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# Dirigo High School

## Student Handbook 2017-2018

Dirigo High School, 145 Weld Street, Dixfield, ME 04224  
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**Dirigo High School’s School song:**

*Cheer, Cheer for Dirigo High  
Our school will never say die  
We’ll march on to victory  
And the victors we will be.  
We’ll never falter, we’ll never fall  
We’ll fight for honor  
And that is all  
Come on Team, we’ve got to fight  
For Dirigo the blue and white  
Rah! Rah! Rah!*

## **Mission Statement of Dirigo High School**

*The mission of Dirigo High School is to be a safe and respectful community with a rigorous and diverse curriculum that offers opportunities for students to develop skills, gain knowledge and aspire to make life-long productive choices.*

### **Expectations for Student Learning**

Demonstrates clear and effective communications through oral, written, visual, artistic and technological modes of expression. The student can read, listen to, and interpret messages from multiple sources.

Demonstrates capacity for self-directed lifelong learning. The student creates career and educational plans that reflect personal goals, interests, and skills. The student demonstrates capacity to undertake independent study and finds and uses information from libraries, electronic data bases, and other resources.

Demonstrates creative and practical problem solving. The student observes situations objectively to clearly and accurately define problems. The student frames questions and designs data collection and analysis strategies to answer those questions. Students identify patterns, trends, and relationships that apply to solutions of problems and generates a variety of solutions, builds a case for the best possible response, and critically evaluates the effectiveness of this response.

Demonstrates responsible and involved citizenship. The student recognizes and articulates an understanding of the power of participation to affect the community. Demonstrates an understanding of the importance of accepting responsibility for personal decisions and actions. The student knows the meaning of achieving personal and community health and well-being; and recognizes and understands the diverse nature of society.

Demonstrates integrative and informed thinking skills. The student applies knowledge and skills in and across English language arts, health and physical education, mathematics, science, social studies, and career preparation; and comprehends relationships among different modes of thought and methods associated with the traditional discipline.

## **Superintendent of RSU #56**

Pam Doyen

### **Dirigo High School Administration**

Michael Poulin	Principal
Jason Long	Assistant Principal
Jeff Turnbull	Athletic Director
Pam Child	Principal's Secretary
Jenn Whittemore	Guidance Director
JoAnne Weston	Guidance Secretary

#### Note to Students and Parents/Guardians

Students and parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of RSU #56 policies. In case of a conflict between a board policy and the rules in this handbook, the board policy will prevail. RSU #56 reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and RSU #56, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

A copy of the Board's Policy Manual is available in the Superintendent's Office and each school office and many policies are available on the district's website.

#### Equal Educational Opportunities

RSU #56 is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of race, sex, color, national origin or ancestry, religion, disability or sexual orientation. Students or parents/guardians should direct any questions or concerns to Susan Moore, Affirmative Action Officer, 562-4300.

#### Staff Conduct with Students

The RSU #56 Board of Directors expects all staff members, including teachers, coaches, counselors, administrators, school volunteers and others, to maintain the highest professional, moral and ethical standards in their conduct with students. Students and/or their parents/guardians are encouraged to notify the appropriate administrator if they believe a teacher or other staff member may be engaging in conduct that violates this policy. The full RSU #56 policy is available in the appendix of this document for printing or you may [click here for the full policy](#).

## Dirigo High School Faculty & Staff 2017-2018

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## 2017 - 18 Dirigo High School Bell Schedule

<b>Monday, Tuesday, Thursday, Friday</b>		<b>Wednesday</b>	
7:55-9:14	Period 1/5	8:55-10:07	Period 1/5
9:17-10:34	Period 2/6	10:10-11:22	Period 2/6
10:37-11:12	CP		
11:15-11:40	A Lunch	11:25-11:50	A Lunch
11:43-1:00	Period 3/7	11:53-1:05	Period 3/7
11:15-12:32	Period 3/7	11:25-12:37	Period 3/7
12:35-1:00	B Lunch	12:40-1:05	B Lunch
1:03-2:20	Period 4/8	1:08-2:20	Period 4/8

### Common Period: Advisory, Activity and RTI Programs

Common Period (10:37-11:12) meets on Mondays, Tuesdays, Thursdays and Fridays. This period provides structured time to support three different programs: Cougar Paw Advisory, Activity Period and Response to Intervention (RTI). The Principal retains the right to alter the timing or use of Common Period without notice in order to meet the needs of the school. The schedule for the “Common Period” will generally be as follows:

- Monday- Cougar Paw Advisory
- Tuesday- Activity Period
- Thursday- Intervention Period (RTI)
- Friday- Intervention Period (RTI)

Any classroom teacher may assign any student to report to them for RTI. Any student assigned to RTI must attend; RTI takes priority over all other options, including Senior Privileges. Students not assigned to a teacher report to the option they selected on Monday (or Tuesday) in advisory.

Students are responsible for knowing their RTI assignment. Any failure to attend the correct RTI period will be treated as a skipped class. Students can check RTI room assignments by viewing the RTI website or by asking their advisor. Region 9 students do not return for Common Period.

## Academics

### Graduation Requirements

Dirigo High School requires 24 credits for graduation. All credits are awarded on a half credit basis. A detailed breakdown of DHS graduation requirements is available in the DHS guidance office and is also listed in the Course of Studies catalog. Please consult the Student and Parent Grading Guide for information regarding the DHS transition to Standards Based Education.

### Participation in Graduation

In order to participate in Dirigo High School's graduation activities (Candlelight Ceremony, Final Assembly, and Commencement Ceremony), a student must have completed all graduation requirements and have returned or accounted for all books and/or school issued equipment. In addition, any outstanding balances must be paid before participating in graduation activities.

A student who is deficient in academic requirements may meet these requirements through a post-secondary course, a State-approved adult education course, a State-approved summer school program, or a distance learning or correspondence course approved by the school principal in advance of registration.

### 2017-18 Dirigo High School Grading Scale

- 100-93 (A)
- 92-85 (B)
- 84-76 (C)
- 75-70 (D)
- Below 70 (F)
- Incomplete (I)

### Weighted Grades

The high school curriculum provides weighted grades for designated courses and advanced placement courses.

Advanced Placement: Courses have 1.1 multiplied to their quarter grade ( $80 \times 1.1 = 88$ ).

Designated courses: Has 1.05 multiplied by their quarter grade ( $80 \times 1.05 = 84$ ).

### Academic Recognition

Full-time student status is a requirement of Honor Roll eligibility. Dirigo students attending Region 9 Programs are eligible for the Honor Roll. Recognition is based on trimester grades. Trimester High Honors students hold a GPA 93 or above with no grade lower than a 76. Trimester Honors students hold a GPA between 85 and 92 with no grade lower than a 76.

### Graduation Recognition

Each year, Dirigo High School recognizes members of the graduating class based on their cumulative GPA. Students with a GPA of 93 or above will be designated as graduating High Honors and students with a GPA between 85 and 92 will be designated as graduating with Honors. This list is determined by the cumulative GPA of each student at the conclusion of the second trimester of the year they plan to graduate.

### Late Work, Make Up and Credit Recovery Guidelines

Students are responsible for completing assignments in a timely fashion. Late work is only counted toward a course grade when it is submitted prior to the relevant unit's summative assessment. Teachers may at their discretion offer re-assessment opportunities when appropriate. Students are responsible for making arrangements with teachers to address missing work due to excused absences upon returning back to school. Students missing work due to unexcused absences are not entitled to a make up opportunity. Students seeking to finish a course through credit recovery must have earned a 60 or better in the original course, have a willing DHS instructor, show proficiency in all the course's content area reporting standards and have the work completed within one year of the original course's end date.

### Incomplete Grades

An incomplete grade on a student's report card must be made up within two weeks after the close of grades for the trimester, not within two weeks of receipt of the rank card. In extenuating circumstances, the principal may grant an extension of the two week period.

