

# **Greenbush Public Schools Student/Parent Handbook**

2025-2026

Adopted: August 20, 2025

The Student/Parent Handbook has been posted on  
Helen S. Dunn School Website.

**Please complete and return this page to the  
main office.**

\_\_\_\_\_I have read a copy of the Helen S. Dunn School Handbook  
on the website: <http://hsdgreenbush.org>

\_\_\_\_\_I would like to have a paper copy of the Student/Parent  
Handbook.

Student Signature\_\_\_\_\_Date\_\_\_\_\_

Parent Signature\_\_\_\_\_Date\_\_\_\_\_

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# **Helen S. Dunn School**

## **Mascot: PANTHERS**



## **School Colors: Green and White**

### **Purpose**

The purpose of this handbook is to acquaint students and their parents with the basic rules and expectations for our students attending the Helen S. Dunn School. While this handbook addresses many situations commonly encountered in our school, it cannot predict everything and will serve as a general guide. This handbook will be updated annually but is continually subject to change without notice as we address new situations. We hope you will find this guide useful as you become better accustomed to the operations of our school.

In the unlikely event of a conflict between school board policy and the contents of this handbook, school board policy will govern the situation. Policies are subject to change upon school committee action.

Everything in this handbook applies to students in grades pre-kindergarten through eighth grade unless specified by grade level.

### **Terminology**

In this handbook, the word “parent” also means *guardian*; “principal” also includes his/her *designee*; the term “school” includes all *school facilities* or *school-sponsored activities* on or off school grounds. The term “visitor” applies to *any person on school grounds or in the school building who is not an employee*. The term “instructional time” shall refer to *all of the time between the hours of 7:15 AM and 1:45 PM on a day when school is in session*.

# **Helen S. Dunn School**

## **Mission and Vision for Students**

### **MISSION**

Our district's mission is to prepare all students for college, career, and life readiness by providing a rigorous curriculum that is relevant to students' lives in a safe, supportive, and nurturing environment. To achieve this mission, the faculty and staff commit to preparing students to become:

**Clear and Effective Communicators** who construct and convey meaning for a variety of purposes and through a variety of modes.

**Self-Directed Learners** who understand the importance of embracing and nurturing continuous intellectual growth and curiosity.

**Creative and Practical Problem Solvers** who are skilled at gathering information, analyzing and evaluating data, applying knowledge, and assessing evidence in order to persist in problem-solving, create solutions, and/or deepen understanding.

**Responsible and Involved Citizens** who acknowledge, and respond actively and constructively to the diversity, complexity, and dynamic nature of our community and our world.

**Integrative and Informed Thinkers** who are skilled at using complex reasoning, making important connections, and formulating and answering thoughtful questions.

### **VISION**

The Helen S Dunn Elementary School is a place where pride and excellence are demonstrated daily and all students will have the opportunity to receive high-quality instruction and to pursue a personally challenging and rigorous educational program. Each student will build a solid base of knowledge and skills to become college-ready, career-ready, and life-ready.

## **General Information**

### **Early Arrival**

The educational day does not begin until 7:30 a.m. Since coverage is not available prior to 7:15 AM, students are to report to school no earlier than 7:15 AM. Students are to enter the building as soon as they arrive at school; loitering outside the building is prohibited.

### **End of School Day**

Students are not to remain in the building at the end of the day unless they are involved in an organized activity or receive extra help from a teacher. When it is necessary to wait for a ride after a practice or event, students are expected to remain in the school lobby. **The first bus dismissal begins at 1:45, followed by walkers.**

### **2025-2026 School Calendar**

August 25- 26	Teacher In-service
August 27	Teacher In-service & Sneak Peek 1-2 PM
<b>August 28</b>	<b>First Day for students in Pre-K – 8<sup>th</sup></b>
September 01	Labor Day (No School)
September 18	Open House
October 10	Teacher In-service – No School for students
October 13	Indigenous People’s Day (No School)
November 06	Early Release – P/T Conferences 12:15-7 PM
November 07	Early Release at noon
November 11	Veterans’ Day Observance (No School)
November 25	Early Release at noon
November 26-28	Thanksgiving Break -No School
December 19	Early Release at noon
December 22 – Jan. 2	Holiday Break -No School
January 5	School Resumes
January 19	Martin Luther King Day (No School)
February 16-20	Presidents’ Day/February Break (No School)
March 13	Teacher In-service Day (No School)
April 02	Early Release – P/T Conferences 12:15- 7:00 PM
April 03	Early Release at noon

April 20-24

Patriots' Day & Spring Break (No School)

May 22

Teacher In-service Day (No School)

May 25

Memorial Day (No School)

June 11

Last Student Day Dismisses at 11:00 AM; Snow days are added to the end of the school year.

### Ranking Periods

10/31/25	End of 1 <sup>st</sup> Quarter
01/16/26	End of 2 <sup>nd</sup> Quarter
03/27/26	End of 3 <sup>rd</sup> Quarter
06/11/26	End of 4 <sup>th</sup> Quarter

### Contact Information

Staff/Email	Email
<b>Administrative</b>	
Gwen Smith, Supintendent	gsmith@hsdgreenbush.org
Gail Madden, Principal & Athletic Director	gmadden@hsdgreenbush.org
Barbara Ouellette, Admin. Asst.	bouellette@hsdgreenbush.org
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Kristin Shorey, Spec. Ed. Secretary	kshorey@hsdgreenbush.org
Tim Goding, Guidance	tgoding@hsdgreenbush.org
<b>Allied Arts &amp; Specialists</b>	
Breighane Arbo, Nurse	barbo@hsdgreenbush.org
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<b>General Education Classrooms</b>	
Suzanne Libby, Pre-K Teacher	slibby@hsdgreenbush.org
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Ann Bean, Grade 1	abean@hsdgreenbush.org
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Taylor Byers, Grade 3	tbyers@hsdgreenbush.org
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<b>Ed Techs</b>	
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<b>Custodians &amp; Food Service</b>	
Ella Smart, Head Custodian	esmart@hsdgreenbush.org
Bill Bevan, Custodian	bbevan@hsdgreenbush.org
Marie Goucher, Cook	mgoucher@hsdgreenbush.org
Peggy Sanborn, Cook	psanborn@hsdgreenbush.org

## Contacting Staff via Email

Most staff members check their email at least once per day, and this is a very effective method of staying in contact with them. In order to obtain a staff member's email address, simply take the first letter of their first name and add it to their last name. The remainder of the e-mail address will be @[hsdgreenbush.org](mailto:hsdgreenbush.org). For example, to get in touch with Mrs. Madden via email, her address would be gmadden@hsdgreenbush.org

## VISITORS

Only persons with an educational purpose or with legitimate business may visit Helen S. Dunn School during school hours. Students are not allowed to bring students from other schools as visitors without the Principal's consent. All parents and visitors must sign in at the main office and wear the visitor's badge while in the school until 1:45 PM. Visitors are expected to sign out and return the badge when leaving the school. Visitors are expected to leave promptly when their business is completed. The Principal is empowered to take action against non-students who are on school grounds.



## **TELEPHONE CALLS**

Students may use the school phones for emergencies only. This does not include calling home for permission or arranging for securing items left at home. Students are encouraged to gather belongings prior to coming to school and prior to leaving. The office staff reserves the right to limit the use of the phone at all times. Students are not permitted to use cell phones during school or bring electronics to the classroom other than those provided by the school.

