

# ETHICAL AND RESPONSIBLE STUDENT BEHAVIOR

## THE STUDENT CODE OF CONDUCT



RANGELEY LAKES REGIONAL SCHOOL DISTRICT  
2011-2012

*High Expectations for All*

## TABLE OF CONTENTS

Student Code of Conduct - Introduction	3
Standards of Ethical & Responsible Behavior	4
Behavior-Related Consequences	5
Attendance	6
Bomb and Hazardous Substance Threats	8
Bullying	8
Bus Conduct	9
Bus Procedures	10
Care of School Property	11
Cheating/Plagiarism	11
Computer and Internet Use Rules	12
Copyright Compliance	12
Dance/Prom Protocols	12
Detention of Students	12
Disciplinary Removal of Students with Disabilities	13
Dress Code	13
Drugs, Alcohol, and Tobacco Use	13
Drug and Alcohol Violations	14
Expulsion	16
Harassment and Sexual Harassment of Students	16
Harassment and Discrimination – Complaint Procedure	17
Hazing	17
Health and Safety Searches of Student Lockers	18
Leaving School Grounds	18
Legal Age	18
Physical Restraint	18
Public Displays of Affection	18
Questioning and Searches of Students	19
Questioning and Searches of Students: Administrative Procedures	19
Rights and Responsibilities	21
1. Automobile Use	21
2. Student Parking and Vehicle Use	21
3. Bikes	21
4. Building Access	22
5. Cafeteria Conduct	22
6. Distribution of Non-Curricular Student Publications	22
7. Freedom of Expression	22
8. Hall Passes	23
9. Hallways	23
10. Limited/Open Forum	23
11. Lost and Found	23
12. Organizations	23
13. Publications	24
14. Skateboards, Scooters and Rollerblades	24
15. Senior Privileges	24
16. Study Hall Expectations and Procedures	25
Storage Facilities	26
Suspension	26
Suspension: Participation in School Activities	27
Use of Cellular Telephones or Other Electronic Devices	27
Truancy	27
Weapons, Violence and School Safety	28

**Please note: The school reserves the unlimited right to change the terms of this handbook at any time, without notice.**

## **STUDENT CODE OF CONDUCT**

### **INTRODUCTION**

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

To achieve this goal, Rangeley Lakes Regional School has established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior.

### **Rangeley Lakes Regional School Core Values<sup>1</sup>**

**RESPECT  
HONESTY  
COMPASSION  
COURAGE  
RESPONSIBILITY  
COOPERATION  
SELF-CONTROL**

The Rangeley Lakes Regional School faculty believes that Compassion encompasses both Caring and Empathy. They believe that **Perseverance** and **Effective Communication** are additional core values for all school participants.

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

Having considered the input of administrators, parents, students, and the community, the Board adopts this Student Code of Conduct (Code), consistent with the requirements of 20-A § MRSA 100(15) (adoption of Student Code of Conduct).

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

<sup>1</sup> These are the core values (standards) derived from the values identification process previously engaged in by the Board with the participation of educators, parents, students, and community members, consistent with 20-A § MRSA 100(15). The code of conduct is “consistent” with the statewide standards for student behavior.

## STANDARDS FOR ETHICAL AND RESPONSIBLE BEHAVIOR OUR VALUES IN ACTION

With rights come responsibilities. Students and staff are expected to demonstrate ethical and responsible behavior consistent with the school community's values. Such conduct is fundamental to a supportive, safe, and orderly school environment and a civil society. To that end, all persons will comply with the tenets below, which represent the criteria for being RLRS community members.

### Respect:

A person who is **RESPECTFUL** of others and self

- Treats others with kindness and dignity.
- Takes care of other people's property, the school building, and school grounds.
- Appreciates the differences in people and their beliefs.
- Encourages others.
- Works well with others.
- Supports and contributes to safe, healthful habits for self and others.

### Leadership:

A person who is a **LEADER**

- Sticks up for and lends a helping hand to those in need.
- Seeks to speak the truth respectfully.
- Acts as a positive role model.
- Supports the RLRS community and its values.
- Does the right thing even if it's not popular.
- Takes a stand against unethical and unhealthy behaviors (Just Say No).

### Responsibility:

A person who is **RESPONSIBLE**

- Acknowledges his own actions.
- Acknowledges making a mistake.
- Seeks to understand and listen.
- Follows through.
- Represents and creates original work.
- Reports hurtful, hateful or dangerous behavior.
- Maintains emotional control in difficult situations.

### Service:

A person who demonstrates **SERVICE**

- Responds to a call for action.
- Volunteers for both school and community activities.
- Demonstrates stewardship of the school, community, and global environment.
- Demonstrates awareness of and contributes to the global community.

**RLRS is a weapon-free, tobacco-free, and drug-free campus.**

## **Behavior-Related Consequences**

*Students are expected to strive to uphold and model the RLRS Core Values. When this does not occur, the student's actions will be addressed in one or more of the following ways. The level of the intervention and/or consequence will be determined based upon the severity of the student's actions.*

### **#1 Staff/Administrative Response**

- Verbal warning
- Time-out or out of classroom
- Loss of privileges
- Loss of recess
- Teacher/administrator conference with student/parent
- Academic consequences
- Confiscation
- Loss of privilege to attend after-school activities and/or sporting events

### **#2 Parent/Guardian Involvement**

- Phone call to parent/guardian
- Written notification
- Conference with parent/guardian

*The following consequences require parent notification. They may also include an action plan developed by school personnel, parents and appropriate community members:*

### **#3 Reallocation of Student's Time or Activities**

- Detention
- In-school suspension
- Campus cleanup
- Saturday detention
- Counseling with guidance counselor or social worker
- See Policy JICH for Drug and Alcohol Violations

### **#4 Exclusion from Normal School and/or School Activities**

- Alternative placement
- Removal from the bus
- Restricted access
- Suspension
- See Policy JICH for Drug and Alcohol Violations

### **#5 Expulsion**

- Per school board policy
- Recommendation by administration to school board
- See Policy JICH for Drug and Alcohol Violations

**Please note that #'s 1-5 indicate a range of consequences. Decisions as to the consequences to be employed are at the sole discretion of the principal or his/her designee.**

## **ATTENDANCE**

The Board believes that class participation is both a basic and integral basis for successful learning and is essential if students are to meet both the course requirements and those established by the Maine Learning Results and the Common Core. When students are absent regardless of the reason, learning is impacted both for them and their classmates. As such, the Board establishes the following guidelines to ensure that learning is the central focus for all students.