### Definition of Full-Time Student

A full-time student is enrolled in the equivalent of four classes per semester. The final determination of a student's full-time status is made by the principal.

### Alternative Education

Dirigo High School offers an alternative education program for at-risk students. At-risk students are defined as those who are at risk for not graduating from high school. More information/applications are available in the main office, guidance office, and from Mrs. Rachel Buck, the alternative education teacher.

### Work Release

Dirigo High School will allow seniors to attend classes on a part time basis under the Work Release program. More information is available in the guidance office.



## Add/Drop

Dirigo High School encourages and expects students to challenge themselves while enrolled at Dirigo High School. Once enrolled in a course, students are expected to remain in the course and successfully complete course requirements.

The add/drop period is the first two weeks of a trimester. After add/drop has ended, student requests to add or drop a class must be supported by the teacher, the principal, and a parent. Evidence must indicate either that the student is unable to successfully complete course requirements or that the student will not be challenged by course material. A final decision on adding or dropping a course will be made by the principal.

Students must pick up add/drop forms from the Guidance Office and gather all necessary signatures. The Guidance Office will then notify course teachers when the process is complete. Until approval occurs, students are expected to follow their current schedule.

Students who drop or transfer a course after the interim period of each trimester will receive a WP or WF on their school transcript. Administration may approve or disapprove adds and drops.

## Expectations Regarding School-Issued Materials

Students are responsible for any materials owned by the district which are given to students for their use. This includes, but is not limited to: textbooks, uniforms, equipment and technology hardware. Students who lose or cause damage to such items, outside of normal wear and tear, will be responsible to pay for those items. Payment shall be based on the age and condition of the item at its time of issue, the original cost or replacement cost, and the difference in return condition as compared to issued condition. For technology, please refer to the district's policies.

## Response to Intervention (RTI)

Interventions are designed to provide students the help they need to be successful in their classes. A teacher may assign a student to intervention during RTI time because the student does not understand a certain concept, or the teacher may assign a student to an intervention because the student owes them missing work. Students can be assigned to interventions for a particular week any time from the close of school the previous Friday until the following Thursday or Friday. Failing to attend an assigned RTI period will be treated by the administration as skipping a class. Students who are not assigned to an intervention by a classroom teacher will report to one of following options for Thursday and Friday Common Period: Relaxed Study in the SCC, Quiet Study in the Library, Wellness in the Gym or Fitness Center, or the use of Senior Privileges (seniors only). Students work with their Advisors to schedule their RTI time on a weekly basis.

## **Attendance**

### General Absence

The following conditions apply to all absences:

1. Despite the fact that an absence is excusable by law, it still counts toward a student's total absences.
2. Reasons for excusable absences apply to absence for all or part of a day including tardiness and ED.
3. If a student misses more than half of a class they are considered absent for that class.
4. School administrators are responsible for determining whether an absence is excused or unexcused. Because Maine School Law is specific, parental permission for an absence does not guarantee that it will be an excused absence.
5. School Administration may request documentation for medical related absences.

### Excused Absence

Under Maine law there are only five reasons why a school may excuse a student's absence:

1. Personal illness
2. An appointment with a health professional that must be made during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during the school day.
4. A family emergency (approved by the school)
5. A planned absence for personal or educational purposes that has been approved by the school. (Approval must be secured in advance. Forms are available in the main office.)

### Unexcused Absence from School

An unexcused absence is any absence that does not conform to the five excusable reasons for absences under Maine Law. A student with seven consecutive unexcused absences or ten total unexcused absences is considered truant. Dirigo High School will work with the home, attendance intervention personnel, outside agencies and law enforcement to ensure truant students and parents reengage with the school and improve attendance.

### Tardiness to School

Students who arrive at school after 7:55 A.M. are tardy. They must report to the Main Office where they will be given an "admit slip" which is required to enter class. Reasons for tardiness - oversleeping, missing the bus, car problems, etc. are all examples of unexcused tardies. Students are encouraged to contact the office ahead of time if they know they will be late.

1. Students who have an unexcused tardy are ineligible to participate in a co-curricular or extracurricular activity that school day. There is one "free pass" per season.
2. Students who miss more than half of a class due to a tardy are considered absent from that class.
3. A student will receive one hour of detention for every three unexcused tardies to school (first class each morning) in each ranking quarter.

### Early Dismissal

Any student leaving the school building during the school day for any reason must first report to the main office. The school cannot dismiss any student without the permission of the parent/guardian or a parent-designated adult. Students who need to be dismissed should present a parent/guardian note to the office before school on the morning of the dismissal. Leaving school grounds without following the dismissal procedure will result in a Friday detention.

### Procedure for Absences

The school is responsible for determining the whereabouts of all of its students on a daily basis. Parents are expected to report all student absences. Parents can report absences by calling the school the morning of the absence. Dirigo High School will call the parents of all students reported absent from their first class of the day unless the student has already been reported absent by a parent. If the school is unable to reach a parent by phone, the school will leave a message (if able to do so). The parent may return the call to the school or send a note with the student when the student returns from the absence. Because Dirigo High School is required to track and record student absences according to state statutes, we will ask parents for the reason why a student is tardy, absent, or being dismissed. Students are expected and allowed to make up work for excused absences. Students may not make up work for absences which are unexcused.

### Planned Absences

Students who will miss school for a multi-day planned absence for personal and/or educational purposes and wish for the absences to be excused must secure permission in advance. This is done by completing and submitting the Planned Absence form to the main office. Completion of the form does not guarantee that the absences will be considered excused by school administration. This form is not required for school sponsored events and field trips.

### Learning Lab Expectations

All assigned students must report to learning lab for attendance to start the period. Learning labs are used for quiet study time. Students are expected to arrive with work. Students who sign out of the learning lab for library privileges must have a library pass and adhere to library expectations. Skipping a learning lab is treated the same as skipping a class.

### Self-Transportation Privileges

DHS Region 9 students and other students with special administrative approved circumstances (such as volunteer fire fighters) must complete a personal vehicle use form in order to provide their own transportation. Students must return to the DHS campus at the appropriate time. According to RSU #56 Policy EEBB, students may NOT transport other students within the school day. Transportation and/or parking privileges can be revoked by administration.

## Student Conduct

All school and district policies are in effect throughout the school day and at any and all school-sponsored functions and events.

### Behavioral Expectations

Dirigo High School expects all students to be Respectful, Accountable, Helpful and Safe.

The students at Dirigo High School are expected to conduct themselves in such a way as to reflect pride and respect in their school, community and themselves. At assemblies, field trips and extracurricular functions, students are expected to display good sportsmanship and courtesy.

In the classroom, Dirigo High School students are expected to maintain a school environment that promotes respect and consideration for one another. Students are expected to abide by the classroom expectations set by individual teachers.

### General Campus Conduct

Throughout the Dirigo campus, at all times, students are expected to:

1. Walk in the halls at all times. Refrain from running, pushing, shoving or inappropriate contact.
2. Use technology appropriately. Electronics should only be used for educational purposes during class.
3. Display appropriate and acceptable language and behavior at all times.
4. Exercise care and respect for all school property and the property of others.
5. Be responsible with food. During the school day, food and drink may be consumed at the discretion of the teacher/staff. During passing times students should not have food out.
6. Have a pass from a teacher whenever they leave a classroom.
7. Understand that displays of affection between students should not exceed the bounds of good taste. Hugs, kisses, bodies touching, body contact and sexually suggestive contact is inappropriate. Inappropriate displays of affection will result in referral to the office and notification of parents.

Failure to adhere to these expectations shall result in detention or suspension as deemed appropriate by school administrators.