## **NO SCHOOL ANNOUNCEMENTS**

In the event that school is canceled due to weather/road conditions, announcements will be made through WABI and the BlackboardConnect phone system as long as an electrical outage is not in effect. The school's Facebook page will also be utilized.

## **INVITATIONS**

We ask that students not distribute invitations at school unless the entire class is included to avoid hurting the feelings of those students who might not receive an invitation.

## **NEWS**

Events will be published on our website at <http://hsdgreenbush.org>, the school sign, and on the school's Facebook page. Teachers will also distribute news using the Remind App.

## **SCHOOL BUSES**

A school bus driver assumes a large amount of responsibility. They are responsible for the safe transportation of students to and from school, and they are also the authority over passengers on the bus. They will require all students to follow certain standards of behavior. Misbehavior on the bus may result in a loss of privileges for riding the bus or suspension from the bus altogether. Once students are delivered to the school grounds by bus, they are to proceed immediately inside the building.

## **CYR BUS TRANSPORTATION**

Transportation for all Greenbush School students and for Old Town High School students is provided by Cyr Bus Lines. Cyr Bus Lines requests that you contact them immediately at 827-2335 if you have questions or concerns about the buses or if you have any changes in student pick up or drop off schedules.

## **BUS BEHAVIOR AND EXPECTATIONS**

Student behavior is explained in the simplest of terms by the following statement, “CLASSROOM BEHAVIOR IS EXPECTED ON THE SCHOOL BUSES AS WELL AS IN THE CLASSROOM.” Safety is important before, after, and during the bus ride.

### **Before being picked up**

Stay in the driveway or yard away from the road

Wear lighter-colored clothing during the winter months. It is hard for motorists to see children in dark clothing. Do not approach the school bus until the driver signals for you to do so. Students who must cross the highway must do so only after the driver gives them permission/signal to do so. Students then go immediately to a seat.

### **During the bus ride**

Find seats as quickly as possible and remain seated, facing forward with your back to the seat cushion until the bus comes to a complete stop. Keep the aisle clear of bags, books, and all other objects. Do not move from seat to seat. Talk in a reasonable manner and do not make loud noises. Nothing is allowed outside of the bus through a window, including arms, legs, or head. No prohibited substances (tobacco, drugs, alcohol, etc.) are allowed on the bus.

### **After the bus ride**

Do not leave the seat until the bus is completely stopped. Go directly into your driveway or yard. Do not stop to pick up mail from the bus or to pet the family pet. If you must cross the road, do so only after walking in front of the bus to let the driver see you through the windshield (approximately 10-ft). Only cross in front of the bus after the driver signals you with a (Thumbs up!)

Cyr Bus Lines wishes to provide a quality service to students, parents, and taxpayers. We will attempt to accommodate your request taking into consideration factors of time, load counts, and safety. If you wish your child to be dropped off at a stop other than his/her specified stop, we must receive a permission slip to do so. This should be done through the school office so school staff also have prior knowledge of the whereabouts of your child. Please call Cyr Bus Lines with any questions about routes or times.

## **BUSES LOADING & UNLOADING AT SCHOOL**

IMPORTANT! Passing a loaded school bus when school is in session and when the red lights are flashing on IS AGAINST MAINE STATE LAW. All such instances will be reported to the proper authorities for possible prosecution. Thank you for keeping our students safe.

## **SCHOOL SUPPLIES**

School supplies, books, and equipment that are loaned to students at the beginning of the year or semester become a student's responsibility. Parents can be expected to be billed for supplies, books, or equipment that are either not returned, or returned in much worse shape than when they were issued to the student.

## **HOT LUNCH PROGRAM**

*All students at the Helen S. Dunn School will be provided free breakfast and lunch during the 2025-26 school year per federal government waivers. However, it remains essential that families complete and submit the school nutrition application since this affects the federal funding we receive for student programming.*

Each child will receive a packet containing a hot lunch application for free or reduced-price meals. Income guidelines for reduced-price meals are printed on the application. If you are not sure whether you would qualify, complete the application. All applications are confidential by law. **It is extremely important that each child return a completed application or the cover letter signed by a parent.** If you know you do not qualify for free or reduced lunches, or choose not to apply, simply write "Not Applying" on the application itself, and return it to school promptly so we can verify that every family has seen the documents. Thank you for your assistance with this important matter.

Children may choose to bring a cold lunch from home. All children PreK through 8th grade will eat lunch in the cafeteria. White milk is available for lunch and snack time.

Menus are sent home monthly and posted on the school website and Facebook page. If you have any questions concerning the hot lunch program, please call Barbara Ouellette @ 826-2000.

## MEDICATIONS

If it is necessary for a student to take any form of medication at school, a signed medication permission form from a parent/guardian must be presented and the following requirements must be met:

### Prescription Medications:

1. First dose of any medication must be given at home unless needed during school hours.
2. The medication must be in the original container with a prescription label including student's name, drug identity, dosage instructions, doctor's name, and prescription date.
3. The prescription must be current.
4. A medication form, dated and signed by the parent, must accompany the medication, which lists the child's name, dosage/amount, specific dosage times, and other instructions if necessary. Medication must be dropped off and/or picked up by adults only.

**Medication is given by trained school personnel and is kept locked in the office.**

### Non-prescription Medications:

1. The drug must be in the original container and be clearly identified as to the name and type of medication. The dosage instructions must also be provided.
2. A note, signed and dated by the parent, giving the student's name, medication name, and dosage instructions must accompany the medication. Medication must be dropped off and/or picked up by adults only.
3. All medication is to be kept locked in the office and will be administered by trained school personnel.

## STUDENT INFORMATION

Student data information will be given to legal authority if requested without parent or student consent.

### GUIDANCE

The purpose of a guidance counselor is to see that each individual student is aided in making a satisfactory academic and social adjustment to the program offerings at the Helen S. Dunn School. Therefore, he/she is concerned with the courses students are taking, grades, extra-curricular activities, the manner in which they interact with other students and staff, and their plans for the future.

Every student has access to the Guidance Counselor. The Guidance Counselor for all grades is available three days a week during regular school hours. Any student may request an appointment with the Guidance Counselor from their classroom teacher, nurse, or principal. Emergencies that arise occasionally throughout the day may take priority.

### GENERAL ATTENDANCE EXPECTATIONS

Helen S. Dunn School expects all students to be in attendance at all times in order to move toward graduation. Under state law, there are only five reasons that a student may be absent from school. They are:

1. Personal illness
2. An appointment made with a health professional that must be made during the school day.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency
5. A planned absence for a personal or educational purpose that has been pre-approved by the administration.

**In the case of any absence, a note must accompany the student to school in order for their absence to be considered excused.** Students are responsible to make up for all missed work from absences.

### Maine State Law, §5051-A. Truancy reads:

1. Truant. A student is truant if the student is subject to section 5001-A and:
  - A. [2007, c. 304, §5 (RP).]
  - B. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or [2007, c. 304, §5 (AMD).]
  - C. Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. [2007, c. 304, §5 (NEW).] [ 2011, c. 614, §13 (AMD) .]

## **EARLY DISMISSAL**

**Students should never leave school without obtaining permission from the homeroom teacher and the main office staff.**

If a student intends to be excused from school during the day, parents are to contact the main office and make the request either by written note or by phone. Students will only be dismissed to adults listed on the emergency form when a parent cannot be reached.

A student will NOT be granted permission to leave school without prior parental permission. Anyone leaving the school building without permission may be subject to disciplinary procedures up to and including suspension from school.

