


Regional School Unit #20

# Code of Conduct K-12

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**The Common Core of Learning  
Personal and Global Stewardship**

"Responsible citizenship requires awareness and a concern for oneself, others, and the environment."

RSU #20 does not discriminate on the basis of race, color, national origin, sex, creed, marital status, age, or disability in its programs, activities, or employment practices.

# **CODE OF CONDUCT**

## **Message From The Superintendent of Schools**

This student handbook includes a code of conduct that clarifies standards of student responsibility for behavior, defines unacceptable behavior, and establishes consequences for violations to the code of conduct. We expect all students to familiarize themselves with this code of conduct and their related rights and responsibilities as citizens of the RSU #20 school community. Students and staff are expected to behave in a civil manner at all times.

The RSU #20 school community has embarked on a deliberate journey to create caring and civil learning environments in our schools. The characteristics of our school culture must embody core community values that support an ethical and responsible culture for all. One of our learning goals is to develop students who are responsible and involved citizens who recognize the power of personal participation, understand the diverse nature of our society, and understand the importance of accepting responsibility for personal decisions and actions.

We expect all members of the school community – students, teachers and parents – to conduct themselves as positive role models at all times. A positive role model is respectful of self and others, is honest in academic endeavors and personal relationships, is compassionate in dealing with all people by treating them with kindness, is fair in dealing with others by treating them the way you would want to be treated, is responsible for personal actions by acknowledging personal mistakes and accepting consequences of personal actions or failure to act, and is courageous in the face of challenges by doing the right thing – even if it is not popular. All students must stand together to discourage and eliminate bullying, discrimination, and harassment in our schools.

Our schools need leaders in academics, athletics, and ethics to serve our community. All students have the power within themselves to be ethical and responsible individuals. Let's work together to create a respectful climate and civil culture for all who attend the schools of RSU #20.

# Local Codes of Conduct

**“With input from educators, administrators, parents, students and community members, each school board shall adopt a district-wide student code of conduct consistent with the statewide standards for student behavior developed under section 254, subsection 11. The student code of conduct must:**

- A. Define unacceptable student behavior;
- B. Establish standards of student responsibility for behavior;
- C. Prescribe consequences for violation of the student code of conduct, including first-time violations, when appropriate;
- D. Describe appropriate procedures for referring students in need of special services to those services;
- E. Establish criteria to determine when further assessment of a current individual education plan is necessary, based on removal of the student from class;
- F. Establish policies and procedures concerning the removal of disruptive or violent students from a classroom or a school bus, as well as student disciplinary and placement decisions, when appropriate, and
- G. Establish guidelines and criteria concerning the appropriate circumstances when the superintendent or the superintendent’s designee may provide information to the local police or other appropriate law enforcement authorities regarding an offense that involves violence committed by any person on school grounds or other school property.

The school board is responsible for ensuring that school officials inform students, parents, and community members of the student code of conduct.”

***-Maine Statutes, Title 20-A, Section 1001 (15): Adoption of Student Code of Conduct (enacted Public Law 1999, Chapter 351)***

## Core Values of Our School Community

Universal values exist that define expectations for civil behavior in our school community. RSU #20 supports the work of the Commission for Ethical and Responsible Student Behavior and their recommendation of standards for ethical and responsible behavior in Maine Schools and Communities. The core values identified by the Commission and endorsed by our school community are as follows:

<u>Core Values</u>	<u>An Ethical Person Is...</u>
RESPECT	Respectful of self and others
HONESTY	Honest in all interpersonal relationships and academic endeavors
COMPASSION	Compassionate in dealing with the limitation and suffering of others
FAIRNESS	Fair in dealing with others
RESPONSIBILITY	Responsible for personal actions as an individual and a member of the school community
COURAGE	Courageous in the face of ethical challenges.

“Respect is a unifying, universal value”.