### Closed Campus

With the exception of Senior Privileges, Dirigo High School has a closed campus. Unless authorization to leave school is secured from the principal or assistant principal, once students arrive at school they are to remain on school grounds. Students are allowed to provide their own transportation to Region 9 with office permission. Students who ride the bus home from school must remain on school grounds after school is dismissed at 2:20 until they board the bus. **Students who leave school grounds without authorization will serve a Friday detention.**

## Bus Rules

The safe transport of students is a top priority in RSU 10. As such a student's privilege to use district transportation services is conditional upon his/her behavior and observance of all bus rules. The bus driver and other accompanying adults are in charge and must be show the proper respect at all times. The following rules are to be followed or students will be subject to the consequences outlined below:

### Meeting the Bus:

1. Whether at home or at school students should be visible and on time when waiting for the bus. The driver will stop for waiting passengers, but is not required to wait for students who are running late.
2. Students should not run along side or around the bus at any time and should wait until the bus has come to a complete stop before entering or exiting.
3. Students who must cross the a road to meet or exit the bus must go in front of the bus and wait until the driver directs them to cross the road.

### On the Bus:

1. Nothing is to be hung outside of the bus windows, including hands, heads and other objects.
2. There is no pushing, shoving, or fighting (verbal or physical) allowed on the bus at any time.
3. Students will not touch the emergency door or roof exits unless in an emergency situation or directed to by the driver.
4. Students who vandalize the bus in anyway will be responsible for the cost of the damage and may be removed permanently from the bus.
5. Windows can only be opened with permission from the driver.
6. Students are not to shout out the windows or throw anything out of the windows.
7. Students must remain seated at all times and not exit the bus until it has come to a complete stop.
8. Students are not allowed to eat or drink on the bus unless given permission by the driver.
9. Students cannot possess drugs, alcohol, tobacco or weapons of any kind on the bus.
10. DHS student use of personal electronic devices such as cell phones must not be a distraction to the driver. Students may use the devices only while in their seat and facing forward so that the light emitted from the device does not reflect in the driver's rearview mirror. Students who fail to comply with this expectation will be required to stop using and put away their device.

### Arrival at School:

1. Students are to report directly to the school or student waiting area.
2. Students are NOT allowed to leave school grounds once they have arrived at school unless granted permission by a school staff member.

Students who are in violation of these rules will face consequences from written warnings to a suspension from school and removal from the bus. Incidents such as fighting, insubordination, drug & alcohol offense or multiple minor offenses will result in the student being removed from the bus for a minimum of three days and face potential additional disciplinary actions such as detentions or suspension. Any student removed from the bus is responsible for finding their own transportation to and from school.

## Academic Dishonesty Procedure

Academic dishonesty is any attempt to gain an unfair advantage in grades through dishonesty in the performance on assignments or assessments. Examples of academic dishonesty include, but are not limited to, copying the work of others, allowing others to copy your work, unauthorized use of notation aids or looking at another student's work during a test situation; procuring, previewing or supplying examinations ahead of time, and plagiarism. Plagiarism is the unauthorized use or close imitation of the original work of another and the representation of that work as one's own work. This would include submitting the work of another as one's own, or the lack of proper citation crediting the work of another..

Incidents if academic dishonesty in a course will be handled as follows:

1st offense: Teacher notifies the office, contacts the parents, and assigns one of the following: recording no credit on the assignment, or the chance to redo the assignment.

2nd offense: Teacher notifies the office, contacts the parents, no credit is given for the assignment, and a Friday detention is assigned by the office.

3rd offense: Teacher notifies the office, contacts the parents, no credit given on the assignment and further discipline consequences are given by school administration.

## Lunch and Breakfast Expectations

In addition to providing students with nutritional foods, breakfast and lunch at DHS also provides a time for students to socialize. With that in mind, however, there are several expectations that students must follow in order to keep this time safe and enjoyable for all.

A failure to follow the following rules could result in detentions, school suspensions, clean up duties, or removal from the cafeteria.

1. Students are not permitted to bring food for other students or to take food from other students.
2. When going to lunch, students should not be running and should wait quietly in line (without cutting) until they are served.
3. Students are responsible for picking up their trays, throwing away all trash and cleaning up their areas before leaving the lunch room.
4. Food purchased in the cafeteria must be consumed before leaving the lunch area or stored out of sight in a backpack or locker. Food cannot be consumed in the SCC hallway.
5. While at lunch students may use the stage to store their laptops. Valuables should not be left unattended in the hallway.

## EDUCATIONAL RESEARCH; SURVEYS, ANALYSES, OR EVALUATIONS – Policy ILD

Parents shall have the opportunity to opt their children out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

## Dress Code

At Dirigo High School students are prohibited from wearing:

1. Garments that present a hazard to the health and safety of the student or to others in the school
2. Garments that materially interfere with schoolwork, create disorder, or disrupt the education program
3. Garments that prevent students from achieving educational objectives because of blocked vision or restricted movement
4. Hoods covering heads
5. Pajamas
6. See through garments, which are the only garment worn
7. Decorations and/or designs, symbols, mottos, words or acronyms that convey offensive, vulgar, profane, violent, gang-affiliated, sexually explicit, or sexually suggestive messages shall be prohibited on any item or as part of any attire.
8. Symbols, mottos, words or acronyms advertising or promoting tobacco, alcohol, or illegal drugs or drug paraphernalia shall also be prohibited.
9. Symbols, mottos, words or acronyms that profess violence or hatred toward others shall also be prohibited.

At Dirigo High School the following expectations are in place for upper garments:

1. Sleeveless garments must not expose undergarments or an area an undergarment would cover.
2. Strapless garments (arm pit to arm pit) are prohibited.
3. Two shoulder straps (2 fingers width) shall be required on all upper garments with no one shoulder or halter-tops permitted.
4. Bare midriffs; low cut necklines that reveal cleavage or bare backs are prohibited. Garments must be of appropriate length to cover the midriff as well as cut and/or fit to meet these requirements while sitting and/or bending.
5. Off the shoulder shirts with sleeves are permitted as long as the above criteria is met. (Ex. Tank top worn under shirt)

At Dirigo High School the following expectations are in place for lower garments:

1. Lower garments must not expose undergarments or an area undergarments would cover.
2. Skirts or shorts must reach mid-thigh.
3. Appropriate shorts may be worn for physical education activities and athletic practices.
4. Excessively tight lower garments are prohibited.

At Dirigo High School the following expectations are in place for other garments:

1. To comply with health and safety standards, no student is allowed to attend school or school functions barefooted. All students must wear footwear appropriate for their programs.
2. Spiked clothing, including, but not limited to, dog collars, wristbands, chains, or belts containing metal studs that pose a safety concern for the students or others are prohibited.
3. The wearing of hats and caps shall be prohibited at the middle and elementary schools and shall be determined by the individual teachers within their classrooms as determined by each high school.
4. Certain garments can be worn if prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

At Dirigo High School students found in violation of the dress code may not return to class until the violation has been addressed and altered to meet expectations. In some cases, students may be asked to return home and parents may be contacted. Students may face additional disciplinary consequences at the discretion of the administration based on the circumstances of the violation.

The full RSU #56 policy regarding Student Dress is available in the appendix of this document for printing or you may [click here for the full policy](#).

### Personal Electronic Devices

Electronic devices are allowed in the cafeteria during lunch period. At the individual teacher's discretion, ear buds may be allowed in that teacher's classroom. Cell phones and ear buds are not allowed to be used in the hallway during class however are allowed during passing period.

### Harassment, Sexual Harassment, Bullying and Cyberbullying

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

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Knowing and false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to consequences. The full RSU #56 policies and definitions regarding these topics can be found on the RSU 10 website by [clicking this link](#).

The full policy is distributed in paper copy to all students at the start of the school year.

### Hazing

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

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

The full RSU #56 policy regarding Hazing is available in the appendix of this document for printing or you may [click here for the full policy](#).