No staff member shall excuse any student from school prior to the end of the school day or into any person's custody, without the direct and prior approval and knowledge of the Principal or the Office Staff.

## **TARDINESS**

One of the many important lessons that we attempt to instill in our students is the importance of being on time. As they proceed through Helen S. Dunn School and get ready for high school and life after high school, they will need to gain a better handle on this all-important lesson.

Students reporting to school after 7:30 a.m. should **report directly to the main office** with a note from a parent.

Special consideration will be given to students who arrive late on school days due to travel conditions or documented medical appointments.

## **CLASS ATTENDANCE**

**For grades 6 through 8**, each teacher will take class attendance at the beginning of every period. It is the student's responsibility to be in the classroom at the beginning of class. Failure to report for a particular class is a serious situation and will be handled as such. Students who do not report to a class after a reasonable period of time, and do not have permission from the teacher to be absent from class may be subject to further disciplinary action.

### **Parent Request for Information about Teacher Qualifications**

Each school year, any parent who has a child attending any school receiving Title I funds may request and receive, in a timely manner, information regarding the professional qualifications of the student's classroom teachers. In addition, the parents may also ask whether the child is provided services by a paraprofessional and, if so, his or her qualifications.

## Academic Information

### Middle School Honor Roll

The Proficiency-Based Honor Roll is as follows for grades 6 - 8 with the following guidelines:

High Honors: Meets Plus and/or Exceeds in all 4 content areas (ELA, Math, SS, Science)

Honors: Meets Plus and/or Exceeds in the individual content areas of ELA, Math, SS or  
Science

Per Grade, a student must meet the following criteria:

High Honors: A's or B's across all 4 content areas

Honors: A's or B's in ELA or Math or Social Studies or Science

#### **Proficiency-Based Achievement:**

Proficiency Grades will be added to report cards.

**Special Education Grading:** *Grading is based upon modifications of curriculum expectations in subject areas, as outlined by the IEP Team.*

ACADEMIC PERFORMANCE LEVEL KEY		
Descriptor	Proficiency Score	Grade Level Equivalency
Outstanding level of performance	4	A
High level of performance	3+	B
Acceptable level of performance	3	C
Approaching grade level performance	2	D
Minimal level of performance	1	E

## HOMEWORK

#### ***Philosophy:***

Homework is a natural extension of the classroom. Homework also provides needed practice and review to ensure student understanding, learning, and mastery of the subject. Students must be responsible for all homework assigned. All work produced by students must meet "quality standards" established and taught in the classroom. Teachers will collaborate to ensure that a fair amount of homework is requested and that major projects do not overlap.

**Note: The homework policy is in the back of this student handbook.**

## **ACCOUNTABILITY**

All students are expected to complete homework. Teachers will develop their own procedures for unfinished homework.

## **QUALITY AND FREQUENCY**

Class time will be provided to record homework and receive help from teachers. Minimal homework will be assigned over vacations and weekends. Teachers will coordinate long-term assignments to avoid overlapping projects.

Teachers will establish and teach standards of what is acceptable quality. Students will be responsible to meet quality standards. Major projects will be designed to include instruction to teach students skills in time management, organization, and "breaking down" the assignment into small steps.

## **INCOMPLETE GRADES**

In extreme cases, a grade of "Incomplete" may be given to students who have not completed their work in the prescribed time at the end of the quarter [*Examples of the need for this include, but are not limited to: an extended illness, a family emergency, or an unusual circumstance*]. This work must be completed by the closing date of the next 'progress report.' If this does not occur, the incomplete grade will be changed to a failing grade.

## **STUDY HALLS**

Study Hall is a place to study. Students are to use the study hall as an opportunity to complete academic work. Students are encouraged to use their time wisely.

The following rules and regulations will be in effect in all study halls:

1. Students scheduled for study hall are to report on time with sufficient materials to work for the entire period.
2. Students are to be seated prior to the beginning of class and work quietly throughout the period.
3. Students with passes to leave study hall may do so with permission after attendance is taken.
4. Students will not be allowed to sleep or play non-educational electronic games during study hall.
5. Students who violate study hall rules will be subject to disciplinary action determined appropriate by the supervising teacher.
6. Students who obtain a pass from the study hall to report to the library must return to the study hall before class ends.
7. Students are not permitted to use cell phones during school or bring electronics to the classroom other than those provided by the school. Only academic games are allowed during the school day when assigned.



## **2025/2026 Standardized Test Windows**

**NWEA** Grades K-8: October, January, and May

**NAEP** per notification

**MEA** – Science (grades 5 & 8) May

### **HALL PASSES**

Grade 6-8 students are encouraged to arrive at class ready to work with all necessary materials. In addition, students have ample time between classes to get a drink or use the restroom, if necessary. Students should leave classes on very rare occasions.

Each teacher has only one pass per gender and will allow only one student per gender to leave class at a time. The amount of time that a student is missing from class with a pass will be monitored, and should rarely extend beyond 5 to 8 minutes.

### **EXTRACURRICULAR ACTIVITIES**

It is our belief at Helen S. Dunn School that some of the most important learning times for a developing student happen not in the classroom, but on the athletic fields, courts, and in club gatherings. We encourage all students to take part in all that Helen S. Dunn has to offer.

#### Middle Grades

Fall – Soccer

Winter – Basketball, and Cheering

Spring – Baseball, Softball

Yearbook

Drama

Science Fair

Student Council

### **PHYSICALS FOR EXTRACURRICULAR ACTIVITIES**

Students planning to participate in any sport, including cheering, must have a sports physical within the past twenty-four months. The physicals must be completed before the students will be allowed to participate in team activities. PLEASE NOTE: We have a form that must be completed by a doctor who conducts the physical. Physical forms may be obtained by the Physical Education teacher or on the school's website. The school does not provide physicals. Please review the detailed extra-curricular policy in the back of this handbook.

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

### **Authority of Staff**

The administration, guidance counselors, teachers, and all staff of the school are vested with legal public authority on school grounds and at school events. Refusal on the part of the student to respect authority shall be considered as insubordinate conduct and dealt with as outlined in the discipline procedure.

### **Personal Appearance**

Helen S. Dunn recognizes that the responsibility for the dress and appearance of students rests primarily with individual students and their parents. This responsibility will not be interfered with unless the personal choices of students create a disruptive influence on the school program, causes serious disruption to the learning environment, or affects the health and safety of students. In keeping with the goal of the school to provide a safe, healthy, and non-discriminatory environment, the following restrictions on the dress will be enforced on school grounds, at school functions, or on school-sponsored transportation:

- A. Clothing worn in such a way as to reveal underwear or bare skin between the upper chest and upper leg is not permissible. Shorts for boys and girls must cover the buttocks and have an inseam. Clothing not permitted would include, but not be limited to, low-cut tops, halters, midriff tops, tube tops, muscle shirts, athletic short-shorts, or shorts that expose underwear. In addition, pants should be worn at the waist and not allowed to fall in order to reveal undergarments.
- B. Clothing with displays that are deemed by the administration as sexual, lewd, vulgar, indecent, or include insulting words or gestures are not to be worn. This includes slang, which may be interpreted as any of the above.
- C. Clothing with displays that are racially inflammatory or violate the Greenbush School Board discrimination or harassment policies are not to be worn. This includes slang which may be interpreted as any of the above.
- D. Clothing that is destructive of school property (cleats, pants with metal inserts) is not permitted.
- E. Clothing that displays and promotes the use of tobacco, alcohol, or other illegal activity may not be worn.
- F. Students must wear some form of footwear at all times. Please consider the safety of your child on the playground.
- G. Hats and hoods are permissible but wearing earbuds/headphones under hoods is not. Hoods must always remain untied inside the school with no exceptions. Item G will be revisited annually.
- H. Sunglasses may not be worn in the building.