### **Excused and Unexcused Absences/Tardies**

State statute provides for excused school absences and tardies in the following five (5) areas:

1. Personal illness [after three (3) consecutive days absence, a doctor's note may be required.
2. An appointment with a health professional that can only be scheduled during the regular school day (documentation of the visit must be provided).
3. Observance of a 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. Such an absence must be pre-approved by the principal or his/her designee.

Unless the absence or tardy meets the above criteria, it shall be considered "unexcused."

### **Procedures for Absences**

Regardless of the reason of the absences, parents/guardians are requested to notify the school between the hours of 7:30 a.m. – 9:00 a.m. on the day(s) absent or tardy. This assists the school in keeping accurate records and ensuring student safety. If the school is not contacted by 9:00 a.m., parents/guardians will be called to ascertain the whereabouts of the student and document the reason for the absence.

Upon returning to school the student shall submit a parental note explaining the reason for the absence unless parent contact has been documented. The absence will be considered "excused" if it falls into one of the categories listed above. If not, the absence shall be considered to be unexcused. If no note is presented, the absence shall be considered to be unexcused.

The RSU 78 Attendance Policy is linked to credit – thus, in order to earn credit in a particular course, students will be held to the criteria below:

#### **K-8**

1. After accumulating 5 absences (excused and/or unexcused) from a class during the year, The principal may send a letter home informing parents and students of the student's absences.
2. After accumulating 8 absences (excused and/or unexcused) from a class, the Principal may request a meeting with student, parents, and staff to discuss the student's attendance and develop an action plan to improve attendance.
3. After accumulating 12 absences (excused and/or unexcused) from a class, the Principal will meet with the student, parents and staff to determine what course of action will be taken.

#### **High School**

1. After accumulating 5 absences during the year (excused and/or unexcused) from a course, the principal will send a letter home informing parents and students of the student's absences.
2. After accumulating 8 absences (excused and/or unexcused) from a course, the Principal will request a meeting with student, parents, and staff to discuss the student's attendance and develop an action plan to improve attendance.
3. After accumulating 12 absences (excused and/or unexcused) from a course, the Principal will meet with the student, parents and staff to determine what course of action will be taken and whether credit will be granted for that course.

### **Procedures for Tardies**

Students not in class or homeroom by 7:50 a.m. will be considered to be tardy. Students entering as tardy are to report to the main office and present a parental note as to the reason for the tardy. Tardies that fall into one of the five (5) categories listed above shall be considered as "excused." All others will be considered "unexcused" (No note equals "unexcused").

In grades K-5, frequent unexcused tardies will be addressed in accordance with the classroom social contract and may include a parent meeting or other remedy.

In grades 6-12, students will be permitted three (3) unexcused tardies to school per semester. On the fourth and subsequent unexcused tardies in the same semester, the student will be assigned a school detention.

Tardiness to class once the student is in school will be dealt with by the teacher to whose class the student is tardy.

### **Procedures for Planned Absences**

1. It is expected that Planned Absences will not exceed a total of five school days.
2. To submit a request for a planned absence, the student and parent out the Planned Absence Application JEAA-F and submit it to the Principal at least one (1) week prior to the planned absence.
3. The student must request permission from the principal to take a school-issued laptop out of state.
4. To complete the form, the student shall meet with each of his/her teachers prior to the one week deadline stated above to discuss material and assignments that will be missed and to establish a timeline for the completion of the work upon return from the planned absence.
5. Upon return from an approved planned absence, the student must meet on the day returning to school with his/her teachers to discuss what tests, quizzes and other materials were missed that were not noted in the pre-meeting mentioned above and to develop a timeline for completion.
6. Students will have two days for each day absent to complete the make-up of tests and quizzes, eg. If the student is absent for four (4) school days thus, then the student will have eight (8) school days to complete all tests and quizzes. The Student will meet with individual teachers to schedule make-up tests and quizzes at a mutually convenient time within the time limit.
7. All other work must be completed according to the agreed upon timeline determined as a result of the pre-approval process.
8. Failure to follow the guidelines for a Planned Absence could result in administrative refusal to grant permission. If permission is not granted the student's absence will be

designated as “unexcused” and the ability to make up work will be at the discretion of the classroom teacher.

### **Procedures for Planned Absences**

A planned absence, such as family vacation, requires prior approval. The student must file a written request (Student Pre-approval Full/Partial Day Absence application) with the Principal at least one (1) week prior to the planned absence. Once approved, the student shall meet with each of his/her teachers, prior to the planned absence to discuss material and assignments that will be missed and to establish a timeline for the completion of the work upon return for the planned absence.

Upon return from an approved planned absence, the student must meet (on the day returning to school) with his/her teachers to discuss what tests, quizzes and other materials were missed that were not noted in the pre-meeting mentioned above and to develop a timeline for completion.

Please note that failure to apply for a planned absence shall result in the days’ absences being listed as “unexcused.”

### **BOMB AND HAZARDOUS SUBSTANCE THREATS**

The Rangeley Board of Education recognizes that bomb or hazardous substance threats are a significant concern to the school. Whether real and carried out or intended as a prank or for some other purpose, a bomb and hazardous substance threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Such threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services.

Any bomb or hazardous substance threat will be regarded as an extremely serious matter and treated according to **Policy EBCC**.

### **BULLYING**

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

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

### **Bullying Prohibited**

Bullying, as defined in **Policy JICK**, is not acceptable conduct in Rangeley Lakes Regional School and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to behavioral interventions and/or disciplinary consequences up to and including suspension and expulsion.

### **Application of Policy**

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

or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

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

- A. Repeated or pervasive taunting, name-calling, belittling, mocking, putdowns, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student;
- B. Physical contact or injury to another person or his/her property;
- C. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- D. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- E. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- F. Stalking;
- G. Blocking access to school property or facilities;
- H. Stealing or hiding books, backpacks, or other possessions.

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

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

### **Reporting**

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

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

### **BUS CONDUCT**

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 he/she become the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular 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.