## Bomb Threats

The RSU #56 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.

### 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.

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

A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive devices.

## Outdoor Guidelines

While outside the building before school, at lunch, or while waiting for a bus at the end of the day, students must remain visible within the designated supervised area. Teachers and students planning to hold class activities outside of the school building and/or off school grounds need prior approval from administrators. Students must also respect the property of the area residents.

## Dance rules

All school and district rules and policies are in effect at any and all school functions, including dances. Students and/or their guests who violate any school or district rule or policy will be subject to disciplinary action. We want our dances to be fun, but at the same time we want them to be safe and a positive experience for all involved. The following rules have been established regarding dances at Dirigo High School:

Students are only allowed to invite one guest to a dance. A guest sign-up will be posted the week of the dance, and guests must be signed up by the close of school on Thursday. All guests will be approved by the principal/assistant principal. School administration has the right to deny guests.

**NO STUDENT/GUEST OVER THE AGE OF 20 OR CURRENTLY IN MIDDLE SCHOOL WILL BE ALLOWED TO ATTEND.**

A guest must enter and leave the dance with the host. In addition a guest will remain with the host for the entire dance. If a guest or the host gets into trouble during the dance, both will be asked to leave and the host could face further disciplinary action.

Once a student leaves a dance they are not allowed to return for any reason.

To be eligible to attend a dance a student must be present the entire day of the dance. If the dance is on a Saturday, they must be present the entire day prior to the dance. Any student who is tardy or absent will not be allowed to attend.

The school dress code is in effect at all dances. Students who do not have appropriate attire will be asked to change or leave.

Four adult chaperones, two of whom must be faculty members, are required at all dances.

Clean up of the dance is the responsibility of the sponsoring group/faculty.

With the exception of Home-coming and Prom dance will end no later than 10 p.m.

## Detention Policy

Detentions are the consequence of the violation of school rules or inappropriate classroom behavior. Students assigned a detention will be given a 24 hour notice prior to the expected detention time. Students who fail/refuse to report to the office when summoned to pick up a detention notice will still be required to serve detention on the day it was assigned. Students are expected to inform parents/guardians of all detention dates and times. Students mistakenly assigned a detention for an attendance related offense have the opportunity to contest the detention by having their detention slip signed by the teacher who made the attendance error.

## Office Assigned Consequences

Dirigo High School recognizes three (4) types of detention:

1. Teacher/classroom detention (length determined by teacher up to one hour). These detentions are assigned for violations of teacher expectations and classroom rules.
2. Office detention (1 hour). Assigned by school administrators for violation of school rules, violation of classroom expectations and/or a refusal to serve teacher detentions. Office detentions take place Tuesdays or Wednesday from 2:20 to 3:20 pm.
3. Friday Detention (2.5 hours). Assigned by the office for offenses considered more serious, repeat offenses or for a failure to report to office detentions. Friday detentions start at 2:20 pm.
4. In-School Suspension (6 hours). Assigned for major offenses. Students spend the entire school day separated from the general student population in a silent study environment.

Students who do not show for a Friday detention will face additional consequences such as an in-school suspension or an out of school suspension. Failure to attend multiple Friday detentions will result in a multi-day suspension from school. Students who fail to correct their behavior after repeated detentions and/or Friday detentions will receive an out-of-school suspension. Any student who continues to violate school and district rules will meet with the Superintendent. At this meeting, the Superintendent will determine whether the student will go before the Board of Directors of RSU #56 for an expulsion hearing.

Detentions will NOT be rescheduled for any reason other than severe illness, family emergencies, or medical appointments.

### Rules for Detention:

All school and district rules and policies are in effect during any form of detention.

1. Students are to be engaged in academic pursuit for the entire detention period.
2. Students may not leave the room without permission.
3. Students are responsible for their own transportation after detention.
4. Students late for a detention or violating these rules will receive additional consequences.

### School Suspension Procedures

School suspension is administered for serious school offenses, including, but not limited to the following: violations of drug and alcohol policies, fighting, assault, harassment, theft, vulgarity or verbal abuse of a staff member, vandalism, insubordination and disrupting the school setting. Also, repeated violations of lesser offenses may result in suspension. Length of suspension will be determined by the school administration and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken. It is the student's responsibility to make arrangements with individual teachers to make up all work and tests missed during suspension. While suspended, students are ineligible to attend any school functions or be on school grounds home or away.

## Tobacco Use and Possession

The RSU #56 believes that tobacco use is the most preventable behavioral factor contributing to illness, disability, and death.

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Board prohibits smoking and the use of all other tobacco products including smokeless tobacco products and products resembling tobacco products such as the e-cigarette, 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. This means no tobacco use at any time, 24 hours a day, 365 days a year, by anyone on school property or at any school-sponsored functions.

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.

The full RSU #56 policy regarding Tobacco Use and Prevention is available in the appendix of this document for printing or you may [click here for the full policy](#).

Violation of the Tobacco Use and Possession Policy will be dealt with as specified within this procedure. The full RSU #56 policy regarding Tobacco Use and Prevention Administrative Procedure is available in the appendix of this document for printing or you may [click here for the full policy](#).

## Visitors

Students are not to have visitors other than parents or guardians in school. Parents are always welcome to visit the school and classes, though we ask that they make prior arrangements with the school administration and classroom teacher. Visitors must check into the office, secure approval, and sign the visitor record upon arriving and departure from the school building. A visitor's pass will be issued. Visitors are expected to respect school rules and expectations.

## Emergency Forms

A personal record form is to be filled in at the beginning of each school year by the parent or guardian and returned to the office. This form provides necessary information for emergency use. The information is vital to the personal welfare of each student. Changes in employer's telephone numbers, email addresses, doctors, addresses, etc. must be kept current to safeguard the personal welfare of each student in an emergency.

### School Emergency Evacuation Procedures/Fire Drills/Lockdown

Dirigo High School has a prescribed set of procedures for emergency evacuations and lockdowns. Students will be made aware of these procedures and the procedures will be practiced throughout the school year. During any evacuation or lockdown, students are expected to obey all commands and requests of any and all adults.

### Locker Policy

At the beginning of the year each student is assigned a locker with a combination lock. Students are strongly encouraged to keep both physical education and hall lockers locked to avoid theft.

Outside decorations on lockers are not allowed. Inside decorations must be in good taste and must not damage nor deface the lockers. **Lockers remain school property and are subject to search at any time.**

### Student Parking

Students who drive to school and park in the student parking lot must display a Dirigo parking permit on their vehicle. These permits are available in the main office. A failure to display a parking tag will result in a loss of parking privileges. Students must park in the designated student parking lot.

When arriving and departing from school property, students must drive responsibly. Failure to drive responsibly will result in loss of privileges and notification of parents/guardians and/or the police.

## Extra and Co-Curricular Activities

### Eligibility at Dirigo High School

This policy is currently under review and will be updated during the fall season. Eligibility to start the 2017-2018 season is based on eligibility at the end of the previous school year. Please speak with the Athletic Director regarding eligibility checks will take place in the meantime.

### Fundraising

Student activities/groups that wish to do fundraising are to refer to the fundraising policy available through the RSU 10 website. The following sample guidelines only highlight a few provisions. Those participating in student fundraising must comply with the full board policy.

The full RSU #56 policy regarding fundraising is available in the appendix of this document for printing or you may [click here for the full policy](#).

