsion if appropriate.

THIRD OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Recommend to parents/guardians that student be referred for clinical evaluation;
4. Notify the Superintendent and police;
5. Suspend the student from school and recommend expulsion.

B. Furnishing, selling, buying or manufacturing a prohibited substance.

FIRST OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and police;
4. Suspend the student and recommend expulsion.

Disciplinary Action – All Tobacco Violations

FIRST OFFENSE

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student;
3. Notify parents/guardians;
4. Notify the Superintendent (and police if appropriate);
5. Suspend the student up to 10 days.

SECOND OFFENSE

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent (and police if appropriate);
4. Suspend the student up to 10 days.

The student must meet with the guidance counselor to develop a plan.

THIRD AND SUBSEQUENT OFFENSES

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent (and police if appropriate);
4. Suspend the student 10 days and recommend expulsion if appropriate.

Procedures at School Functions

If a violation of this policy occurs at a school function, staff will take the following steps:

1. If there is a medical emergency, standard school procedures shall be followed.
2. The student shall be removed from the function and/or returned to school. The student should not be left unsupervised.
3. Call the parents/guardians (or emergency card contact) to pick up the student.
4. Notify the building administrator (and Superintendent if appropriate).
5. Notify the police if appropriate.
6. The administrator will follow the disciplinary procedure outlined in this policy.

Legal References: 21 USC 812 (Controlled Substance Act); 21 CFR Part 1300.11-15
 20 USC 7101 et seq. (Safe and Drug-Free Schools and Communities Act)
 7-A MRSA 1101
 42 USC 290dd-2; 42 CFR 2.1 et seq.
 20-A MRSA 1001(9); 4008
 20-A MRSA 6621
 22 MRSA 1578-B
 Me. PL 470 (An Act to Reduce Tobacco Use by Minors)
 20 USC 6081 (Pro-Children Act of 2001)

Cross Reference: JIC Student Code of Conduct Policy
 JJIC Co-Curricular Activities Policy
 JICIA Weapons, Violence and School Safety Policy
 JJIE GNG Co Curricular and Athletic Substance Abuse Policy
 JKD Suspension of Students
 JKE Expulsion of Students
 JLCD Administering Medications to Students
 JRA Student Records and Information

NEPN/NSBA Code: JICK

MSAD 15 BOARD OF DIRECTORS

ADOPTED: 8-16-06

BULLYING PREVENTION POLICY

It is the policy of Maine School Administrative District #15 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 District'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 and the research that suggests a link between bullying and school violence. 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 District's schools, and the operation of the schools.

Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct in MSAD #15 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; or
 - 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.
- B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Policy

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;
- 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 the District's 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.

Dissemination of Policy

Notice of what constitutes bullying, the Board's prohibition against bullying, and the consequences for students who bully shall be communicated to students and parents through JIC Student Code of Conduct and Student Handbook.

Legal Reference: 20-A M.R.S.A. § 1001(15)(H)
P.L. 2005, ch. 307 § 4-5

Cross References:

AC Nondiscrimination, Equal Opportunity
ACAA Harassment and Sexual Harassment of Students
ACAD Hazing
ADF School District Commitment to Learning Results
Conduct on Buses
JICIA Weapons, Violence and School Safety

JK Student Discipline
JKD Suspension of Students
JKE Expulsion of Students
JIC Student Code of Conduct JICC Student

NEPN/NSBA Code: JIH
M.S.A.D.15 BOARD OF DIRECTORS
ADOPTED 11/17/04

QUESTIONING AND SEARCHES OF STUDENTS POLICY

It is the policy of Maine School Administrative District 15 to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess 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.

When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.

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. School administrators 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. Canine patrols may be used.

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 school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, and/or other appropriate persons, any administrative procedures necessary to carry out this policy.

This policy and the accompanying procedure will be included in student/parent handbooks.

Cross Reference: JIH-R Questioning and Searches of Students
 JICH Drug and Alcohol Use by Students
 JICIA Weapons, Violence, and School Safety
 JK Student Discipline

NEPN/NSBA Code: JRA-E Notice
MSAD 15 BOARD OF DIRECTORS
ADOPTED 6/1/05

Maine School Administrative District No. 15

**14 Shaker Road
Gray, ME 04039**

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act (“FERPA”) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

Inspection of Records

Parents/eligible students may inspect and review the student’s education records within 45 calendar days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of 10 cents (\$.10) per page.

Amendment of Records

Parents/eligible students may ask MSAD #15 to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the

Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

MSAD #15 must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

MSAD #15 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the internet). MSAD #15 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information. Parents/eligible students who do not want MSAD #15 to disclose directory information must notify the Superintendent or designee in writing by September 15th or within thirty (30) calendar days of enrollment, whichever is later.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and MSAD #15 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want MSAD #15 to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) calendar days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by MSAD #15 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom MSAD #15 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units

As required by Maine law, MSAD #15 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

5. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

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

**MSAD 15 BOARD OF DIRECTORS
POLICY NUMBER:2.08 R
ADOPTED 11-17-04**

WEAPONS, VIOLENCE AND SCHOOL SAFETY POLICY

It is the policy of Maine School Administrative District No. 15 to ensure a safe school environment. The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff are required to immediately report incidents of prohibited conduct by students to the building principal(s)/designee for investigation and appropriate action.

Prohibited Conduct

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any other school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- 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 objects include but are not limited to bats, belts, picks, pencils, compasses, articles capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;

- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of MSAD 15's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

Use of Firearms or Other Weapons in Approved Instructional Activities

Nothing in this policy shall prevent the Board from approving and offering instructional programs that involve firearms or other weapons (such as bows and arrows) or from allowing firearms or other weapons to be brought to school for specific instructional programs (such as archery or hunter safety). No weapons may be used in instructional programs or brought to school without the prior approval of the Superintendent or his/her designee and implementation of safeguards appropriate to the particular activity.

* Written Administrative Procedures will be on file in each building.

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 applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A-M.R.S.A. § 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A-M.R.S.A. § 1001 (9 and 9A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm or to have possessed a firearm at a school (as both terms are 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 in writing.

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.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy # 3.02 Special Education.

Psychological Evaluation/Risk Assessment

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

The Superintendent is also authorized to request psychological evaluation and a Risk Assessment of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations by MSAD #15 personnel shall be performed at MSAD #15's expense.

If the parents/guardians and/or student refuse to permit a requested psychological evaluation and/or Risk Assessment, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

Legal References: 20 USCA § 8921 (Gun-Free Schools Act of 1994)
20 U.S.C. § 7151 (No Child Left Behind Act)
5 MRSA § 4681 et. Seq.
17-A MRSA §§ 2 (9); 2 (12-S)
20A MRSA §§ 1001 (9); 1001 (9-1); 6552

Cross References:

#1.16 Harassment and Sexual Harassment of Students
#2.08 Weapons, Violence & School Safety Policy
#1.05 Crisis Response and Safety
#2.07 Student Code of Conduct
#2.09 Student Chemical Use and Abuse

#3.02 Special Education