In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of the building Principal by the bus driver **as soon as possible upon arrival at the school**. The building Principal 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 Principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

## **BUS PROCEDURES**

The privilege of riding on the bus is conditioned upon the behavior and observance of the rules pertaining to proper conduct. Drivers are authorized to enforce these rules and to make suggestions in line with good citizenship. Students are expected to behave on the bus in a way that ensures their safety and the safety of others.

### Meeting the bus:

- All pupils must be on time.
- The school bus will come to a complete stop at every stop, but will not wait unless the child is in view.
- Pupils walking on the highway to a bus stop should walk on the left shoulder of the road, facing traffic.
- Pupils, when crossing the highway, should walk, not run.
- Pupils shall not run alongside the bus while it is moving.
- Pupils should stand well away from the shoulder of the road and in an orderly group while waiting for the bus.

### On the bus:

- Pupils should obey the driver, who is in full charge of the bus.
- Pupils shall not crowd or push while entering the bus and will go to their seats immediately.
- All passengers will remain seated facing forward while the bus is in motion.
- There will be no smoking on the bus.
- Students shall respect the bus as school property and may be liable for damage to the seats or other equipment.
- No drugs, tobacco, or weapons will be allowed on the bus.
- No pets, wild animals, insects or reptile type projects will be allowed on the bus.
- Pupils shall not open windows without getting permission from the driver.
- Pupils shall not throw anything out of the bus windows, nor shall they extend arms, legs or head out of the window.
- Pupils shall not shout or wave to pedestrians or occupants of other vehicles out of the window of the bus.
- Pupils shall not fight or scuffle in the bus or create any disturbance to distract the driver's attention from driving.
- Pupils shall not throw anything inside the bus.
- There will be no gum chewing, eating of lunches, drinking sodas, snacking, etc. allowed on the bus. Exceptions may be made on field trips, extra- or co-curricular trips with permission of lead advisor or head coach.

- Pupils shall not place backpacks, lunch boxes or other objects in the aisle of the bus.
- When preparing to exit the bus, pupils shall remain seated until the bus comes to a complete stop.
- Pupils, after leaving the bus (if they must cross the highway) shall go around the front of the bus and wait until the bus driver directs them to cross the highway.
- When a pupil fails to obey these rules the bus driver will contact the parent/guardian to discuss the issue. Continued misconduct will be reported to the Principal for further disciplinary action.

### **CARE OF SCHOOL PROPERTY**

Each student is responsible for loss or damage beyond normal wear of textbooks, other school property, and facilities that they use. Students will be billed for the replacement costs of such materials. If reimbursement is not forthcoming within a reasonable time:

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

### **CHEATING/PLAGIARISM**

Academic honesty is required at all times. Dishonesty in any form, including cheating, copying, giving answers, plagiarism (Taking credit for the work of others), copyright violations, false authorship, and theft or pre-examination of tests, is forbidden. Students caught cheating or plagiarizing will receive a zero on the assignment and be referred for disciplinary action.

1. Violations
  - 1.1 Stealing test(s) from a teacher
  - 1.2 Obtaining information relating to tests from others
  - 1.3 Using “crib” or “cheat” notes or writing notes on clothing, desk, body, etc.
  - 1.4 Looking on another student’s test
  - 1.5 Whispering answers to another student
  - 1.6 Asking another student for answers
  - 1.7 Hanging around teacher’s desk hoping to view answers on tests already turned in
  - 1.8 Copying another student’s homework
  - 1.9 Letting another student copy your homework
  - 1.10 Passing in homework late so as to get answers when given in class
  - 1.11 Copying material from a reference and claiming it as an original
  - 1.12 Submitting a paper written by someone else
  - 1.13 Forcing someone to do your work
  - 1.14 Use of an electronic device to provide answers to another student during a test, exam, quiz, etc.
  - 1.15 Any other means of gaining credit in a fraudulent manner
2. Penalties for violating policy:
  - 2.1 First offense – Letter/call to parents by teacher. A two (2) hour Saturday detention. Zero on work involved. Misconduct report filed with Principal. Notification of incident to all staff.
  - 2.2 Second offense – Letter/call to parents by Principal. A three (3) day suspension. Zero on work involved. Misconduct report filed with Principal. Notification of incident to all staff.

- 2.3 Third offense – Letter/call to parents by Principal. A five (5) day suspension. Zero on work involved. Misconduct report filed with Principal. Notification of incident to all staff.

### **COMPUTER AND INTERNET USE RULES (See Technology Handbook)**

Each student is responsible for his/her actions and activities involving the school's computers, networks and Internet services, and for his/her computer files, passwords and accounts according to the policies set forth in the Technology Handbook. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

### **COPYRIGHT COMPLIANCE**

The Rangeley Board of Education expects all employees and students at the Rangeley Lakes Regional School to comply with the federal copyright law and guidelines. Employees and students who willfully disregard the law/guidelines and the Board's copyright policy and procedures do so at their own risk. Rangeley Lakes Regional School will not extend legal and/or insurance protection to employees or students for willful violations of this policy. Such violations may also result in disciplinary action. **(See Policy EGAD)**

### **DANCE/PROM PROTOCOLS**

Dance/prom protocols include but are not limited to the following:

1. All dances must be pre-approved.
2. Complete a "Dance Approval Form" and a "Fund Raising Request Form" a minimum of ten (10) days prior to the planned event.
3. Set up and clean up is the responsibility of the sponsoring group and advisors.
4. Dances/Prom are open only to RLRS students and their dates. Students bringing dates from outside of Rangeley are to complete and present to the Principal a "Guest Request for Dances/Prom" form, a minimum of three (3) school days before the event. The Principal will copy this form, keeping one for file purposes and provide one to the lead chaperone.
5. Once a student and/or his/her date leave the dance, he/she/they cannot re-enter. If a student should, however, have to leave for a legitimate reason, e.g. Forgot purse in a car, a chaperon must accompany that student and that student may re-enter.
6. All school rules are in effect at dances/prom.
7. Dances for high school students will run from 8:00 p.m. to 11:00 p.m.  
(Prom hours are 8:00 p.m. to 12:00 a.m.)
8. Dances for middle school students will run from 7:00 p.m. to 9:30 p.m.
9. No one will be admitted to the dance/prom after 9:00 p.m. (7:30 p.m. for middle school).