### Athletics

Interscholastic athletics at Dirigo High School consists of a varied selection of competitive sports for boys and girls. Student athletes and their parents or guardians should review the Student Athlete Handbook for specific expectations and guidelines. The current athletic program includes competition in the following sports:

<u>BOYS</u>		<u>GIRLS</u>
	FALL	
Soccer		Soccer
Football		Field Hockey
Golf		Golf
Cross Country		Cross Country
	WINTER	
Basketball		Basketball
Cheering		Cheering
Wrestling		Wrestling
Nordic Skiing		Nordic Skiing
	SPRING	
Baseball		Softball
Track		Track
Tennis		Tennis

## Required Documentation for Athletic Participation

Before participating in intramural or interscholastic sports, a student must submit the following:

1. Completed participant's contract
2. Completed medical treatment form
3. Student physical report
4. Proof of insurance
5. Attend coach's/parent's meeting prior to participation in an athletic activity
6. Student and parent or guardian read and sign the RSU's concussion procedure policy.

## Late Buses

Late buses are available for after school activities and usually leave at 5:00 Monday through Thursday. The late bus is not available on Fridays. This permits students to remain for extracurricular activities, to make up work, or to stay for tutorial help. Students wishing to ride the activity bus need to secure a written bus pass from their teacher, coach or advisor.

## Clubs and Activities

The following clubs and activities are available at Dirigo High School. Additional organizations often occur during the year in response to students' needs and interests.

1. Student Council
2. National Honor Society
3. Ecology Club
4. Drama Productions
5. Civil Rights Team
6. Yearbook
7. Speech and Debate Team
8. Outing Club

## Class Officers

Each class elects class officers yearly to conduct the business of the class. Officers are responsible for coordinating class activities and projects. Class officers must meet all academic standards and extra/co-curricular eligibility requirements.

## Dirigo High School National Honor Society

Students at Dirigo High School who have a minimum cumulative grade of 90 or better are eligible to be considered for selection to the National Honor Society. Those eligible are notified in writing of their eligibility by the chapter advisor and are then invited to a meeting in which the requirements for selection are reviewed.

## Student Council

Dirigo High School has a Student Council comprised of four members from each class. To be considered for Student Council a student must file a nomination form signed by at least 20 members of his/her class, and submit a narrative relating to his/her desire to be a Student Council member to the council advisor with a signed "Student Leadership Guideline" form. An election will be held.

## Class Marshal

The class advisor, senior class officers and the principal will meet after the second trimester and establish class marshal candidates from the junior class. To be eligible a student must be in good academic and behavioral standing, have a minimum of eleven credits over four semester, and maintain an 82 grade point average or better over five semesters. The senior class will then vote for one girl and one boy from a ballot of the class marshal candidates.

## **School Services**

### Dirigo High School Food Service

RSU #56 and Dirigo High School is proud to offer healthy nutrition services to all students in the form of breakfast and lunch. RSU 56 participates in the National School Lunch Program ensuring affordable and healthy meals to all Dirigo High School students. Lunch may be purchased for \$2.75 each day. In addition, Dirigo High School will offer a reduced pay lunch of \$0.40 or free lunch for those students who qualify. Students may obtain a nutritious breakfast each day at a Full Pay rate of \$1.50 and \$0.00 for both Free and Reduced Pay students. Applications for free and reduced status are available in the kitchen and main office at DHS. **Students are not allowed to “charge” their lunch costs.**

#### Breakfast:

Full Pay: \$1.50  
Reduced: \$0.00  
Free: \$0.00

#### Lunch:

Full Pay: \$2.75  
Reduced: \$0.40  
Free: \$0.00



## Guidance Department

The guidance program at Dirigo High School is structured to help students explore information and receive assistance in all aspects of their educational, career and personal experiences.

Students are encouraged to utilize the available resources in the Guidance Office pertaining to selection of their high school course of study, career education and information, college and vocational school information, and careers in the military.

The Guidance Office also offers services to students needing or seeking information or assistance with problems or concerns of a personal nature that they may be experiencing. Students are encouraged to drop in any time, for any reason.

## Student Medication Procedures

Student prescription and or nonprescription medication including throat lozenges, cough drops, Tylenol, pain relievers, vitamin supplements and other over the counter medications, **must be brought to the office by a parent where it will be stored until needed.** Medication must be in original container and must be clearly labeled with the student's name, name of the medication, exact individual dosage, and time due. The medication shall be taken under appropriate supervision in the office. Failure to do so may result in disciplinary action.

## Library

Dirigo High School's library is the research center for the school and its community. The following rules ensure its efficiency.

1. Students sign up in study halls for library use on a daily basis. A research pass can be obtained from a teacher for individual study.
2. Students shall go directly to the library and remain there until excused.
3. The library is a quiet place for reading, browsing, study and research. Students should plan to be busy the entire period.
4. Food, drink, or gum is not allowed in the library.
5. Books may be signed out for a two week period.
6. Some books may circulate overnight only. These should be returned before the first period of the next day.
7. Current magazines may not circulate. Old issues may circulate.
8. Reserved books and magazines may not circulate. They must be returned at the end of the period.
9. Overdue books should be returned or renewed. Overdue books are checked on a monthly basis. Students will be billed for lost books. Graduating seniors must settle library bills before diplomas are issued.
10. Using the library is a privilege which may be revoked at any time student behaves irresponsibly.
11. When the library is reserved for class use, it will be closed for study hall students.

## Computer and Technology Use Policy

Each student at Dirigo High School will be provided with a laptop. Students and parents are expected to abide by all school and districts rules and policies regarding the use of any technology hardware and software. These policies are available on the RSU #56 website.

## Work Permits

Under Maine law, a certificate showing applicant's age and education is required for employment of a person under seventeen years.

To obtain a work permit from RSU #56, a student must first secure a job. Once the student secures the job they can get a work permit in the main office at Dirigo High School.

## PEST MANAGEMENT – Policies EBC and EBC -E

Pests can pose significant problems to people, property and the environment. Pesticides pose similar risks. Children spend a great deal of time in schools and face greater potential for health effects resulting from pest and pesticide exposure. By reducing reliance on pesticides and incorporating low-risk control options, Integrated Pest Management (IPM) reduces both pests and pesticide risks. It is, therefore the policy of this school to apply IPM techniques for controlling pests in school buildings and on school grounds.

## District Notifications

### Parents' Right to Know

We at RSU #56 are sending you this information as one way to fulfill our obligations under the "Parents' Right to Know" requirements of the federal *No Child Left Behind Act* (NCLB). Under these requirements, teachers must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we will be informing parents whenever a child is taught for four consecutive weeks by a teacher who does not meet the federal definition of "Highly Qualified".

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience, and credentials for this or her current teaching assignment.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all our teachers to be fully qualified for their positions. All of our teachers are currently entitled to teach under Maine's strict certification requirements. All of our teachers have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers go through an evaluation process to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet the federal definition of "Highly Qualified". Those teachers who do not meet this federal standard are presently on "action plans" to accomplish meeting the standard by the current school year.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact the Central Office at 562-7254 if you have questions or would like further information.

### Third Party Complaints Concerning RSU 10 Personnel

RSU #56 welcomes and encourages your interest and participation in education matters. The successful fulfillment of our educational goals is dependent upon school and community cooperation and support. The RSU #56 Board and Teacher Association have outlined procedures to follow to assure that all complaints and criticisms are handled in a timely and satisfactory manner. Date of most recent revision: August 18, 2014

## **Appendix A: RSU #56 Policy ACAD**

### Hazing

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

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

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

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

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

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

In the case of an organization affiliated with this 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 District.

Persons not associated with this 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. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

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

## **Appendix B: RSU #56 Policy ADC**

### Tobacco Use and Possession

The RSU #56 believes that tobacco use is the most preventable behavioral factor contributing to illness, disability, and death.

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Board prohibits smoking and the use of all other tobacco products including smokeless tobacco products and products resembling tobacco products such as the e-cigarette, 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. This means no tobacco use at any time, 24 hours a day, 365 days a year, by anyone on school property or at any school-sponsored functions.

RSU #56 prohibits tobacco advertising on any clothing, such as T-shirts or hats, worn to school or to school-sponsored activities in school buildings, at school functions, and in school publications.