A High School Student

## CORE VALUES

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

DOES...	DOES NOT...
<ul style="list-style-type: none"> <li>• Appreciate and honor diversity.</li> <li>• Tolerate views and beliefs that differ from personal views and beliefs.</li> <li>• Support and contribute to healthful habits and safe environments for self and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in harmful behavior such as substance abuse or sexual promiscuity.</li> <li>• Participate in activities that have the potential to cause physical or emotional harm.</li> <li>• Make derogatory statements about another's gender, sexual orientation, ethnicity, socio-economic class, religion, disability, intellect or appearance.</li> </ul>

**"I think respect and understanding is all we need. With those two qualities, all other issues needed for a good environment would fall in place."**

A High School Sophomore

### *A person who is HONEST in all academic endeavors and interpersonal relationships*

DOES...	DOES NOT...
<ul style="list-style-type: none"> <li>• Seek to speak the truth, respectfully.</li> <li>• Understand the difference between collaboration and conclusion.</li> <li>• Recognize that trust is an essential component of all relationships, including relationships with peers, parents, teachers, and co-workers.</li> </ul>	<ul style="list-style-type: none"> <li>• Plagiarize the work of others, including fellow students, siblings, or parents.</li> <li>• Engage in secretive, sneaky, fraudulent or manipulative behavior.</li> <li>• Take or damage the property of others.</li> </ul>

### *A person who is COMPASSIONATE in dealing with the limitations and sufferings of others*

DOES...	DOES NOT...
<ul style="list-style-type: none"> <li>• Treat all people with kindness.</li> <li>• Possess an ability to empathize with fellow human beings.</li> <li>• Lend a helping hand to those in need.</li> </ul>	<ul style="list-style-type: none"> <li>• Tease or taunt those who are different.</li> <li>• Seek to judge others, but rather seeks to understand others in terms of our common humanity.</li> <li>• Seek to draw undue attention to another's shortcomings.</li> </ul>

## CORE VALUES

### *A person who is FAIR in dealing with others*

<b>DOES...</b>	<b>DOES NOT...</b>
<ul style="list-style-type: none"><li>• Seek to strike a balance between the needs and desires of the individual and the needs and desires of the community.</li><li>• Understand the distinction between justice and vengeance.</li><li>• Treat others the way she or he would like to be treated.</li></ul>	<ul style="list-style-type: none"><li>• Engage in malicious criticism of others.</li><li>• Seek to steal from or cheat others.</li><li>• Attempt to further one's own interest or desires at the expense of another.</li></ul>

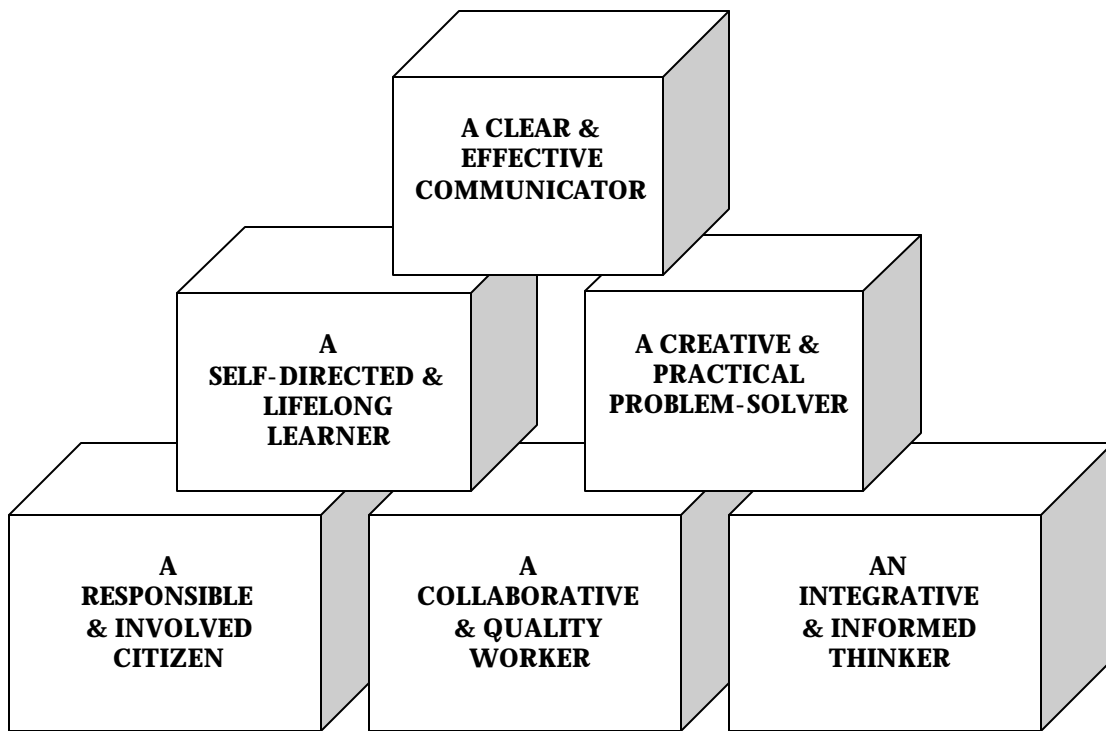
### *A person who is RESPONSIBLE for personal actions as an individual and a member of the community*