### **DETENTION OF STUDENTS**

Teachers and administrators have the authority to detain students after school hours (Administrators may employ a Saturday detention) for infractions of classroom or school rules. Before assigning students to detention, the student will be informed of the reason for the detention, and the student will be given the opportunity to explain his/her version of the incident. Teachers/administrators have the discretion to substitute alternative discipline in cases where they deem detention inappropriate.

The student's parents/guardians will be informed of the reason for the detention and requested to arrange the student's transportation following the detention, if necessary. Students in detention are expected to have schoolwork and/or appropriate reading materials with them. They are expected to use the time to complete work or read quietly. Students will not

communicate with each other by any means. Students who fail to serve a scheduled detention may be subject to additional disciplinary measures. **(See Policy JKB)**

### **DISCIPLINARY REMOVAL OF STUDENTS WITH DISABILITIES**

When removing students with disabilities from their regular school programs, whether as a result of a suspension, an expulsion, or any other removal covered by state and federal special education laws, it shall be the policy of the Rangeley School Department to comply fully with all applicable state and federal special education laws that govern such removals. **(See Policy JCF-R)**

### **DRESS CODE**

Appropriate dress is a reflection of respect for the learning environment and as such the Board has an established Dress Code policy **(See Policy JICA)**.

- A. Appropriate dress shall include but not be limited to:
  - Clothing that is clean and appropriately covers the body.
  - Clothing that does not present a distraction to the learning environment.
  - Appropriate footwear at all times.
  - Clothing that is necessary for health and safety reasons e.g. lab coats and goggles, physical education attire, etc.
- B. Dress restrictions shall include but not be limited to:
  - Any clothing that allows bare midriffs: exposes private anatomy; is strapless, employs “spaghetti straps” or exposes bra straps; exposes excessive cleavage; is excessively tight, form fitting or short; is a halter top or tube top; is either low or short enough to expose underwear or private anatomy is prohibited.
  - Clothing of any type that displays directly or indirectly references to drugs, alcohol, tobacco, sexual references, illegal activities or acts.
  - Clothing of any type that is seen by the principal or his/her designee to violate in any manner the Board’s policies regarding discrimination or harassment.
  - Caps, hats or hoods by either girls or boys unless approved for religious or medical reasons.
  - Athletic shoes with cleats or spikes.
  - Sunglasses unless approved for medical reasons (a doctor’s note shall be required).
  - Clothing, jewelry or accessories that could be used to mar or destroy school property; pose a safety hazard to the student or others; or be used as a weapon.

Teachers are required to send students to the Office of the Principal, when in their opinion, the student is in violation of the clothing restrictions or requirements listed above. The principal or his/her designee shall make the final decision regarding violation. Refusal to follow the decision shall result in disciplinary action. It is to be noted that the principal or his/her designee shall have the authority to suspend students for severe and/or repeated violation of this policy. Further, infractions that directly interferes with the operation, overall discipline, or general welfare of the school shall result in disciplinary action in accordance with other applicable Board policies.

### **DRUGS, ALCOHOL, AND TOBACCO USE** (Refer to **Policy JICH** for Definitions of Terms)

#### **I. VOLUNTARY REFERRALS**

- A. Any school staff member who is approached by a student(s) about their substance abuse or tobacco problem shall accompany the student(s) to the social worker or school nurse to establish a first meeting.

- B. Parents/guardians or students who have a concern about a student's possible substance abuse or tobacco problem are encouraged to notify the social worker or school nurse of their concern. However, such referrals cannot be used to avoid disciplinary action after a known violation of the policy.
- C. A student concerned about his or her own substance abuse or tobacco problems may seek the assistance of the social worker or school nurse. Self-referral will not result in any disciplinary action. However, a student may not use self-referral to avoid disciplinary action after a known violation of the policy.
- D. The social worker or school nurse will meet with the student and his/her parents/guardians (if appropriate), perform a non-clinical chemical health assessment and develop an action plan to meet the student's particular needs.
- E. Confidentiality of student information concerning substance abuse issues will be maintained in accordance with state and federal laws.

## **II. NON-VOLUNTARY REFERRALS: PROCEDURES AND CONSEQUENCES**

### **A. DEFINITION**

Any student found to be using, possessing, manufacturing, distributing, purchasing, or selling alcohol or tobacco products or scheduled drugs or controlled substances shall fall under this classification and shall be subject to the penalties outlined in this policy. Non-voluntary referrals are to be brought to the principal or his/her designee. Any staff member who suspects that a student is violating any portion of this policy is required to make a non-voluntary referral which will then be followed up by the principal or his/her designee. Students who suspect a student is in violation of this policy are strongly encouraged to make a non-voluntary referral to the principal or his/her designee.

### **B. DISCIPLINE**

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

## **DRUG AND ALCOHOL VIOLATIONS**

### **1.1 Consuming, possessing, receiving or being under the influence of a prohibited substance on school grounds or at a school-sponsored event.**

- **First Offense**

The principal or his/her designee will:

- Confiscate the prohibited substance and verify offense;
- Meet with the student;
- Notify and meet with parents/guardian;
- Notify the Superintendent, school nurse and the social worker; and
- Involve appropriate law enforcement official;
- Suspend the student from school for three to five days.

- **Second Offense**

The principal or his/her designee will:

- Confiscate the prohibited substance and verify offense;

- Meet with the student, parents/guardians and social worker or school nurse to develop a follow-up plan;
- Notify the Superintendent;
- Involve appropriate law enforcement official;
- Suspend the student from school for seven to ten days.
  - If the student fails to comply with the follow-up plan developed with the social worker or school nurse, doing such will result in further disciplinary action.
- **Third Offense**  
The principal or his/her designee will:
  - Confiscate the prohibited substance and verify offense;
  - Meet with the student and parents/guardians;
  - Require that the student be referred for clinical chemical health evaluation;
  - Notify the Superintendent;
  - Involve the appropriate law enforcement official;
  - Suspend the student from school for ten days and recommend expulsion.