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 also strictly prohibited, under law and this Board's policy, from selling, distributing or in any way dispensing tobacco products to students.

Because tobacco use leads to dependency, the Board is committed to comprehensive school health education programs, which will provide information to students and staff regarding the effects and possible consequences of tobacco use as well as instruction to students on avoiding tobacco use.

The District will provide information on how to access cessation programs for students and staff.

This tobacco policy will be printed in employee and student handbooks and posted in appropriate employee work areas both inside and outside the schools of the district. Parents/guardians should also be sent notification in writing of this tobacco policy in the student handbooks. Staff will be informed of the policy through the employee handbook at the beginning of the school year and the local media will be asked to communicate this tobacco free policy community-wide.

## **Appendix C: RSU #56 Policy ADC-R**

### Tobacco Use and Possession Administrative Procedure

Violation of the Tobacco Use and Possession Policy will be dealt with as specified within this procedure. The consequences and procedures set forth below may be modified by the administration when warranted by the specific circumstances of the particular case.

The Building Administrator or his/her designee will contact law enforcement anytime a minor student under the age of eighteen (18) has been found to violate this policy. However, the Building Administrator/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.

#### **STUDENTS**

##### **A. First Offense**

Student will be suspended for three days. Parents will be called and notified in writing of the offense. Parents will receive a letter regarding cessation programs available for their child and will receive information as to how they may provide additional support for their child to quit smoking. The student will then be referred to the school nurse, or other appropriate school personnel as deemed necessary. If appropriate the student will be referred to the building's Student Assistant Team (SAT). At the initial appointment the student will be provided with the following:

1. Information regarding tobacco use;
2. A list of agencies and/or clinics where assistance can be found or referrals to appropriate outside agencies; and
3. Information regarding an age-appropriate cessation program.

##### **B. Second Offense**

Students will be suspended for five days. Parents will be called and notified in writing of the offense. If appropriate the student will be referred to the building's SAT. At the appointment the student will be provided with the following:

1. Referrals to appropriate outside agencies;
2. Attendance at a cessation program and/or a referral for further medical assistance regarding addiction.

##### **C. Subsequence Offenses**

Students will be suspended for ten days and referred to the Superintendent and/or the School Board for possible expulsion.

In all cases the student's needs will be evaluated and information and support provided.

#### OTHER PERSONS IN VIOLATION

All other persons violating this policy, e.g., employees, visitors, shall be immediately directed to cease the behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco products to minor students shall be referred to a law enforcement agency.

Any employee violating this policy shall be subject to disciplinary measures, including but not limited to being provided information about cessation programs and alternatives to smoking.

#### NOTICES

This Board's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Communications may include but are not limited to: making announcements at all outdoor events; posting of signs in appropriate places on school property; publishing notices in local newspapers at the beginning of each school year; posting the tobacco-free policy on the school district web site and documenting the policy in staff and student handbooks.

## **Appendix D: RSU #56 Policy GBEB**

### Staff Conduct with Students

The RSU #56 Board of Directors expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The intent of this policy is to ensure that the interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

It is understood that staff members and their children may interact with and have friendships with the families of students outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

### Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff.
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner; or allowing students to do the same to you.
- "Friending" students or engaging in any other interactions on social networking sites or through any digital applications (outside of any school-approved activity); and



- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means,
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner;

Before engaging in the following activities, staff members will review the activity with their building principal or supervisor, as appropriate:

- Being alone with individual students out of public view;
  - Driving students home or to other locations permitted with parental permission;
  - Inviting or allowing students to visit the staff member's home (unless the student's parent approves of the activity, such as when a student babysits or performs chores for a staff member);
  - Visiting a student at home or in another location, unless on official school business known to the parent;
  - Maintaining personal contact with a student outside of school by telephone, email, Instant Messenger or Internet chat rooms, or letters (beyond homework or other legitimate school business);
  - Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
  - Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, having over to your house, and recreational activities) outside of school-sponsored events except as participants in organized community activities. \* The exception would be students who are relatives, friends of your children, children of your friends.
- \* Please use "common sense".

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

#### Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal [or appropriate administrator] if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

#### Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect.

#### Dissemination of Policy

This policy shall be disseminated to staff and volunteers by means determined by the Superintendent. All employees are required to read this policy annually and sign off on the appropriate form. This policy shall be referred to in student handbooks.

[NOTE: further details on student/staff conduct shall have a link to the original policy on the RSU 10 website policy section.]

## **Appendix E: RSU #56 Policy IKE**

### **Grade Retention**

The Board recognizes the importance of decisions made regarding the promotion and retention of students enrolled within RSU #56. Promotion and retention decisions will be made in accordance with this policy.

In Grade EK - Grade 8, a student will be considered for retention if the student has not mastered the reading benchmarks at his/her grade level. Students not reading at this benchmark mastery level may be retained for a minimum of one year; provided the supports necessary to assist the student are unsuccessful. Remedial services will be provided to improve the child's skills. Grade retention meetings may occur for other reasons. Prior to retaining a student, the Promotion Team will explore all other educational options available to the student.

The Building Administrator of each school within the district will create a Promotion Team. The Promotion Team will be comprised of the student's parents, teachers, principal, a guidance counselor and other school personnel as is appropriate. The Promotion Team will be charged with discussing whether or not students will be retained. The Building Administrator will review the recommendation of the Promotion Team and will make the final decision regarding retention and/or promotion of students.

The Promotion Team will consider multiple measures when considering the retention or promotion of a student. The criteria utilized to determine retention or promotion will include, but not be limited to:

- A. The student's academic potential based on measurable data,
- B. The student's level of achievement,
- C. The student's health record,
- D. The student's social maturity and physical size, and
- E. The student's attitude and outside influences.

Students will be promoted only if they have fulfilled the necessary requirements for promotion. There will be instances when the Promotion Team will need to develop a personal learning plan to ensure the success of a student who is being promoted to the next grade level. The personal learning plan shall consist, at a minimum, of specific goals, objectives, time line and remedial supports to be provided to the student. One copy of the personal learning plan will be placed in the student's cumulative folder and one will be provided to the parent.

Under no circumstances shall the retention or promotion of a student be a determination of the Individualized Education Plan or 504 Team level. Individualized Education Plan and 504 Team responsibilities are prescribed by statute. Hence, retention and promotion decisions shall be referred to the Promotion Team.

The Promotion Team will be charged with writing the personal learning plan for any student who has been retained. The personal learning plan will include, at a minimum, an outline of specific goals, objectives, time line, remedial services and reinforcements to be provided to the student. One copy of the personal learning plan will be placed in the student's cumulative folder and one will be provided to the child's parent/guardian.

A student may graduate from... High School only after he/she has met the requirements set by the Board. It is incumbent upon the high school administration and faculty to develop remedial services and supports for those students having difficulty meeting the standards set forth within the courses that they need to satisfactorily graduate from high school.

Appropriate administrative procedures regarding Grade Retention shall be included within student/parent handbooks.

## **Appendix F: RSU #56 Policy JICH**

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

RSU #56 is dedicated to providing a safe, healthy, productive learning environment free from alcohol, tobacco, and illegal substances. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement, and organizations concerned with the healthy development of all students entrusted into our care.

In order to promote the safety, health and well being of students, the Board endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/ education, intervention, and discipline. The Superintendent/designee is responsible for developing appropriate administrative procedures, curricula and cooperative programs to implement this policy.

#### **Prohibited Conduct**

No student shall distribute, dispense, possess, use, or furnish cigarettes, chewing tobacco, snuff, or any other tobacco products, alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, imitation drug or substance purported to be a drug, and any other controlled substance defined in federal and state laws/regulations.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. It is not a violation of this policy for a student to be in possession of a legally defined drug properly administered and specifically prescribed by his/her physician.