<b>DOES...</b>	<b>DOES NOT...</b>
<ul style="list-style-type: none"><li>• Acknowledge making a mistake.</li><li>• Accept the consequences of personal actions or failures to act.</li><li>• Report harmful or hateful behavior to a trustworthy authority figure.</li></ul>	<ul style="list-style-type: none"><li>• Evade the just consequences of personal actions.</li><li>• Seek to advance one's own interest or desires at the expense of the school or the larger community.</li><li>• Rationalize or make excuses for unacceptable behavior.</li></ul>

### *A person who is COURAGEOUS in the face of ethical challenges*

<b>DOES...</b>	<b>DOES NOT...</b>
<ul style="list-style-type: none"><li>• The right thing even if it's not popular.</li><li>• Seek the advice and/or assistance of a trustworthy adult when making difficult decisions or when in a dangerous or troublesome situation.</li><li>• Hold high aspirations for self and community.</li></ul>	<ul style="list-style-type: none"><li>• Say, "I cannot", but instead says, "I will try," when faced with difficult challenges.</li><li>• Stand idly by while others engage in unethical or harmful behavior.</li><li>• Sacrifice aspirations when confronted by academic or ethical setbacks.</li></ul>

# **GUIDING PRINCIPLES OF THE MAINE LEARNING RESULTS**



The building blocks for successful and fulfilled adulthood in the 21<sup>st</sup> century.

# Discipline and Legal Violations

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

## **Level 1 Conference**

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

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

## **Level 2 Intervention**

### **Referral**

To School Counselor, Student Study Team, Administrator or other

### **Time-Out**

The temporary denial of a student's right to attend class. The student will be assigned for a period of one (1) to six (6) hours.

### **Detention**

Retaining a student for disciplinary reasons before or after school hours (high school may include Saturday)

### **Staffing**

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

### **Contract with Student/Parent**

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

### **Restricted Activity**

The denial of participation in school activities and extracurricular events or the use of common areas or other parts of the school

### **Exclusion**

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

## **In-School Intervention**

May include but is not limited to restitution, work assignment, transportation restriction.

## **Tobacco Education**

Refer to nurse

## **Substance Abuse Education**

Refer to school counselor for referral for consultation

## **In-School Suspension**

In-school suspension provides an alternative to out-of-school removal. This program also provides a means for students to keep up with class work and homework assignments while under supervision during their disciplinary period.

## **Community Service**

Whenever possible, administrators seek opportunities for students to participate in community service projects for the school or the community in lieu of out-of-school removal.

## **Other**

To be determine

## **Level 3 Removal**

1-5 days out of school. Middle/Elementary School may opt for in-school suspension. Parental Conference may be required for re-entry.

## **Level 4 Removal**

6-10 days out of school with re-entry contract and parent conference

## **Level 5 Removal**

6-10 days out of school with a meeting with superintendent and parents/guardians.

## **Level 6 Expulsion**

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

# Rules and Sanctions

## An Explanation of the Rules

The rules of conduct for students in the RSU #20 are presented in this section of the student's **Code of Conduct Handbook**. These rules and regulations have been adopted by the Regional School Unit #20 board and represent its official policy.

A school day is defined as: From the time a student steps onto the bus until they step off of the bus.

The rules are presented in three categories

- ✦ **Attendance Violations**
- ✦ **Discipline Violations**
- ☎ **Law Violations**

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

Principals and staff are responsible for monitoring student conduct.