## **1.2 Furnishing, selling, buying or manufacturing a prohibited substance on school grounds or at a school-sponsored event.**

- **First Offense**  
The principal or his/her designee will:
  - Confiscate the prohibited substance and verify offense;
  - Meet with the student and parents/guardians;
  - Notify the Superintendent;
  - Involve appropriate law enforcement official;
  - Suspend the student for ten days and recommend expulsion.

## **2. TOBACCO VIOLATIONS on school grounds or at a school-sponsored event**

### **2.1 First Offense**

- The Principal or his/her designee will:
  - Confiscate the tobacco product and verify offense;
  - Meet with the student'
  - Notify parents/guardians;
  - Notify the Superintendent, school nurse and social worker;
  - Involve appropriate law enforcement official if the student is under the age of 18;
  - One-day in-school suspension.
- The student must meet with the social worker or school nurse who will provide the student anti-tobacco resources.

### **2.2 Second Offense**

- The Principal or his/her designee will:
  - Confiscate the tobacco product and verify offense;
  - Meet with the student and parents/guardians;
  - Notify the Superintendent, school nurse and social worker;
  - Involve appropriate law enforcement official if the student is under the age of 18;
  - Three-day in-school suspension.

- The student must meet with the social worker or school nurse to develop a follow-up plan. If the student fails to comply with the plan, it will result in further disciplinary action.

### **2.3 Third and Subsequent Offenses**

- The Principal or his/her designee will:
  - Confiscate the tobacco product and verify offense;
  - Meet with the student and parents/guardian;
  - Notify the Superintendent, school nurse and social worker;
  - Involve appropriate law enforcement official if student is under 18 years of age.
  - Five-day in-school suspension.

## **C. PROCEDURES AT SCHOOL FUNCTIONS**

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

- If there is a medical emergency, standard school procedures shall be followed.
- The student shall be removed from the function and/or returned to school. The student should not be left unsupervised.
- The parents/guardian shall be called (or emergency card contact) to pick up the student.
- Local law enforcement officials will be called to the scene.
- If the student(s) refuses to cooperate or flees the scene, local law enforcement officials are to be called and informed. Provide names, make/model of vehicle, etc.
- The Principal (and Superintendent if appropriate) is to be notified as soon as possible.
- The Principal or his/her designee will follow the disciplinary procedure outlined in this policy.

## **EXPULSION**

No student shall be expelled from school except by action of the Board. The Board shall expel students as provided in 20-A MRSA § 1001(9) and (9A). The Board also has the authority to readmit an expelled student on satisfactory evidence that the behavior, which was the cause of the student being expelled, will not likely recur. **(See Policy JKE)**

## **HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS**

Harassment of students because of race, color, sex, 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.

### **1. Harassment:**

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

### **2. 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 (affirmative action officer) will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure.

## **HARASSMENT AND DISCRIMINATION – COMPLAINT PROCEDURE**

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

### **1. Definitions**

- 1.1 A “complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sexual orientation, religion, ancestry, national origin, or disability; and
- 1.2 “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, religion, ancestry, national origin, or disability.

### **2. How to Make a Complaint**

- 2.1 Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the Principal or a member of the faculty. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the Principal.
- 2.2 School staff must report possible incidents of discrimination or harassment of students to the Principal. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students to the Principal.
- 2.3 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.
- 2.4 Students and others are encouraged to utilize the school’s complaint procedure. However, students are hereby notified that they also have the right to report complaints to Rangeley’s Affirmative Action Officer – TBD or to the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333 (207-624-6050) and/or to the federal office for Civil Rights, Regional Director, U.S. Department of Education, SW McCormack POCH Room 222, Boston, MA 02109-4557 (617-223-9622)

### **3. Complaint Handling and Investigation**

Complaint handling and investigation will involve the Principal, Assistant Principal, and Superintendent in accordance with **Policy ACAA-R**.

## **HAZING**

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

No student shall plan, encourage, or engage in such activities in connection with any school program or activity including extra-curricular, 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)**

### **HEALTH AND SAFETY SEARCHES OF STUDENT LOCKERS (See Policy JFGA)**

A locker is assigned to each student by the homeroom teacher on opening day of school. It is the student's responsibility to see that the locker is in order at all times. The locker is provided for student convenience and is school property; therefore, it is legally subject to inspection at all times.

### **LEAVING SCHOOL GROUNDS**

Once a student arrives at school he/she is expected to remain at school until dismissal. Parental authorization is a **MUST** before a student leaves the building. It is the student's responsibility to deliver parental authorization to the office or to have a parent call with authorization prior to dismissal. If a student leaves without authorization, he/she will not be readmitted unless accompanied by parent/guardian or police. A conference will be held with student, parent/guardian and administrator prior to return to class.

**Dismissals due to illness must be handled through the nurse's office. A student must be dismissed into the care of a designated adult.**

Police and parents will be contacted when a student leaves the building without authorization.

### **LEGAL AGE (See Policy JID)**

Eighteen-year-old students have full rights regarding access to and use of their school records. All students, regardless of age, are required to provide parent or guardian's signatures on notes and school forms such as rank cards, courses' change slips, discipline correspondence and progress reports. Exceptions may be permitted when students are not living at home and do not have ready access to parents or guardians. Students who have been granted permission to sign their own notes must have them countersigned by the office.

### **PHYSICAL RESTRAINT (See Policy JKG)**

The Rangeley School Department may use physical restraint on students who present an immediate threat of physical harm to themselves or others. Restraint should not be used beyond the point necessary to prevent the student from harming him/herself or others, and should be applied in a caring manner if at all possible.

For a student who cannot be safely restrained in this fashion, school officials should attempt to ensure that other students are removed from the threat of harm and that the student does not have access to items that could be dangerous.

When the student is unable to be brought under control, school officials should contact the student's parents for assistance and should contact the police if necessary to maintain a safe environment.

This policy can be modified in the case of students with identified disabilities through a determination by the student's IEP Team.

### **PUBLIC DISPLAYS OF AFFECTION**

High school and Middle school – any public display of sexual behavior beyond hand holding, such as hugging, kissing, etc. between students is not appropriate behavior on school grounds. Students displaying such behavior will fall under disciplinary consequences.