#### **Prevention/Education**

RSU #56 will provide students with evidence based substance abuse prevention curriculum focused on educating students about tobacco, drugs and alcohol and preventing their use. Programs shall teach students that the use and/or misuse of tobacco, drugs and alcohol is wrong and harmful: how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol use and possession.

#### **Intervention**

RSU #56 will use a team approach to intervene and assist students with tobacco, drug/alcohol problems. Students will be encouraged to address their tobacco, drug/alcohol usage and in continuing their educational program. Students will be provided with information and/or

referrals, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

#### Discipline

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

#### Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks, school unit websites or other means selected by the Superintendent and building administrators.

#### Reviewing/Revision

Policy Committee will review and evaluate this policy periodically.

## **Appendix G: RSU #56 Policy JICA**

### Student Dress

RSU #56 recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. Our decisions regarding dress are based on the need to foster a climate conducive to a caring learning environment that nurtures personal growth and promotes safety, security, and positive attitudes. Paramount to this effort is the expectation that students dress appropriately for the school setting. Apparel that draws undue attention to the wearer can detract from the educational process and is therefore inappropriate. School is a work/learning environment; as such, acceptable standards of dress for a school setting will naturally differ from those standards associated with social attire. We believe adherence to this policy will contribute toward a positive, safe and healthy learning environment.

Accordingly, RSU #56 Board shall authorize school regulations that prohibit grooming practices which:

- Present a hazard to the health and safety of the student or to others in the school
- Materially interfere with schoolwork, create disorder, or disrupt the education program
- Prevent students from achieving educational objectives because of blocked vision or restricted movement

OR prohibit student dress such as:

- Hoods covering heads
- Pajamas
- See through garments, which are the only garment worn

Exceptions to the dress code may be made for certain school-approved events or programs.

General Rules:

- Decorations and/or designs, symbols, mottos, words or acronyms that convey offensive, vulgar, profane, violent, gang-affiliated, sexually explicit, or sexually suggestive messages shall be prohibited on any item or as part of any attire.
- Symbols, mottos, words or acronyms advertising or promoting tobacco, alcohol, or illegal drugs or drug paraphernalia shall also be prohibited.
- Symbols, mottos, words or acronyms that profess violence or hatred toward others shall also be prohibited.

### APPAREL

#### Upper Garments

Sleeveless garments must not expose undergarments or an area an undergarment would cover.

- Strapless garments (arm pit to arm pit) are prohibited.

- Two shoulder straps (2 fingers width) shall be required on all upper garments with no one shoulder or halter-tops permitted.
- Bare midriffs; low cut necklines that reveal cleavage or bare backs are prohibited. Garments must be of appropriate length to cover the midriff as well as cut and/or fit to meet these requirements while sitting and/or bending.
- Off the shoulder shirts with sleeves are permitted as long as the above criteria is met. (Ex. Tank top worn under shirt)

#### Lower Garments

Lower garments must not expose undergarments or an area undergarments would cover.

- Skirts or shorts must reach mid-thigh.
- Appropriate shorts may be worn for physical education activities and athletic practices.
- Excessively tight lower garments are prohibited

#### Footwear

- To comply with health and safety standards, no student is allowed to attend school or school functions barefooted. All students must wear footwear appropriate for their programs.

#### Accessories

- Spiked clothing, including, but not limited to, dog collars, wristbands, chains, or belts containing metal studs that pose a safety concern for the students or others are prohibited.
- The wearing of hats and caps shall be prohibited at the middle and elementary schools and shall be determined by the individual teachers within their classrooms as determined by each high school.
- Can wear if prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

#### ENFORCEMENT

All students are expected to adhere to RSU #56 dress policy. All administrators, faculty and staff will do monitoring. Consequences for students who do not comply with the dress policy shall be administered as determined by the principal/director, assistant principal/assistant director or designee using standard disciplinary guidelines as outlined in each school's parent/student handbook.

Appendix H: RSU #56 Policy JICK, Bullying

Appendix I: RSU #56 Policy JJE, Fundraising



## **Appendix H: RSU #56 Policy JJI**

### Eligibility for Participation in Co & Extra-Curricular Activities

All students are encouraged to participate in co/extracurricular activities. These activities offer students the opportunity to learn new skills, to compete in a variety of sports, to experience being part of a team, to develop character, positive attitudes and self-discipline, to demonstrate leadership and to realize personal accomplishments. This policy covers all activities that compete with other schools.

Participation in co/extracurricular activities is a privilege that carries with it responsibilities to self, classmates, school and community. Participation is entirely voluntary.

While the Board recognizes the importance of co/extracurricular activities to students, the schools and the community, it is the Board's intent to ensure that participation in co/extracurricular activities does not interfere with student learning and academic progress. It is the Board's intent to establish eligibility standards that support the well being of students and the integrity of the schools' co/extracurricular programs.

#### High School Academic Eligibility

- A. In order to participate in co/extracurricular activities, scrimmages, exhibition games, performances, competitions, or tournaments a student must be a full-time student in the R.S.U. #10 school system. For high school students this means the student must be enrolled in a minimum or an equivalent of four full-time classes and passing four. Students not meeting this academic minimum are on probation.
- B. All students will be checked for eligibility at each grading report.
- C. A student who is on academic probation may regain eligibility if his/her two-week progress report indicates that he/she is meeting the academic minimum. The student will have to do two week progress reports until the end of the marking period (quarter/trimester).
- D. While on probation, a student may continue participating in practices only.
- E. A student on probation may travel with the team only if bus departure is after the normal school day. Students will remain with the team/club/organization at all times.
- F. All incoming freshmen will be considered eligible at the beginning of the first marking period of the year.
- G. Eligibility of transfer students will be determined by the Principal and, for interscholastic activities, the Principal and/or Athletic Director.
- H. Summer school will not be allowed to gain eligibility.

#### Middle School Eligibility

- A. In order to participate in co/extracurricular activities, scrimmages, exhibition games, performances, competitions, or tournaments students must pass all subjects to be eligible.
- B. A student who is on academic probation may regain eligibility if his/her two week progress report indicates that he/she is meeting the academic minimum. The student will have to do two week progress reports until the end of the marking period.
- C. A student may continue participating in practices while on probation.

- D. A student on probation may travel with the team only if bus departure is after the normal school day. Students will remain with the team/club/organization at all times.
- E. All middle school students will be considered eligible at the beginning of the first marking period of each year.

### Sports Physicals and Insurance

Because of the relationship between athletics and student health and safety, a sports physical will be required every two years before a student may participate in interscholastic athletic activities. The school nurse will review the completed physical exam form and the athletic director will maintain the updated electronic student physical exam list. Thereafter, a student will be required to submit a completed Parent Approval/Sports Medical update form each year prior to participation. Returned forms will be reviewed by the athletic director, kept on file in the athletic director's office and will be accessible for coaches at sporting events in the event of an emergency.

A student who suffers serious illness or injury must obtain "return to play" clearance from his/her health care provider before further participation in athletics is allowed.

All students must demonstrate evidence of health insurance coverage before participating in athletic activities. If the student is not insured by a family insurance policy, school insurance will be available at the student's expense.

### Parent Permission for Student Athletes

A student must provide his/her coach/ athletic director with a permission form signed by his/her parent or guardian before participating in the first practice.

### Conduct Standards

The Superintendent/designee shall be responsible for enforcing eligibility standards prescribed in this policy. The Superintendent/designee may develop and implement other conduct rules for student athletes and participants in other co/extracurricular activities so long as they are consistent with this and other Board policies.

Students participating in interscholastic athletics and other co/extracurricular activities shall be subject to all such conduct rules, and the consequences for violating them, as well as all other rules affecting the student body.