**\*\* The school staff or administration may require special clothing for health and safety reasons for students participating in Physical Education, certain extra-curricular activities, and specific academic activities.**

**\*\*\* The school administration maintains the authority to determine what is appropriate school attire based on the above criteria. As a result, students may be asked to change into alternative clothing or return home if they report to school in attire that is not deemed appropriate for school.**

## **Public Displays of Affection**

Public displays of physical affection are not appropriate for the school setting. Students are expected to respect the personal space of others by keeping their hands to themselves and act appropriately during school and school-related activities. Failure to comply will result in disciplinary action.

## **School Dance Expectations**

6<sup>th</sup> through 8th-grade dances will have the following guidelines:

1. Open to Helen S. Dunn students only
2. Anyone who leaves the dance will not be permitted to return.
3. Attire for dances must be appropriate for the occasion.
4. Groups wishing to organize a dance must have an appropriate number of chaperones and turn in the necessary paperwork to the Principal two weeks prior to the planned date of the event.
5. The administration/designee reserves the right to deny admission to a school dance based on a student's behavior.
6. Students who have been absent "unexcused" on the day of the dance or are under suspension on the day of the dance are not eligible to attend.
7. All students will be held to the same standards of behavior that are appropriate during school.
8. Lewd, suggestive, or sexually explicit dancing will not be allowed.

## **Cheating and Plagiarism**

All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

1. copying another student's work
2. working with others on projects that are meant to be done individually
3. looking at or copying another student's test or quiz
4. allowing another student to look at or copy answers from your test or quiz
5. using any other method to get/give test or quiz answers
6. taking a test or quiz in part or in whole to use or to give to others
7. copying information from a source without giving the source appropriate credit
8. taking papers from other students, publications, or the internet

If you are unclear if your behavior is an example of cheating or plagiarism, you are encouraged to check with your teacher.

Students who are found to be in violation of this standard of conduct will be disciplined on a case-by-case basis. Disciplinary measures include, but are not limited to, re-doing the work, receiving a “zero” or failing grade for the assignment, detention, or suspension.

### **Wireless Telecommunication Devices (Cell Phones)**

Helen S. Dunn School understands that cell phones and other wireless telecommunication devices may be used on the commute to and from school, and are important tools to keep our students safe. However, their potential to cause problems at school is endless. **They are not necessary for safety during the school day, and their use will not be allowed.**

Students may not use any wireless telecommunication devices from the time of their arrival in the morning until school is dismissed unless permitted by the teacher for educational purposes. (7:15 AM to 1:45 PM) Examples of these devices include but are not limited to cell phones and laptops/tablets.

Cell phones shall not be heard, worn, or at any time visible while in school. Students who cannot abide by these expectations will have their device confiscated by the teacher or staff member witnessing the infraction.

### **Food and Drink**

Food and drink are to be consumed in designated areas only. Students should not be in the halls with food or drink during instructional time. During instructional time, teachers will allow bottled water to be consumed. Students will not be allowed to consume carbonated beverages including, but not limited to soda, energy drinks, etc. Water bottles are available for students this year.

### **Gum, Candy, Snacks...**

Due to the extra custodial cleaning that is required, chewing gum is not allowed in school unless included in a student's IEP plan. Snacks outside of snack time are prohibited during regular class periods unless ordered by a physician.

### **Sports Equipment**

At certain times of the year, sports equipment can be brought to school for use after school during athletic practices. The expectation is that students will leave all equipment in their locker, and make no attempt to use the equipment during the school day. If they are used during the school day, the item will be confiscated and returned to a parent.

Students who bring skateboards, scooters, in-line skates or any shoes with wheels to school are expected to keep them in their lockers until the end of the school day when they leave. If they are used during the day, they will be confiscated and returned to a parent. **The school will not assume responsibility for damaged or missing items.**

### **Prohibited Items**

All devices including, but not limited to, electronic games, laser pointers, game cards, etc. are prohibited during school hours. If they must be brought to school, they should be stored in a student's locker or backpack during the day. If a student has one of these prohibited items in his/her possession, it will be confiscated and returned to the parent upon the reasonable assurance that it will not return to school.

Students are discouraged from bringing large amounts of money or expensive items to school. It is impossible to guarantee their safety during the day, and **the school will not assume responsibility for damaged or missing items.**

### **Lockers**

Student lockers are school property and are assigned to the students at the beginning of the school year for the safekeeping of books, clothing, and other school supplies. Locks of any kind are not permitted on student lockers. **The administration retains the right to search and inspect the contents of school lockers at any time without notice. There should be no expectation of privacy for students in regard to lockers or other storage devices which are the property of the school.**

### **PLAYGROUND PROCEDURES AND EXPECTATIONS:**

IT IS OUR BELIEF THAT ANY ACTIVITY WHICH CAUSES OR COULD CAUSE PHYSICAL OR EMOTIONAL INJURY TO ANOTHER IS UNACCEPTABLE. THE FOLLOWING RULES HAVE BEEN WRITTEN TO AID SUPERVISING STAFF IN ENSURING A SAFE AND HAPPY PLAYGROUND AND A SUCCESSFUL CLASSROOM EXPERIENCE FOR ALL STUDENTS. STUDENTS WHO DO NOT FOLLOW THE RULES WILL LOSE PLAYGROUND PRIVILEGES.

1. Objects may not be thrown.
2. Hard balls, such as baseballs or softballs, are prohibited.
3. Knives or other weapons may not be brought to school. Toy guns are not acceptable as part of playground or classroom play.
4. Running through other organized game areas is prohibited.
5. Students must remain on the tar or on the mowed area of the playground.
6. Students must stay in assigned areas outlined by duty teachers.
7. Students must remain in sight of the duty teachers at all times and may not leave the playground without permission.
8. Students will refrain from teasing other students.
9. Grabbing other people or their clothing, hitting, spitting, kicking, tripping, pushing,

fighting, or play fighting, etc. is not acceptable.

10. Students must report disputes to the duty teacher so he/she can help resolve problems. Please stress this with your child.

\*\*\*Please read carefully the accompanying policies governing homework and behavioral expectations. These policies carefully explain our expectations and will be strictly followed.

## **DISCIPLINE POLICY**

Students must be responsible for their behavior. The Helen S. Dunn School believes that self-discipline and the use of appropriate disciplinary consequences are an integral part of education and necessary for personal development.

**Inappropriate Behavior:** Fighting, stealing, lying, using derogatory language (verbal and/or written), swearing, disrespect to teachers and other adults, removal from class, bringing unsafe items to school, skipping school, cheating, misuse of building and materials, poor manners, harassment, and other unacceptable behavior will not be tolerated.

**Consequences:** If an infraction occurs, consequences may include a Stop n' Think conferencing, a telephone call to parents, a parent meeting, removal from class, detention(s), removal from an extracurricular team or event, in-school or out-of-school suspension, or expulsion. All students are subject to consequences if warranted by their behavior.

## **DETENTION**

Assigned detention can be served the day of the infraction, with parental notification and approval. All Detentions should be served within a 24-hour period. Detention is typically held from 2:00 – 3:00 PM. A late bus is available to transport students home after detention.