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

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

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

The administrator:

- Advises the student of the charge(s).
- Advises the student of the facts on which the charge(s) are based.
- Gives the student an opportunity to respond to the charge(s) and to provide his/her version. The student is asked to give a written or verbal statement concerning the incident.
- Provides written verification of the proposed disciplinary action (including a written or verbal statement concerning the incident).
- Provides written verification of the proposed disciplinary action. Discussion of the concern or complaint must start at the source and proceed up the chain of command. A complaint or concern about disciplinary action must follow the procedure below.
  1. Classroom teacher attempts to resolve issue with parent.
  2. Teacher refers issue to principal/assistant principal if unresolved at step 1.
  3. If unresolved at step 2, principal refers to superintendent.
  4. If unresolved at step 3, superintendent refers to RSU #20 School Board.
- Makes every effort to notify the student's parent(s)/guardian(s) by telephone, if action is going to be taken immediately to suspend the student based on the guidelines in the student's **Code of Conduct Handbook**.

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

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

# Rules and Sanctions

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

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

## Attendance Violations

- Rule 1. Attendance:** A student is to attend school (including all classes) each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent(s)/guardian are subject to its penalties. A student tardy to school or classes will be treated in the same manner as a truant. Efforts will be made to communicate with parents of absent and truant students.
- A. Tardiness** – Failure to be in a place of instruction at the assigned time without a valid excuse
  - B. Class Cutting** – Failure to report to class without proper permission, knowledge, or excuse by the school or teacher
  - C. School Cutting** – Failure to report to school without prior permission, or excuse by the school or the parent
  - D. Excessive Absences (Truancy)** Excessive absences are felt to affect adversely the student’s education
  - E. Co-curricular Participation** – Student eligibility to participate in co-curricular activities is subject to specific restrictions related to school attendance as stated in each schools co-curricular handbook.

## Discipline Violations

- Rule 2. Unauthorized Activities**
- A. Food/Beverages:** A student will not eat in unauthorized areas of the school
  - B. Selling of Items** – Unauthorized selling of items on or off school property
  - C. Electronic Tampering: Unauthorized** access or use of any network files, or documents (Students will sign a document, Internet Acceptable Use Procedures). Some examples of this rule violation may include, destruction of files, virus introduction, altering data or any other interference with electronic management systems of the school division,
- Rule 3. Medication:** Students are not to transport prescription medication to or from school or have medication in their possession at any time. This rule will not be interpreted to prevent a student from taking medication (prescribed or over the counter) in the clinic. Exceptions to this rule will be made in accordance with School Board policy.

Levels of Disciplinary Action	
<u>Min</u>	<u>Max</u>
1	6
1	2
2	6
2	6
2	6
1	6
1	3
1	3
1	6
1	6

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

# Rules and Sanctions

**Rule 4. Student Dress:** Any type of attire/accessories/body piercing(s), which in the judgment of the administration is offensive, sexually suggestive, in opposition to generally accepted social norms, unsafe, or promotes illegal activity is unacceptable. Any violation of these rules will result in a student being asked to address the administrative concerns or leave the school environment until the attire is acceptable. For health and safety reasons, principals may make building level rules regarding student dress and attire.

1. No clothes with alcohol, tobacco, or other drug related pictures or slogans
2. No clothing with sexually or culturally offensive pictures or slogans
3. Both shoulders must be covered with at least a ½ inch of material
4. Tops should not reveal breasts
5. Shirts should be tucked in or extend over the belt line, sitting or standing
6. Length of skirts, dresses, or shorts should be no shorter than 4 inches above knee
7. No underwear showing

**Rule 5. Personal Property**

- A. **\*Toys** – Possession of any toys, games, etc., without permission of the administration
- B. **\* Music devices**– Possession of personal music devices, etc. without permission of the administration.
- C. **\*Cellular phones**-Possession/use of a cellular device without permission of the administration.
- D. **Other** - Possession of any object that could disrupt the normal order of school.

**\*Items may be confiscated from students and will be returned to parents following a conference. A second offense may result in the items being confiscated and returned at the discretion of administration.**

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

- A. **Altering Report Cards or Notes** – Tampering with report cards, official passes, and notes in any manner, including changing grades or forging names to excuses
- B. **False Information** – Making false statements, written or oral, to any one in authority
- C. **Cheating** – Violating rules of honesty, such as copying another student’s test, assignment, etc.
- D. **Plagiarism** – Plagiarism is the intentional or unintentional use of another person’s words or ideas as your own.