### Notification Policy

The Superintendent/designee shall be responsible for notifying students and parents of the eligibility standards articulated in this policy through the student handbook, athletic code, parent and participant meetings, and/or other means.

## **Appendix I: RSU #56 Policy JRA-E**

### Annual Notice of Student Educational Records and Information Rights

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

#### Inspection of Records

Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$.15 per page.

#### Amendment of Records

Parents/eligible students may ask the RSU #56 to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

#### Disclosure of Records

The RSU #56 must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

#### Directory Information

The RSU #56 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the RSU #56 to disclose directory information must notify the Superintendent in writing by November 18<sup>th</sup> or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

### Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the RSU #56 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the RSU #56 to disclose this information without their prior written consent must notify the Superintendent in writing by November 18<sup>th</sup> or within thirty (30) days of enrollment, whichever is later.

### School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the RSU #56 as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the RSU #56 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the RSU #56 with regard to education records.

### Health or Safety Emergencies

In accordance with federal regulations, the RSU #56 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.

### Other School Units

As required by Maine law, the RSU #56 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).

### Other Entities/Individuals

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

### Complaints Regarding RSU #56 Compliance with FERPA

Parents/eligible students who believe that the RSU #56 has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

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

## **Appendix J: RSU #56 Policy ACAA**

### HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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, slurs, demeaning comments or behavior, or other unwelcome verbal, written or physical conduct directed toward a student or students based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, batter 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, Building Administrator, and /or Affirmative Action Officer will investigate complaints of harassment in accordance with the Student Discrimination and 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.

## **Appendix K: RSU #56 Policy JJE**

### STUDENT FUNDRAISING ACTIVITIES

The Board recognizes that it is responsible for providing through the budget process the resources necessary to support the school unit's instructional program. The Board acknowledges that student organizations may wish to engage in fundraising to support their preapproved activities.

It is the purpose of this policy to provide guidelines for student participation in fundraising activities.

#### A. Fundraising Guidelines

The following general guidelines apply to fundraising by student organizations. These guidelines shall apply to student participation in fundraising.

1. All student fundraising activities must be approved in advance by the building administrator. There shall be sufficient benefits to the school and/or students to justify the fundraising activity.
2. All fundraising activities must provide a service or product.
3. Students cannot sell raffle tickets when money is the sole prize.
4. Student fundraising activities must be supervised by a building administrator, teacher and/or activity advisor.
5. The activity must be one in which schools and students may appropriately engage, and must not subject the schools or students to unnecessary risk or responsibility. In the event there is a question regarding the appropriateness of a fundraising activity or the activity is one that is new to the school system, the building administrator shall consult with the Superintendent.
6. Participation by students shall be voluntary.
7. The activity must not be unduly demanding of student or staff time or work. Neither students nor staff should miss instructional time to plan or implement fundraising activities, acquire, demonstrate or distribute products, solicit sales, or to collect or record monies. Students may participate in fundraising activities during non- instructional time, such as lunch periods and before or after school.
8. There shall be no mandatory quotas for product sales or donations.
9. Class time will not be used for distribution of promotional materials.
10. Students participating in fundraising activities are expected to conduct themselves in accordance with Board policies, school rules and the student code of conduct.
11. In the interest of student safety, organized activities involving door- to-door solicitation by all students are prohibited unless accompanied by a responsible adult. No student shall operate a motor vehicle doing door-to-door solicitation.
12. Club and class dues shall be determined by the club or class officers in consultation with the club or activity advisor. The building administrator shall have final authority over the setting of club and class dues.
13. The building administrator and teachers or advisors supervising fundraising activities will be responsible for the collection, monitoring, deposit into student activity accounts, and disbursement of funds raised in accordance with the Board's policy DFF, Student Activities Funds Management.

## B. Solicitation of Funds by and from Students for Humanitarian or Charitable Organizations

Student fundraising may be conducted to benefit humanitarian or charitable organizations or purposes only as follows:

1. The fundraising activity or charity drive should be sponsored by a recognized school club or student organization and shall be approved in advance by the building administrator.
2. The activity or drive must be supervised by a building administrator or teacher.
3. Instructional time should not be used for planning or soliciting funds.
4. Class time should not be used for distribution of promotional materials.
5. Participation in or donation to any fundraising activity shall be optional. Under no circumstances will any student be compelled to participate or donate, or be penalized for not participating or donating.
6. Fundraising activities must be conducted in accordance with the guidelines in Section A of this policy.
7. The building administrator or teacher charged with supervising the fundraising activity or drive will be responsible for the collection, monitoring and disbursement of funds raised. Use of any student activity account must be in accordance with the Board's policy DFF Student Activities Funds Management.

## C. Use of Students in PTO/Parent Group Fundraisers

The Board recognizes that PTO's and other parent groups may wish to involve students in fundraising activities. The following provisions apply to student participation in such activities:

1. Any fundraising activity sponsored by a PTO or other parent group that involves student participation must be approved in advance by the building administrator and be conducted in consultation with staff.
2. Participation should provide a positive experience for students.
3. Participation by staff and students shall be voluntary.
4. Instructional time will not be used for fundraising activities or solicitations.
5. All activities must be conducted in accordance with the fundraising guidelines in Section A of this policy.

## D. Coordination of Fundraising Activities

The Board requires the use of a fundraising calendar in each region posted on the RSU #56 website to assist in spreading fundraisers over the school year.

Building Administrator/designee will be responsible for coordinating their school fundraisers including posting to the RSU #56 fundraising calendar on the website.

PTO's, boosters and other parent groups are encouraged to coordinate their fundraising activities with student organization-initiated fundraisers in order to avoid burdening local businesses and the community.



## **Appendix L: RSU #56 Policy JICK**

### Bullying and Cyberbullying in Schools

#### I. Introduction

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the RSU #56 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to the school environment and student learning, achievement and well-being. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the RSU #56 schools, and the operation of the schools.

#### II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Knowing and false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to consequences.

#### III. Bullying and Cyberbullying Defined

A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

(1) Has, or a reasonable person would expect it to have, the effect of:

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- (a) Physically harming a student or damaging a student's property; or
- (b) Placing a student in reasonable fear of physical harm or damage to the student's property;

(2) Interferes with the rights of a student by:

- (a) Creating an intimidating or hostile educational environment for the student; or
  - (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or
- (3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

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

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

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

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through use of that other student's electronic

- device or account to send e-mail, text messages, instant messages (IM), or phone calls;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
  5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes reporting an act of bullying when it is not made in good faith.

#### IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

#### V. Reporting

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report incidents of bullying to the school principal or other school personnel designated by the superintendent.

B. Students who have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a staff member or school administrator.

D. 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.

## VI. Responding

The school principal or a superintendent's designee will:

A. Promptly investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to the superintendent;

C. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.
11. Positive Behavioral Interventions and Supports (includes but not limited to the use of Functional Behavior Assessments and Behavior Intervention Plans).
12. Teaching of appropriate behaviors through social skill training.

D. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services;

E. Communicate to the parent of a student who has been bullied the measures being taken to ensure the safety of the student who has been bullied and to prevent further acts of bullying;

F. Communicate with a local or state law enforcement agency if the school principal or the superintendent's designee believes that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate; and

G. Notify parents, guardians and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking disciplinary action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

## VII. Assignment of Responsibility

A. The School Board is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parents, volunteers, administrators, teachers and school staff.
2. Posting this policy and related procedures on the school administrative unit's publicly accessible website.
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

Superintendent is responsible for:

- Oversight, implementation, and enforcement of this policy.
- Designating a school principal or other school personnel to administer the policies at the school level;
- Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
- Developing procedures to implement the requirements for reporting and responding to bullying under sections V and VI of this policy or delegating that responsibility to principals or designees.
- Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board; and
- Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
- Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;

- Filing the SAU policies to address bullying and cyberbullying with the Department of Education.