Assigned detention time will be served with the student doing appropriate work. Detention students will receive a written 24-hour notice from the teacher unless special arrangements are made by telephone between the teacher and the parent. If a student has detention from two teachers on the same night, it will be the student's responsibility to make proper arrangements with the teachers.

Any student who skips detention will be assigned a second detention and the teacher will contact the parent immediately. This is an “unexcused” occurrence. If skipping detention continues, the parent will engage in a conference with the teacher and the principal.

## **SUSPENSION**

Students may be suspended (in-school or out-of-school) when an act is deemed of a serious enough nature or if a violation of the probation period occurs. Consideration is given to the student's discipline and is based on the degree of the problem affecting the rights of other students to learn. The immediate out-of-school suspension will occur for smoking or vaping (in the building, on grounds during school, or extracurricular functions), the use or possession of alcohol or drugs, or acts that infringe on the smooth operation of the school and/or safety of pupils and staff. No student will be allowed to disrupt learning in the classroom. Parents or guardians will be notified of the action taken. They will be responsible for custody and jurisdiction of their child during the suspension. A suspended student may return to school only after the administration is satisfied that the student can abide by school regulations. Students may make up all the work for full credit.

Students may not participate in any school activity during suspension or be permitted on school grounds. An online parent conference may be required by the school administrator before the student will be readmitted to school.

## **Asbestos Statement**

## **ASBESTOS LETTER TO PARENTS:**

To: Staff, Students & Parents

Date: September

RE: ASBESTOS

The Greenbush School was tested for asbestos in 1988 as mandated by the Asbestos Hazard Emergency Response Act (AHEARA). These inspections revealed the presence of asbestos in the Helen S. Dunn School. A written asbestos management plan was developed as the result of this initial inspection. Among other things, the plan identifies asbestos containing materials, corresponding health hazards assessments, prioritization for removal or abatement, and requires that this letter be sent to you annually. This management plan is available for your inspection at the school or the Superintendent's office during regular office hours.

Most of the asbestos has been removed during the completed renovations of 1988. The remaining asbestos was enclosed or encapsulated and represents no health hazard to the building occupants.

The school was re-inspected in November, 1991, November, 1994, November, 1997, and again in November, 2000. In addition, we are required to do periodic surveillance inspections every six months to be sure no changes have occurred that would require any action between the three-year inspections.

In addition, the Maine Department of Environmental Protection periodically inspects the building and our management plan to ensure that the building is in compliance with applicable regulations.

During the 2020-2021 school year, all remaining asbestos in the building was removed and quartz tile was used to replace the product.

We are confident that the building is safe and will remain safe for all occupants. We would be happy to answer any questions you may have. You can call the office of the Superintendent at 826-2000.



## **PESTICIDE STATEMENT:**

### **Pest Control**

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds are our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pest. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, pest exclusion, proper food storage, pest removal and –as a last resort- pesticides. This holistic approach is often called Integrated Pest Management (IPM).

### **Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

### **Your Right to Know**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied any time during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Ella Smart, at 826-2000 Ext. 227

If you have any questions, please contact Ella Smart. For further information about pest, pesticides and your right to know, call the Board of Pesticide Control at 207-287-2731 or visit the Maine School IPM website at [https://www.maine.gov/dacf/php/integrated\\_pest\\_management/school/index.shtml](https://www.maine.gov/dacf/php/integrated_pest_management/school/index.shtml)

## **Selected School Board Policies**

The following is not intended to be a comprehensive view of the school board policies governing Helen S. Dunn students. Policies are periodically reviewed or amended. Please see a full list of policies on the school's website.

File: JICH

### **SUBSTANCE ABUSE**

**I. Goals.** The GREENBUSH Substance Abuse Policy has the following purposes:

1. To discourage students from using illegal substances during their school years. Early use of drugs, tobacco, and alcohol are associated with higher rates of substance addiction and abuse later in life; higher rates of suicide and adolescent injuries and death; and poor academic performance.
2. To encourage students who have made poor choices to use illegal substances to come forward, accept responsibility, and get help where needed.
3. To build a sense of pride and positive spirit among those who participate in the GREENBUSH schools' extracurricular program, as well as a positive public perception of GREENBUSH High School's teams and performance groups.
4. To reinforce and support the learning in our schools' Health curriculum and the values of our community and the majority of our parents who recognize the health and safety dangers of substance use by young people.

**II. Connection to Code of Ethical and Responsible Behavior.** This Substance Abuse policy reflects and seeks to reinforce each of the core ethical concepts:

- *Respect.* Having the respect for self that will lead to right decisions
- *Honesty.* Giving one's word to the school, its advisors, and coaches to abide by this policy, and following through on that word.
- *Compassion.* Using this policy as an instrument to refer students who are in difficulty with illegal substances to get needed help and reducing the consequence for those who choose this route.
- *Fairness.* Achieving a balance between the offense and the consequence.
- *Responsibility.* Accepting the consequences of one's actions and accepting the responsibilities to others that are inherent in membership on a school team or activity.
- *Courage.* Giving young people a reason to say "no" in the face of peer pressure and reinforcing those courageous decisions.
- *Humility.* Being willing to admit one's mistakes and accept help from others when in trouble.

**III. Prevention.** The school department will provide students with information and activities focused on prevention of the use of alcohol and drugs.

**IV. Intervention.** The school department will establish and provide assistance, through our Guidance Counselor and/or Nurse, to intervene with students who are involved with drugs and/or alcohol. Students are to be assisted in addressing their harmful involvement with

drugs and alcohol and in continuing in their educational programs. Moreover, information and referral will be provided, as appropriate, to aid involved students and the parents of involved students in connecting with community agencies for drug and alcohol use treatment. In addition to other consequences provided for, all students who violate this policy shall be referred to a social worker or guidance counselor for appropriate information gathering, counseling, and suggestions for further treatment. The student shall be required to attend such meetings as the nurse or guidance counselor deems to be in the student's best interest.

- V. **Covered Activities.** This policy shall apply to all students on school grounds or at any school-sponsored events on or off school grounds.

Additionally, this policy is built on a recognition that participation in school extracurricular activities, holding leadership positions in school activities and student government, and receiving school recognition are privileges, not rights. In each case, students are held out by the school or perceived by the public as representing the GREENBUSH schools. Accordingly, this policy shall apply to:

- All students involved in student government,
- All students involved in interscholastic competitions of any sort, including but not limited to athletics; and
- All students involved in extracurricular activities involving major public performances, including but not limited to Drama and Concerts.

VI. **Prohibited Conduct.** The following conduct is prohibited under this policy.

- Students shall not use, sell, furnish, or be in possession or under the influence of any product containing tobacco or alcohol.
- Nor will a student manufacture, sell, furnish, possess, use, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or prescription drug (unless the student has a lawful prescription for that drug and is using it in the manner prescribed); or any other controlled substance defined in federal and state laws/regulations; any look-alike substance; or any substance that is represented to be a controlled substance.
- Nor will any student be in possession of any paraphernalia associated with the use of such substances, the possession of which is a violation of law.
- Nor will any student host, voluntarily or involuntarily, a gathering at his/her home where prohibited activities in violation of this policy take place unless the student and/or his parents/guardians immediately contact the police to bring such a gathering to an end.