**Rule 7. Internet and Computer Usage:** A student will not violate the guidelines as established in the RSU #20 Acceptable Use Policy of Internet and Online Services.

Levels of Disciplinary Action	
Min	Max
1	3
1	3
1	3
1	3
1	3
1	4
1	4
1	4
1	4
1	6

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

## Rules and Sanctions

**Rule 8. Harassment:** A student will not engage in any behavior that infringes upon the rights of other individuals to be educated or work in an atmosphere free of intimidation, ridicule, hostility and/or offensiveness. (see board policy ACA and ACD)

- A. Verbal, Written, or Electronic** – Any communication directed to an individual, either directly or inferred, with the intent of intimidating, ridicule, being offensive or hostile
- B. Physical** – The use of body language and/or contact to intimidate, ridicule, or threaten an individual
- C. Sexual** – Inappropriate and unwelcome communication, touching and gestures conveying a sexual meaning

**Concerns regarding the possible occurrence of harassing behavior should be directed to school staff, and/or the building principal. In the event that an individual feels their concerns have not been handled appropriately, they may contact the RSU #20 Central Office for a list of Affirmative Action Officers, 338-1960.**

**Rule 9. Insubordination:** A student will obey the lawful direction of any authorized staff member during the time the student is in school or participating in a school activity. Examples of insubordination are:

- A. Walking Away** – Leaving while a staff member is talking to the student
- B. Talking Back** – Responding orally in a rude manner to a staff member
- C. Degrading Behavior** – Treating peers in a degrading manner
- D. Failure to comply with proper and authorized direction or instruction of a staff member** – Failure to follow any reasonable direction given by a staff member
- E. Refusal to do assigned work** – Failure to do assigned work
- F. Refusal of Detention** – Failure to report to after-school detention and/or In-School Suspension as directed by a staff member
- G. Refusal to participate in In-School Alternatives** – Failure to report to in-school alternatives as directed by a staff member
- H. Refusal to report to office** – Failure to report to the administrative office as directed by a staff member
- I. Other-** As determined by administration

**Rule 10. Profanity/Obscenity:** A student will not use profane or obscene language or make obscene gestures. For example:

- A. Swearing** – Saying anything that conveys an offensive, racial, obscene, or sexually suggestive message
- B. Obscene/Offensive Gestures** – Making any sign that conveys an offensive, racial, obscene, or sexually suggestive message
- C. Derogatory Written Materials** – Having any written material or pictures that convey an offensive, racial, obscene, or sexually suggestive message
- D. Directed at Staff Member** – Writing, saying, or making gestures that convey an offensive, racial, obscene, or sexually suggestive message toward a staff member

		Levels of Disciplinary Action	
		<u>Min</u>	<u>Max</u>
		2	6
	A.	2	6
	B.	2	6
	C.	3	6
	Rule 9.	1	4
	A.	1	3
	B.	1	3
	C.	1	3
	D.	1	3
	E.	1	3
	F.	1	3
	G.	2	4
	H.	2	3
	I.	1	4
	Rule 10.	1	5
	A.	1	3
	B.	1	3
	C.	1	5
	D.	2	5