## **QUESTIONING AND SEARCHES OF STUDENTS**

School Administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

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

Students' use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

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

## **QUESTIONING AND SEARCHES OF STUDENTS: ADMINISTRATIVE PROCEDURES**

The purpose of this administrative procedure is to provide guidelines for the conduct of student questioning and searches by school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis.

### 1. Questioning by School Administrators

- School administrators are under no obligation to notify a student's Parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules and/or federal/state laws. If law enforcement officers are involved, refer to policy KLG – Relations with Law Enforcement Authorities.
- School administrators shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of sight and hearing of other students.
- If a student fails to cooperate, lies, misleads or threatens any person during questioning, he/she is subject to the disciplinary action relative to the underlying charge or cause for the search.

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

- School administrators are authorized to search students, and/or personal property in the students' immediate possession, and vehicles when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating the Board policies, school rules and/or federal/state laws. (However, every effort will be made to contact the student's parent/guardian prior to the search. If family contact cannot be made, the parent/guardian will be informed of the search as soon as possible).
- All searches of students and/or personal property shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical.

- Searches should be reasonably related to the suspected violations and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include the student's outer clothing, purse, backpack, gym bag, lunch bag, etc. If the search discloses evidence, a broader search, ie., locker, car, etc., may be justified.
  - Searches, which disclose evidence that a student has violated Board policies or school rules, will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws will result in school disciplinary action and be forwarded to law enforcement authorities for possible investigation/prosecution.
  - School administrators are required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.
  - Reasonable efforts will be made to contact the student's parent/guardian prior to the search. If contact cannot be made prior to the search, the parent/guardian will be informed of the search as soon as possible.
3. Searches of Lockers, Desks, and Other School Facilities
- School staff, students and parents shall be informed of this policy/procedure on an annual basis.
  - School administrators shall consult with the Superintendent prior to conducting random searches
  - Searches of individual student lockers, desks or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search.
  - Searches, which disclose evidence that a student has violated Board policies or school rules, will be addressed through school disciplinary procedures. Evidence of violation of federal/state law will result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.
  - School administrators are required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.
4. Patrolling of Parking Lots
- Students may drive vehicles to school and park in designated areas in accordance with school rules.
  - School administrators retain the authority to patrol parking lots.
  - If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating a federal/state law and/or there is a substantial threat to the welfare and safety of the schools, law enforcement authorities will be requested to render assistance in accordance with Board policy KLG – Relations with Law Enforcement Authorities.
5. Involvement of Law Enforcement Authorities
- School authorities have the discretion to request the assistance of law enforcement authorities in accordance with Board policy.
6. Use of Trained Dogs
- In an effort to keep the schools free of drugs, the school may use specially trained, non-aggressive dogs to sniff out the presence of illegal substances in school-owned storage areas or in student vehicles parked on school property. At no time shall dogs be allowed in close proximity of students.

- In the case of a bomb threat, specially trained, non-aggressive dogs may be used to detect explosive devices within or upon school-owned property. At no time shall dogs be allowed in close proximity of students.
- The decision to employ trained dogs rests with the Superintendent or his/her designee. **(See Policy JIH-R)**

## **RIGHTS AND RESPONSIBILITIES**

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

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

The Board expects all staff to abide by this policy in order to most effectively achieve mutual respect of rights and the acceptance of responsibility. **(See Policy JI)**

### **1. Automobile Use**

- 1.1 Students are permitted to drive automobiles to school. Students must leave the automobiles upon arriving at school and not return to them until they leave school for the day unless they have specific permission by the school administration to do so.

### **2. Student Parking and Vehicle Use**

- 2.1 The maximum speed limit on school grounds is 15 MPH.
- 2.2 Motor vehicles, including snowmobiles, may not be driven during school hours without permission from the administration.
- 2.3 School buses may not be passed when loading or unloading on school grounds, as well as on the highways. Violators may be subject to prosecution.
- 2.4 No one is to be in or around vehicles during school hours. Park the vehicle, lock it and leave it for the day.
- 2.5 Park only in rows to allow free movement of vehicles. Observe the lines and park between them. Snowmobiles must park only in the designated on the far side of the parking lot.

### **3. Bikes**

- 3.1 Students who ride their bikes to school:

- Helmets must be worn as required by Maine law
- Know and obey bike safety laws
- Park only at the bike rack located next to the main entrance
- Lock their bikes securely to the rack
- Walk while on the sidewalks in front of the school; and
- Know that the privilege may be denied if abused.

#### 4. Building Access

- 4.1 The main building and the office open at 7:15 AM. All students may enter the building at 7:30 AM.
- 4.2 Students must remain on campus during “break.”
- 4.3 The school day ends at 2:17 PM.
- 4.4 Students may remain in the building after the end of the school day when supervised by a faculty member or coach.

#### 5. Cafeteria Conduct

The conduct expectations of the cafeteria are based on the principles of responsibility and mutual respect:

- Students and staff will treat each other with respect and courtesy at all times.
- Food shall be handled appropriately and at no time shall be thrown or used for play.
- Students are responsible for cleaning up their spaces and/or any spills or accidents that occur at their table.
- Students should return trays as they finish eating and follow directions for separating silverware and trash.
- Conversation should be maintained at a quiet volume.

Failure to meet these expectations may result in a range of consequences that could include:

- Reminder of the rule or warning
- A problem solving discussion
- Reassignment of seating
- Removal from the cafeteria, temporarily or for an extended period.

*Middle School and High school students are responsible for wiping down tables at break and lunch.*

Cafeteria – Students are expected to:

1. Form single line and not jump places.
2. Converse in normal tones.
3. Leave the table and floor around his/her eating place clean.
4. Deposit waste in proper receptacles and return trays to proper racks.
5. Keep food and drink for use primarily in cafeteria.
6. Have good manners and mature behavior.

**Food and drink may not be consumed in classrooms or hallways except with teacher permission.**

#### 6. Distribution of Non-Curricular Student Publications

Students desiring to distribute non-curricular student publications must comply with **Policy IGDBA**. Students will find this policy posted on the RLRs website.

#### 7. Freedom of Expression

Public school students have the right to freedom of expression. However, this right or freedom is not absolute. Students are allowed to express opinions if that expression does so without “materially and substantially interfering with the requirements of appropriate discipline in the operation of the school and colliding with the rights of others.” Therefore, students will be allowed to express their viewpoints and opinions as

long as the expression does not, in the judgment of the administration, encourage the breaking of laws or school regulations, cause defamation of persons, or contain obscenity or indecency. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school.