VII. **Investigation and Evidence to Support Conclusion of Violation.** It shall be the responsibility of the administration to investigate thoroughly any allegations or information concerning possible violations of this policy on school grounds or at school sponsored events. It shall be the responsibility of the administration to conduct a limited, reasonable investigation of any other possible violations where information concerning those violations is received from the police or is received from an adult source who consents to have his/her name used in connection with the investigation, but not in other cases. It is understood that

information is sufficient to support a finding of a violation if the information gathered indicates that it is more probable than not that a violation occurred. In all cases where a violation is found to have occurred, a parent/guardian shall be contacted by a school administrator.

**VIII. Disseminating Information About This Policy/Collecting Signed Acknowledgments of Understanding.** The athletic department shall schedule a mandatory pre-season meeting for parents and students before the beginning of each season. At least a portion of that meeting will involve coaches meeting with students and parents and, among other things, reinforcing the terms of this policy. At each of these meetings, the coach shall collect a rules acknowledgment form at the end of this meeting signed by both student and parent. The coach shall turn these forms into the Athletic office. Attendance at this meeting and submission of the signed acknowledgment form is a condition of participation in athletics for that season.

Submission of a Non-Athletic Extracurricular Activity Acknowledgement form, signed by both student and parent, is also a condition of participation in any non-athletic group covered by this policy. This form shall be mailed home with the summer mailing, and shall be made available in other ways that make it accessible to parents. At the beginning of each activity, advisors shall meet with the students who are members of their activity and shall reinforce the terms of this policy with the group.

## **IX. Consequences for Violations**

Students shall be assigned the following consequences for violations of this policy:

**A. SUSPENSION FROM SCHOOL AND REFERRAL TO POLICE .** For any offense on school grounds or at a school-sponsored activity on or off school grounds, students shall be suspended from school and referred to the police. The length of suspension shall be as follows:

### Possession and Use Violations on School Grounds or at School Events

*1<sup>st</sup> offense in a School Year.* Four days, except the suspension will be reduced to two days if (a) the student agrees to see the school's social worker for as many visits as the social worker deems necessary and to follow any recommendations of the social worker regarding the student's substance use and (b) the student agrees to perform community service during the days of suspension as assigned by a school administrator

*2<sup>nd</sup> offense in a School Year.* Eight days.

*3<sup>rd</sup> offense in a School Year.* Ten days. The student shall also be referred to the Superintendent for consideration of possible expulsion.

### Furnishing and Trafficking Violations (Excluding Tobacco Offenses) on School Grounds or at School Events

Ten days. The student shall also be referred to the Superintendent for consideration of possible expulsion.

- B. SUSPENSION FROM COVERED ACTIVITY.** Students shall forfeit their privilege to participate in competitions or performances in covered activities in accordance with the following schedule.

*1<sup>st</sup> offense within a calendar year; Self-Reporting.* If a student or parent/guardian reports a violation to a school administrator within 48 hours of its occurrence, the student shall not forfeit the privilege of participating in any competitions or performances. The student shall be referred to meet with a substance abuse counselor, social worker, or guidance counselor, as available, for as many meetings as the substance abuse counselor, social worker, or guidance counselor deems appropriate and necessary. In order to continue eligibility to participate in the covered activity, the student is required to implement any plans that the substance abuse counselor, social worker, or guidance counselor recommends to the student and parent.

In the event of a first violation that is reported via a self-referral, the consequence for the student's second offense will be the consequence provided below for a first violation, without self-referral; for the third offense, the consequence will be that provided below for a second offense; and for the fourth offense, the consequence will be as provided below for a third offense.

*1<sup>st</sup> offense in a calendar year; without self-report.* In the absence of a self-report to a school administrator, the student shall forfeit the privilege to participate as follows:

- Athletics. The next two countable contests if the team has fewer than ten total contests in a season excluding playoffs, or the next four countable contests if the team has ten or more countable contests in a season, excluding playoffs. If the student is not involved in a covered athletic activity at the time of the violation, this consequence will carry over to the next athletic team on which the student does participate.
- Other Covered Activities. The next two competitions or major performances of all activities in which the student is actively involved at the time of the violation. If the student is not actively involved in any non-covered activities at the time of the violation, then this consequence will carry over and apply to the next two non-athletic covered activities in which the student is involved.

*2<sup>nd</sup> Offense in a calendar year.* Students who violate this policy the second time in a school year shall forfeit the privilege to participate as follows:

- Athletics. The remainder of the athletic season. If there are fewer than eight/four countable contests remaining in the season at the time of the violation, then this consequence shall carry over to the next athletic season in which the student is involved so that the total consequence involves a minimum of eight/four countable contests.
- Other Covered Activities. All competitions and/or major public performances of covered activities for the next three months.

*3<sup>rd</sup> Offense in a calendar year.* Students who violate this policy the third time in a school year shall forfeit the privilege to participate in all covered activities for the remainder of the school year.

**C. LOSS OF LEADERSHIP POSITIONS AND/OR SCHOOL RECOGNITIONS.**

Students who violate this policy who are elected or appointed school leaders or eligible for major, end-of-year school recognitions or scholarships or membership in the National Honor Society will

be subject to the following additional consequences:

1<sup>st</sup> offense. Loss of athletic team captaincy 2<sup>nd</sup> offense in school year. Loss of any elected or appointed leadership positions and eligibility for all major, end-of-year school recognitions or scholarships or membership in the National Honor Society for the remainder of the school year.

3<sup>rd</sup> offense cumulatively. Loss of any elected or appointed leadership positions and eligibility for all major, end-of-year school recognitions or scholarships or membership in the National Honor Society for the remainder of the student's career in that school.

#### **D. EDUCATION CHECKLIST**

All first-time violators of this policy shall be required to complete an information checklist related to the legal, insurance, and other consequences of substance use and abuse. Completion of the checklist may require the student to interview law enforcement, insurance or other officials about these consequences. This checklist must be completed to the satisfaction of the school administration before the student is allowed again to participate in any performances or competitions.

#### **CROSS REFERENCE:**

JIC – Student Code of Conduct

ACAD - Hazing

JICIA – Weapons, Violence, Bullying and School Safety

JK Student Discipline

1<sup>st</sup> Reading: Sept. 12, 2012

2<sup>nd</sup> Reading: Oct. 3, 2012

Adopted: Nov. 7, 2012

#### **WEAPONS, VIOLENCE, BULLYING AND SCHOOL SAFETY - JICIA**

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats, bullying and other 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 administrator for investigation and appropriate action. Students who are subjected to or observe prohibited conduct are strongly encouraged to report it to a staff member or administrator.

#### **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 nun chucks;

- 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, threatening *or menacing* 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), *stalking, or blocking access to school property or facilities*;
- 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, blackmail, extortion, or demands for money or property;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Bullying behavior, including unwanted physical contact, acts or communications of any kind that:
  - 1. damage a student's property; place a student in reasonable fear of physical harm and/or damage to his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or
  - 2. is so severe that it creates a hostile educational environment for the student who is bullied.
- H. Lewd, indecent or obscene acts or expressions of any kind;
- I. Violations of the school unit's drug/alcohol and tobacco policies;

- J. Violations of state or federal laws; and
- K. 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. 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.

### **Disciplinary Action**

Building administrators may discipline, 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 9-A) 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 JKF.

### **Psychological Evaluation/Risk Assessment**

The Superintendent is authorized to request a 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.

All such evaluations shall be performed at the school unit's expense.

If the parents/guardians and/or student refuse to permit a requested psychological evaluation, 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.