# Rules and Sanctions

		Levels of Disciplinary Action	
		<u>Min</u>	<u>Max</u>
<b>Rule 11. Disruption:</b>	No student may disrupt the class, school, or bus activity.	1	6
<b>A. Chronic Talking</b>	– Repeated talking in the classroom without permission	1	3
<b>B. Throwing Objects</b>	– Throwing any object inappropriately in any part of the school, bus, or school grounds	1	3
<b>C. Horseplay</b>	– Rough or noisy play or pranks	2	3
<b>D. Teasing</b>	– Pestering or tormenting	2	3
<b>E. Refusing to Remain in Seat</b>	– Getting out of seat or moving seat without permission of staff member	1	3
<b>F. Rude Noises</b>	– Making any unnecessary noise	1	3
<b>G. Leaving without permission/Unauthorized Area</b>	– leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator or being in an area without permission	2	3
<b>H. Chronic Lack of Supplies</b>	– Repeatedly reporting to class lacking necessary material such as books, class supplies, etc.	1	3
<b>I. Bus Misconduct</b>	– Bus Rules found on page (11)	1	6
<b>J. Shoving and/or Kicking</b>	– Willfully pushing and/or kicking any one	1	5
<b>K. Other</b>	– Any other action that disrupts or interferes with educational activities or the school environment, to include public displays of affection.	1	6
<b>Rule 12. Assault/Threatening:</b>	A student will not assault/threaten another student or staff member. For example, the following actions are prohibited:	3	6
<b>A. Against a Staff Member</b>	– Threatening to strike, attack, or harm any staff member	4	6
<b>B. Against a Student</b>	– Threatening to strike, attack or harm any student or other person	3	6
<b>Rule 13. Fighting:</b>	Exchanging mutual physical contact between students by pushing, shoving, or hitting with or without injury is prohibited. All parties engaged in physical contact will be disciplined	3	6
<b>A.</b>	Instigation and planning by other non-fighting members and students instigating or planning a fight	4	6

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

# Rules and Sanctions

- Rule 14. Battery** – A student will not batter another person. (student, staff member, or any other person). For example:
- A. Hitting which causes harassment to another student or adult** – Hitting a student or an adult
  - B. Biting which causes harassment to another student or adult** – Biting a student or an adult
  - C. Spitting which causes harassment to another student or adult** – Spitting at a student or an adult
  - D. Against Student** – Any threatening or beating; any physical force or violence against another student, to include tearing clothes or threatening to seize or strike another student, hitting, biting, spitting, shoving, kicking
  - E. Against Staff** – Any threatening or beating; any physical force or violence against a staff member, to include tearing clothes or threatening to seize or strike a staff member, hitting, biting, spitting, shoving, kicking
  - F. Other** – Any threatening or beating; any physical force or violence against any other person while under the jurisdiction of school authority; to include tearing clothes or threatening to seize or strike
- Rule 15. Sexual Offenses:** A student will not engage in sexual behavior on school property or at school sponsored activities. For example:
- A. Offensive Touching** – Inappropriate touching
  - B. Consensual Sex** – Sexual activity involving willing participants
  - C. Indecent Exposure** – Intentional exposure of private parts of one's body
  - D. Rape or Attempted Rape** – Unlawful sexual intercourse or attempted sexual intercourse by force, threat, or fear on or off school property
- Rule 16. Reckless Vehicle Use:** A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health or safety.



Levels of Disciplinary Action	
<u>Min</u>	<u>Max</u>
2	6
2	6
2	6
2	6
3	6
4	6
3	6
2	6
2	6
3	6
5	6
2	6

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

		<b>Disciplinary Action</b>	
		<u>Min</u>	<u>Max</u>
<b>Rule 17.</b>	<b>Vandalism:</b> A student will not willfully or maliciously damage or destroy property belonging to another, including school or private property. A student or parent/guardian may be held financially responsible, for willful or malicious destruction of property. For example:	1	6
	<b>A. Writing on Walls, Mirrors, Desks or Lockers</b>	2	6
	<b>B. Damaging Another's Clothing</b>	1	6
	<b>C. Graffiti</b> – Willful or malicious defacing of public or private property	2	6
	<b>D. Property Destruction</b>	2	6
	<b>E. Other</b>	1	6
<b>Rule 18.</b>	<b>Burglary/Theft:</b> A student will not steal or possess stolen property.	2	6
	<b>A. School Property</b> – Unlawfully taking and/or carrying away property belonging to RSU #20	2	6
	<b>B. Staff Property</b> – Unlawfully taking and /or carrying away property belonging to a staff member	2	6
	<b>C. Student Property</b> – Unlawfully taking and/or carrying away property belonging to another student	2	6
	<b>D. Student Locker</b> – Removing any property from a locker other than the one assigned	2	6
	<b>E. Possession of Stolen Property</b> – Having in one's possession property obtained without the permission of the owner	2	6
<b>Rule 19.</b>	<b>Criminal Trespass:</b> A student will not break into school property	3	6
	<b>A. Attempted</b> – Unlawfully attempting entry into a school	4	6
	<b>B. Actual</b> – Unlawful entry into a school with the intent of committing another crime	5	6
	<b>C. Unauthorized Entry</b> – Students who enter school property after being removed or expelled without proper authorization	5	6
	<b>D. Refusal to proceed to designated area as directed by administration</b>	3	6
<b>Rule 20.</b>	<b>Extortion:</b> A student will not take or threaten to take the property of others through intimidation.	3	6
	<b>A. Attempted</b> – Use of threats or intimidation in an attempt to obtain money or property from another	3	6
	<b>B. Actual</b> – Use of threats or intimidation to obtain money or property from another	3	6
<b>Rule 21.</b>	<b>Alcohol, Tobacco and Other Drugs: Except</b> as permitted under Rule 3, (medications), a student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, anabolic steroids, substances that look like drugs, imitation controlled substances, drug paraphernalia (see board policy JICH and JICH-R)	2	6