The administration, when making its judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or the prohibition of the student speech is related to an educational purpose since educators are entitled to greater control over school-sponsored expressive activities. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be inappropriate for their level of maturity.

Student expression made in the exercise of free speech; including expression in official school publications, shall not be deemed to be an expression of school policy. The school, the board, school employees or officials are not liable in any civil or criminal action for any student expressions unless they have altered its content. The liability, if any, is only to the extent of the interference or alteration of the expression.

Students who violate this policy may be subject to disciplinary measures. School personnel shall be responsible for insuring students' expression is in keeping with this policy. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy (**See Policies JICE and JICE-R**).

#### **8. Hall Passes**

If a student leaves the classroom during class he/she must have a hall pass issued by the teacher with destination and time clearly marked. Passes will not be issued for phone use, drinks, or other non-necessary reasons during class time. Students must sign out and back in again on the Rest Room Sign Out Sheet.

#### **9. Hallways**

Students and staff members in each team are responsible for keeping the hallways clean.

#### **10. Limited/Open Forum**

The Equal Access Act (Title VIII of Public Law 98-377) requires that public secondary schools grant equal access to student groups who wish to meet for religious, political, or philosophical purposes, if the school allows other types of non-curriculum-related student groups to meet. This policy establishes the open forum be held during non-academic time as determined by the school Principal to ensure equal access to student groups wishing to meet. (**See Policy JJAB**)

#### **11. Lost and Found**

The lost and found is located in the nurse's office. Items from lost and found will be removed at the end of each month.

#### **12. Organizations**

Student organizations generally will be encouraged when they meet the simple criterion of being related to the curriculum. Such organizations will operate within the framework of the law, **Policy JJA**, administrative rules and the parameters of the learning program. When such organizations are truly contributive, their establishment and operation will be facilitated in reasonable ways by school system staff and resources. Each student organization requires the assignment of at least one faculty advisor to and the approval by the Board in order to expend budgeted funds or engage in activities likely to be of a divisive or controversial nature.

The policy applies to on campus organizations only. It is not intended to restrict the organization of students into groups, which function apart from and unrelated to the school program.

### **13. Publications**

One medium of expression is student journalism.

The Board authorizes the following school-sponsored student publications at the secondary level:

1. School Newspaper and/or Magazine – A school newspaper and/or magazine will be published under the direction of a faculty sponsor. Its purposes are to promote communication between classes and allow students the opportunity to illustrate their creativity and writing skills. The paper may be distributed for a nominal charge to students.
2. Yearbook – A yearbook will be published under the direction of a faculty sponsor. Its purpose will be to provide a history of pertinent information and school events for the current school year. The yearbook will be available to students at a cost to be annually determined by the school administration.
3. Web Pages – Students may be allowed to create or edit web pages under the direction of a designated faculty member. Its purposes are to inform the district staff, students and community of school news and to stimulate creativity and knowledge of new media.
4. Faculty advisors will be assigned to guide students engaged in these activities. Any commercial advertisements in these publications will conform to administrative procedures.

School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the district's legitimate educational concerns. All student media shall comply with the ethics and rules of responsible journalism. Information obtained from a student's personally identifiable education records shall not be disclosed in the student publications unless the information is Directory Information or the district has received written consent from the parent/guardian or eligible student to release the information.

### **14. Skateboards, Scooters and Roller Blades**

Skateboards, scooters and roller blades are not to be used on school grounds, except at the skateboard park. Students using the skateboard park must have proper safety equipment e.g. pads, helmet, etc.

### **15. Senior Privileges**

**15.1** To be eligible for senior privileges, each senior must be a student in good standing according to the Interscholastic Handbook guidelines, have completed four hours of community service, and have their parent's permission to leave school grounds. Senior privileges may be revoked at any time if the conditions on the contract are not followed:

- Students may leave school grounds during only one study hall per day. (Permission for additional study hall time may be granted with administrative approval.)
- Students may leave school grounds during their lunch break.
- Students must continue to maintain their grades and meet the same eligibility requirements described for participation in interscholastic activities.

- Students must be on time to the class following his/her privileged dismissal; on the third tardy offense, students will lose privileges for the rest of the quarter.
- Students must not receive 2 or more unexcused absences or tardies in a quarter.
- Students receiving a suspension of any type will lose their senior privileges for the remainder of the quarter and the following quarter.
- Students must not participate in any illegal activities or wrong doings during senior privileges. Students utilizing senior privileges are subject to the conditions spelled out in the Interscholastic Activities Handbook with regard to drug, alcohol, and tobacco use.
- All students using senior privileges must sign out AND in at the office. Failure to sign out or in will result in loss of privileges the second time it occurs. Students are encouraged to check in with study hall teachers before leaving school as a courtesy measure. Teachers should call the office if they have questions about a student's use of senior privileges.

**15.2** When signing in or out, eligible seniors must identify themselves in the main office. Eligible seniors are not allowed to have another student sign in or out for them. If seniors return early, they must quietly report to study hall. If there are 10 minutes or less remaining in the period, seniors must remain in the main office until the bell rings instead of going to study hall.

**15.3** Seniors may remain in their study hall if they choose. They do not have to participate in senior privileges.

**15.4** In keeping with the eligibility policy for interscholastic activities participation, eligibility for senior privileges will be reviewed at progress report time and at the end of the quarter.

**15.5** Students must call the main office by 7:45 a.m. to indicate use of senior privileges first period of the day. They do not have to report to homeroom. If a senior has senior privileges during last period study hall, they do not have to return to school at the end of the school day. **(See Policy JJAA-R)**

## **16. Study Hall Expectations and Procedures**

The mission of study halls at Rangeley Lakes Regional School is to provide a safe, quiet space for students to study and complete assignments.

### **16.1 Expectations**

Students are required to come to study hall prepared with assignments to complete or school material to study.

- If students complete work early they may read quietly for the remainder of the period.
- Students are expected to show respect for all others in the study hall by refraining from any disruptive behavior.
- Students are expected to be on time for study hall.
- Guidelines established in the Electronics Use and Computer/Internet Use policies will be followed.