**NOTE: The Maine law on bullying requires the State to provide local school units with training modules on bullying/harassment and other guidelines to implement bullying policies. Local Boards may want to consider adding the following paragraph to this policy to address this.**

### **Staff/Student Training and Procedures**

The Superintendent is authorized to institute training programs for staff and students designed to prevent bullying and support the goal of providing a safe, orderly and respectful school environment. The Superintendent is also authorized to implement any administrative procedures necessary to carry out this policy.

Legal References: 20 USC §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-A)  
20-A MRSA §§1001(9), (9-A), (15); 6552  
P.L. 2005, ch. 307

Cross References: ACAA - Harassment and Sexual Harassment of Students  
ADC - Tobacco Use and Possession  
EBCA - Crisis Response Plan  
JIC – System-wide Student Code of Conduct  
JICH - Drug and Alcohol Use by Students  
JK - Student Discipline  
JKD - Suspension of Students  
JKE - Expulsion of Students  
JKF - Suspension/Expulsion of Students with Disabilities

1<sup>st</sup> Reading: Sept. 12, 2012  
2<sup>nd</sup> Reading: Oct. 3, 2012  
Adopted: Nov. 7, 2012

**ADC**

### **TOBACCO USE AND POSSESSION**

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the School Board prohibits smoking and the use of all other tobacco products in school buildings, facilities, and on school buses during school-sponsored events and at all other times on school grounds by all persons, including students and employees.

In addition, students are further prohibited from possessing, selling, distributing, or dispensing tobacco products in school buildings, facilities, and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons are strictly prohibited from selling, distributing or dispensing tobacco products to students.

Student violations of this policy shall be addressed in accordance with building-level procedures

developed by the Superintendent or his/her designee.

Employees who violate this policy are subject to appropriate discipline (consistent with any collective bargaining agreement, if applicable).

Visitors and others who violate this policy shall be asked to stop the prohibited behavior and may be asked to leave school property.

This policy and any accompanying procedures shall be included in employee and student handbooks.

Legal Reference: 22 MRSA ¶1578-B

Me. PL 470 (An Act to Reduce Tobacco use By Minors) 20 USC 4301 et seq (Pro-Children Act of 2001)

1<sup>st</sup> Reading: Sept. 12, 2012

2<sup>nd</sup> Reading: Oct. 3, 2012

Adopted: Nov. 7, 2012

## **SYSTEM-WIDE STUDENT CODE OF CONDUCT - JIC**

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-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.

### **Article 1 - 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:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage
- Humility

### **Article 2 - 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.

### **Article 3 - 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:*

*JK – Student Discipline*

*JKB – Detention of Students*

*JKD – Suspension of Students*

*JKE – Expulsion of Students*

### **Article 4 - Expectations**

The following is a summary of the school unit's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

#### **A. Violence and Threats**

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

*See policies:*  
*JICIA – Weapons, Violence, Bullying and School*  
*Safety JICIB – Bomb Threats*

**B. Weapons**

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use 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 include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

*See policy JICIA – Weapons, Violence, Bullying and School Safety*

**C. Hazing**

Hazing is prohibited. Maine law 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 student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

*See policy ACAD – Hazing*

**D. Discrimination and Harassment/Sexual Harassment**

Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability. Nor should students harass one another on the basis of race, color, sex, sexual orientation, religion, ancestry, or national origin or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

*See policies:*  
*AC – Nondiscrimination*  
*ACAA – Harassment and Sexual Harassment of Students*

**E. Bullying**

Students shall not engage in bullying behavior, including unwanted physical contact, acts or communications of any kind that: 1) damage a student’s property; place a student in reasonable fear of physical harm and/or damage to his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or 2) is so severe

that it creates a hostile educational environment for the student who is bullied. Violations may result in disciplinary action up to and including expulsion from school.

*See policy JICIA – Weapons, Violence, Bullying and School Safety*

#### **F. Drug and Alcohol Use**

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

*See policy JICH – Drug and Alcohol Use by Students*

#### **G. Tobacco Use**

Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school.

*See policy ADC – Tobacco Use and Possession*

#### **H. Conduct on School Buses**

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

*See policy JICC – Student Conduct on School Buses*

#### **I. Computer/Internet Use**

Students may use school computers, networks and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

*See policy IJNDB – Student Computer and Internet Use*

#### **J. Co-Curricular Code of Conduct**

Students must follow all Board policies and school rules while participating in athletics and extracurricular activities. In addition, a separate Code of Conduct has been developed governing the behavior of students participating in these activities. Students who violate the Co-Curricular Code of Conduct may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

## **Article 5 - Removal of Disruptive/Violent/Threatening Students**

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's crisis response plan if appropriate.

*See 20-A M.R.S.A. § 4009 – Protection from  
Liability See Crisis Response Plan*

## **Article 6 - Special Services**

1. **Referral.** The school unit has adopted policies and procedures for determining when a student shall be referred for special services.

*See policies:  
IHBAA – Referral/Pre-Referral Policy  
IHBAC – Child Find Policy*

2. **Review of Individual Educational Plan.** The school shall schedule a PET meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

*See policy JKF – Disciplinary Removals of Students with Disabilities*

3. **Time Out Rooms and Therapeutic Restraint.** The school unit also has established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute.

*See policy JKGA – Time Out (Life Space) Rooms and Therapeutic Restraint*

## **Article 7 - Referrals to Law Enforcement Authorities**

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

*See policy KLG – Relations with Law Enforcement Authorities*

## **Article 8 - Dissemination of System-Wide Student Code of Conduct**

The System-Wide Student Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators.

**Legal Reference:** 20-A M.R.S.A. §§ 254 (11); 1001 (15)

**Cross Reference:** *Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities* (Report of The Commission for Ethical and Responsible Behavior, February 2001)

1<sup>st</sup> Reading: Sept. 12, 2012

2<sup>nd</sup> Reading: Oct. 3, 2012

Adopted: Nov. 7, 2012

## **HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS - ACAA**

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

### **Harassment**

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

### **Sexual Harassment**

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures,

comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

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

The Superintendent or the employee designated as the Title IX Coordinator [may be the Affirmative Action Officer/Sexual Harassment Officer(s) as determined by the local school unit] will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.)  
Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d))  
5 MRSA §§4602;4681 et seq.  
20-A MRSA § 6553

CROSS REFERENCE: AC – Nondiscrimination/Equal Opportunity and Affirmative Action

ACAD – Hazing

JICIA – Weapons, Violence, Bullying and School Safety

**ACAA-R - Student Discrimination and Harassment Complaint**

**Procedure ACAA-E - Harassment Complaint Form**

1<sup>st</sup> Reading: Sept. 12, 2012

2<sup>nd</sup> Reading: Oct. 3, 2012

Adopted: Nov. 7, 2012

ACAA-R

## STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

### Definitions

For purposes of this procedure:

1. A "Complaint" is defined as an allegation that a student has been discriminated



- against or harassed on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation, appearance, family and/or marital status, or disability.
2. "Discrimination or harassment" means discrimination or harassment on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation, appearance, family and/or marital status, or disability.

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#### How to Make a Complaint

1. Any student who believes s/he has been discriminated against or harassed should report his/her concern promptly to any staff member.  
Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with a teacher, building administrator, guidance counselor, or social worker.
2. School staff are expected to report possible incidents of discrimination or harassment of students to a building administrator. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
3. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

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#### Complaint Handling and Investigation

1. A building administrator may pursue an informal resolution of the Complaint with the agreement of the initiator of the complaint and the subject of the complaint parties involved.
2. A building administrator shall promptly inform the Superintendent and the person(s) who is the subject of the Complaint that a Complaint has been received that has not been resolved by informal resolution.