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

# Rules and Sanctions

		Levels of Disciplinary Action	
		Min	<u>Max</u>
<b><u>Tobacco</u></b>			
A.	A student may not possess, distribute, sell or use tobacco products on school premises	2	3
<b><u>Alcohol</u></b>			
B.	<b>Use/Under the Influence</b> – Drinking any alcoholic beverage in school, on school grounds, on school bus, or at any school function, or coming to school or school activities after consumption	3	6
C.	<b>Possession</b> – Possessing any alcoholic beverages in school, on school grounds to and from school, on school bus, or at any school function	3	6
D.	<b>Sale/Distribution</b> – Distributing or attempting to distribute any alcoholic beverage while under the jurisdiction of school authority	4	6
<b><u>Other Drug Offense</u></b>			
	F. <b>Use/Under the Influence</b> – Using any narcotic, illegal or controlled drug, or any illegal substance, on school grounds, on school bus, or at any school function, or coming to school or school activities after consumption	3	6
	H. <b>Possession/Attempt</b> – Possessing, or attempting to possess, any illegal or controlled substance or any action that contributes to the possession of any illegal or controlled substance	3	6
	I. <b>Over-the-Counter Medication</b> – Use without knowledge of by nurse or school personnel, or sharing with peers is prohibited.	2	6
	J. <b>Paraphernalia</b> –Possessing, distributing, or using any drug related paraphernalia	3	6
	K. <b>Inhalants</b> – Possessing, distributing, or inhaling any substance/product (off-the-shelf, controlled, or illegal) for mind-altering effects	3	6
	L. <b>Purchase/Attempt</b> – Purchase/attempt to purchase or attempt to sell/distribute any illegal or controlled substance; or any action that contributed to the possession of any illegal or controlled substance.	4	6
	M. <b>Sale/Distribution</b> – Distributing or selling any illegal or controlled substance.	6	
<b><u>Co-curricular</u></b> Any student that violates any of the above drug, tobacco, and alcohol offenses Will be subject to sanctions as defined by each individual schools co-curricular handbook.			
	<b>Rule 22. Weapons and Dangerous Instruments/Objects:</b> A student will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual. (This rule does not apply to normal school supplies unless they are used as weapons.) (See board policy JICIA)	2	6
	A. <b>Bomb/Bomb Threats</b> – Any device brought to school that contains combustible material or making statements that such a device exists in school or on school property	5	6
	B. <b>*Explosive</b> – Any device containing combustible material and a fuse	5	6