### **16.2 Procedures**

- Passes:
  - Students may present a pass from another teacher in order to be released to that teacher. Students who do not obtain such a pass in advance will not be released to another classroom.
  - Bathroom, drink, locker, or telephone passes will be issued as necessary and no more than one at a time.
- Computer use:

- As provided for in the school Computer Use Agreement, students will be permitted to use computers for school assignments only. (Failure to follow this will result in termination of Internet and/or computer privileges).

Consequences for failing to meet expectations or follow procedures shall include, as provided for in the school's discipline policies, reminder, warning, call to parents, detention, parent/student/teacher meeting, removal from school, and suspension from school.

### **STORAGE FACILITIES (see also Health and Safety Searches of Student Lockers)**

1. Definitions: The term "storage facility" includes but is not limited to lockers, club or team offices, closets, bins, cloakrooms, team rooms, and desks.
2. Scope: The locker policy is intended to govern only those "storage facilities" made available to, or in fact used by, school students or students of other schools. **(See Policy JFGA)**

As noted in **Policy JFGA**,

### **STUDENTS SHALL NOT KEEP CONTRABAND OR WEAPONS OF ANY KIND, OR HIGHLY PERSONAL ITEMS IN ANY SCHOOL "STORAGE FACILITIES."**

- School Authorities Have Unlimited Access to Student Storage Facilities  
School authorities may, at any time and without prior notice, open, clean, inventory, inspect, relocate, remove, alter, destroy, search, dispose of or reassign any "storage facility" (whether locked or unlocked) and its contents.
- Implied Consent by Students to Unlimited Access To Storage Facilities by School Authorities  
All students who use or accept the use of any "storage facility" shall thereby imply their consent to the shared or joint custody and control of the "storage facility" with school officials. A student who uses a school "storage facility" agrees to the opening, cleaning, inventory, inspection, relocation, removal, alteration, destruction, search, reassignment or disposal of that "storage facility" and its contents by school officials without prior notice.

All students who accept the use of, or use, any "storage facility" shall thereby accept the limitations, restriction, rules and regulations relating to such "storage facilities".

### **SUSPENSION**

The Board delegates to the Principal the authority to suspend disobedient and disorderly students for periods not to exceed ten (10) school days per suspendable incident.

Prior to the suspension, except as hereinafter provided:

1. The student shall be given oral or written notice of the charge(s) against him/her;
2. The student shall be given an explanation of the evidence forming the basis for the charge(s); and
3. 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 by written notice sent by mail. A copy of the notice shall also be sent to the Office of the Superintendent.

The parents/guardians and the student shall be required to schedule a conference with the Principal/Dean of Students within three (3) days of the suspension in order to insure continued admittance to School.

Students shall be responsible for any schoolwork missed during their suspension. **All suspensions shall be treated as unexcused absences.** After re-admittance, the student shall be permitted to take tests, quizzes or any other form of evaluation affecting their grades.

### **SUSPENSION: PARTICIPATION IN SCHOOL ACTIVITIES**

Students who are under suspension are not allowed to attend or participate in any school-sponsored activities. Suspensions end on the day of the student's return to school following the period of suspension. Suspension may be either out-of-school or in-school. For example, a student undergoing a one-day in-house suspension may not take part or attend any after school activities on the day of the in-house suspension.

### **USE OF CELLULAR TELEPHONES OR OTHER ELECTRONIC DEVICES**

Students are prohibited from using privately owned electronic devices, including but not limited to cellular telephones, Blackberries, handheld computers, MP3 players, iPods and electronic games during classes and school activities, including study halls. Students with permission from the lead teacher, advisor or coach may use such devices as appropriate. It is to be noted that while participating in school-sponsored activities, all school rules apply. **(See Policy JFCA-R)**

1. The use of cameras is strictly prohibited in locker rooms and restrooms. Camera use in other areas of the school is to be limited to classroom projects with permission of a teacher; students are required to obtain permission from individuals before photographing them.
2. Any use of other electronic devices that violates any Board policy, administrative procedures or school rule is strictly prohibited. This includes, but is not limited to violations of the student code of conduct, harassment and cheating.
3. Students violating these rules will be subject to discipline, which may include:
  - a. Exclusion of the device from school for an extended period;
  - b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.

### **TRUANCY**

A student is habitually truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A M.R.S.A. § 5001-A) and he/she:

- 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
- 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. **(See Policy JHB)**

When a student is determined to be habitually truant and in violation of the compulsory attendance law and the Superintendent or his/her designee has made a good faith attempt to meet the requirements of Policy JHB, the Superintendent or his/her designee shall notify the Board and local law enforcement authorities of the truancy. After this notification, a local law enforcement officer who sees the truant student may transport the student to the appropriate school if the truant student is off school grounds during school hours and not under the supervision of school personnel.

### **WEAPONS, VIOLENCE AND SCHOOL SAFETY**

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students to the Principal for investigation and appropriate action. Students may, at their option, report such an incident to either the Principal or any staff member who will then report the incident to the Principal.

#### 1. Prohibited Conduct

Students are prohibited from engaging in the following conduct 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:

- 1.1 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, King Fu stars and nun chucks;
- 1.2 Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to, bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys or laser pointers).
- 1.3 Violent or threatening behavior, including, but not limited to, fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- 1.4 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.
- 1.5 Willful and malicious damage to school or personal property;
- 1.6 Stealing or attempting to steal school or personal property;
- 1.7 Lewd, indecent, or obscene acts, or expressions of any kind;
- 1.8 Violations of the school unit's drug/alcohol and tobacco policies;
- 1.9 Violations of state or federal laws; and
- 1.10 Any other conduct that may be harmful to persons or property.

## 2. Disciplinary Action

The Principal may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct, which violates this policy, is deliberately disobedient and deliberately disorderly within the meaning of Maine Educational Statute 20-A MRSA 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 MRSA § 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 provision) 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 MRSA§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 to school (as defined by federal law) shall be expelled for a period of not less than one year, unless the Superintendent on a case-by-case basis modifies this requirement.

All firearm 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.

## 3. Psychological Evaluation/Risk Assessment

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school. The student shall be suspended until such time as this evaluation is complete and a report made available to the school.

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

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. **(Policy JICIA)**