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ACAA-R

3. The Complaint will be investigated by a building administrator unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the chairperson of the School Board, who should consult with legal counsel concerning the handling and investigation of the Complaint.

The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation.

If the Complaint is against an employee of the school district, any applicable individual or collective bargaining contract provisions shall be followed.

Privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.

A building administrator or designee shall keep a written record of the investigation. A written summary of the investigation will be forwarded to the Superintendent's office.

A building administrator or designee may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.

A building administrator or designee shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.

The investigation shall be completed within 21 calendar days of receiving the Complaint, if practicable.

4. If the building administrator determines that discrimination or harassment occurred, s/he shall, in consultation with the Superintendent:

Determine what remedial action is required, if any;

Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and,

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Inform the student who made the Complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

5. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 business days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.

Students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333

(telephone: 207-624-6050) and/or to the Federal Office for Civil Rights, Regional Director, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9662).

Legal Reference: Americans with Disabilities Act (28 CFR§35.07)  
Section 504 of the Vocational Rehabilitation Act (34 CFR§104.7)  
Title IX of the Education Amendments of 1972 (20 USC§1681 et seq.)  
20 USC§1232g; 34 CFR Part 99  
5 MRSA §§4571; 4602; 4681 et seq.  
MRSA §§6001 et seq.

Cross Reference: AC – Nondiscrimination/Equal Opportunity and Affirmative Action  
ACAA – Harassment and Sexual Harassment of Students

1<sup>st</sup> Reading: Sept. 12, 2012  
2<sup>nd</sup> Reading: Oct. 3, 2012  
Adopted: Nov. 7, 2012

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## **STUDENT EDUCATION RECORDS AND INFORMATION**

The Greenbush School Department shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

### **A. Directory Information**

The Greenbush School Department designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student-athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos of student participation in school activities open to the public (except photographs and videos on the Internet). The Greenbush School Department 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.

### **B. Military Recruiters/Higher Education Access to Information**

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Greenbush School Department 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.

**C. Health or Safety Emergencies**

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

**D. Information on the Internet**

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

**E. Transfer of Student Records**

As required by Maine law, the Greenbush School Department 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).

**F. Designation of Law Enforcement Unit**

The Board hereby designates the Greenbush Police Department as the Greenbush School Department's law enforcement unit.

**G. Administrative Procedures and Notices**

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended  
20 U.S.C. § 7908  
20-A M.R.S.A. §§ 6001, 6001-B  
Maine Department of Education Rules, Chapters 101 and 125

Cross Reference: JRA-E – Annual Notice of Student Education Records  
and Information Rights  
JRA-R – Student Education Records and Information Administrative  
Procedure

ILD – Student Surveys and Marketing Information

1<sup>st</sup> Reading: Sept. 12, 2012

2<sup>nd</sup> Reading: Oct. 3, 2012

## BOMB THREATS - EBCC

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

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

### A. Conduct Prohibited

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

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

### B. Definitions

1. A “bomb” means an explosive, incendiary of poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.

### C. Development of Bomb Threat Procedures

The superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school district's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communication contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members;
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school district's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

#### D. Reporting of Bomb Threats

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

An employee of the school district who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school district's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

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

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

#### E. Student Disciplinary Consequences

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

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered 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.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. ¶1001(9-A) and policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the IEP process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

#### F. Aiding Other Students in Making Bomb Threats

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

G. Student Failure to Report a Bomb Threat

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

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences

I. Civil Liability

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

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity, as determined by the Superintendent in consultation with the Board.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.



K. Notification Through Student Handbook

All student handbooks shall address the school district's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal Reference: 18 U.S.C. §§921; 8921  
17-A M.R.S.A. 210  
20-A M.R.S.A. §§ 263; 1001(9-A); 1001(17); 1001(18)

Cross Reference: EBCA – Crisis Response Plan  
JKD – Suspension of Students  
JKE – Expulsion of Students  
JKF – Suspension/Expulsion of Students with Disabilities  
JICIA – Weapons, Violence, Bullying and School Safety

JIC - Student Code of Conduct

1<sup>st</sup> Reading: Sept. 12, 2012

2<sup>nd</sup> Reading: Oct. 3, 2012

Adopted: Nov. 7, 2012

**SUSPENSION OF STUDENTS - JKD**

The School Board delegates to the building administrators the authority to suspend disobedient and disorderly students for a period not to exceed the (10) school days. Suspensions longer than 10 days may be imposed by the Board.

Prior to the suspension, except as hereinafter provided:

- A. The student shall be given oral or written notice of the charge(s) against him/her.
- B. The student shall be given an explanation of the evidence forming the basis for the charge(s); and,

- C. The student shall be given an opportunity to present his/her version of the incident.

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

The student's parents/guardians shall be notified of the suspension as soon as practicable by telephone (if possible) and/or by written notice sent by mail. Notice shall be given to the Office of the Superintendent.

Students shall be responsible for any schoolwork missed during their suspension. After re-admittance, they shall be permitted to take tests, quizzes or any other form of evaluation affecting their grades.

Legal Reference: 20-A MRSA §1001.9

Cross reference: JICIA – Weapons, Violence, Bullying and School Safety  
JK – Student Discipline  
JKE – Expulsion of Students  
JKF – Suspension/Expulsion of Students with Disabilities

1<sup>st</sup> Reading: Sept. 12, 2012

2<sup>nd</sup> Reading: Oct. 3, 2012

Adopted: Nov. 7, 2012

**ACAD**

## **HAZING**

Maine statute defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.”

It is the policy of the Board that injurious hazing activities or any type in connection with any school program or activity, either on or off school property, by any student, staff member, group or organization affiliated with this school district, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employees of the school district 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 district 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 that may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with this school district that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school district.

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 s/he 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-A MRSA 6553

Cross Reference: ACAA – Harassment and Sexual Harassment of Students  
ACAB – Harassment and Sexual Harassment of Employees  
JICIA – Weapons, Violence and School Safety

1<sup>st</sup> Reading: Sept. 12, 2012

2<sup>nd</sup> Reading: Oct. 3, 2012

Adopted: Nov. 7, 2012

## **STUDENT CONDUCT ON BUSES**

## **JICC**

The law does not relieve parents of students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus – and only at that time – does s/he become the responsibility of the school system. Such responsibility shall end when the child is delivered to the **assigned** bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. All Board policies and school rules apply to students on school buses.

In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of a building administrator by the bus driver. The bus company will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the bus company. In such cases, the parents/guardians are responsible for providing safe transportation for their children. Children who violate Board policies and school rules may also be disciplined under the applicable policy and/or rule.

Legal Reference: 20-A MRSA

5401 1<sup>st</sup> Reading: Sept. 12, 2012

2<sup>nd</sup> Reading: Oct. 3, 2012

Adopted: Nov. 7, 2012

Reviewed: Jan. 8, 2014

## **“OPT OUT” Form**

Section 9528 of the No Child Left Behind Act of 2001 requires schools to release our family’s private information to military recruiters unless you “opt out” in writing.

\_\_\_\_\_ As a parent, I am exercising my right to request that you do not turn over the name, address, telephone listing, and school records to the armed services, military recruiters, or military schools for the following student.

\_\_\_\_\_ As a student, 18 years of age or older, I request my own name, address, telephone listing, and school records not be released to the armed services, military recruiters, or military schools.

Student Name

Parent Name

Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (City, State, Zip code)

(Blank page designed to be on the reverse of the “opt-out” form)