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

# Rules and Sanctions

		Levels of Disciplinary Action	
		Min	Max
C.	<b>*Knife</b> – Possession of any size or shape of knife including blades, or other sharp devices	2	6
D.	<b>*Toy Knife</b> – Possession of any size or shape toy that resembles a weapon	2	6
E.	<b>*Box Cutter</b> – Possession of a box cutter, or similar device for cutting	2	6
F.	<b>*Ammunition</b> – Possession of any bullets or shells or any object that could be considered to be ammunition or resemble ammunition	2	6
G.	<b>*Fireworks, Small Explosives</b> – Possession of fire crackers of any small explosive device, including caps, and snapper pops	2	6
H.	<b>*Matches and Lighters</b> – Possession of lighters, matches or sparklers	2	6
I.	<b>*Other</b> – Possession of any object or substance that could cause injury including (but not limited to) slingshots, razor blade, ice picks, multi-fingered ring, metal knuckles, num-chucks, throwing stars, clubs, stun guns, the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons. (Possession of certain weapons defined by the Maine State Law require a report to be made to the police.)	2	6
<b>Rule 23.</b>	<b>*Firearms:</b> A student will not possess, handle, or transport any pistol, revolver, firearm, or any other weapon designed or intended to propel a missile of any kind.	3	6
	<b>A. Possession of a pistol, revolver, or any other firearm</b> (loaded or unloaded)	6	6
	<b>B. Possession of any other weapon or device other than Item A above.</b> Examples may include but not be limited to starter pistol, BB gun, flare gun, paint ball gun	5	6
	<b>C. Possession of an instrument or device that resembles or looks like a pistol, revolver, or any type of weapon not capable of propelling a missile.</b> May include but not be limited to a cap pistol, water pistol, or any look-a-like gun (toys of any kind)	3	6
	<b><i>*All items confiscated will not be returned and may be turned over to the law enforcement agency.</i></b>		
<b>Rule 24.</b>	<b>False Alarm:</b> Calling 911, or signaling or setting off an automatic signal, falsely indicating the presence of a fire or an emergency, is prohibited. This includes making statements/phone calls that such an emergency exists in the school.	3	6
<b>Rule 25.</b>	<b>Arson:</b> A student will neither set fire nor attempt to set fire on school property.	5	6

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

## OTHER CODE OF CONDUCT VIOLATIONS

- Rule 26. Serious or Repeated Violations:** Serious or repeated violations of one or more rules require a need for strong parent-administrator communication, coordination, consideration of outside assistance, and will result in suspension, and/or possible expulsion.
- Rule 27. Endangerment** – A student will not be involved in or be responsible for creating a situation that will endanger the safety of self or place others in jeopardy or at risk. This may include bringing dangerous devices onto school property or to school sponsored activities.

Levels of Disciplinary Action	
Min	Max
5	6
5	6

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

**The student Code of Conduct Handbook sets forth expectations of the conduct of every student in every RSU #20 school.**

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

## Bus and Bus Stop Rules

A student’s school-day begins as soon as they step on the bus. It is the bus driver’s responsibility to transport students safely to and from school. It is the student’s responsibility to monitor their own behavior while riding on the bus. Violation of any rule in the Code of Conduct Handbook may result in removal from school and/or removal from riding the school bus. State law and RSU #20 policy authorize the proper discipline of students riding the bus to and returning from school.

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

# Bus and Bus Stop Rules

## At the Bus Stop

Student safety on the school buses and at the bus stops is a major priority. Parents/guardians are expected to monitor student behavior going to and returning from the bus stops and at the bus stop locations. Guidelines regarding bus stop safety are:

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

## On the Bus

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

## On the Bus

- Remain seated at all times
- Follow directions given by driver
- Sit in seat facing forward
- Remain in seat keeping hands and feet to self
- Use positive talk on the bus
- Respect self, drivers and others
- Cooperate with the driver and practice orderly conduct
- No profanity, obscene behavior, vandalism
- No smoking, eating or drinking
- No body parts outside bus
- No throwing objects on or from the bus
- No electronic audio/video devices.
- No unsafe objects or weapons

## Leaving the Bus

- Remain seated until the bus comes to a complete stop
- Leave in an orderly manner
- Cross in front of bus

State law and RSU #20 policy authorizes the proper discipline of students riding the bus to and from school.

*Remember, the school bus is a part of our DISTRICT SERVICES to students who elect to be transported in that manner. The same rules that apply to our schools, also apply to our school busses! Be a responsible citizen on our busses.*

# **Bus and Bus Stop Rules**

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

The Department of Transportation for RSU #20 is available to answer questions regarding transportation of students to school or questions regarding walking students.

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

**RSU #20 Transportation Department**

**338-2430**

**RSU #20 Office of the Superintendent**

**338-1960**

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

- Always walk with a friend or with adults
- Walk on the sidewalk or the left side of the road
- Stay in well-lit areas.
- Never approach or talk to anyone you do not know.
- Report any suspicious activity or anything that makes you feel uncomfortable. Dial **911** if necessary.
- Children should follow their parents' instructions for what they are to do if the bus or their regular ride to or from school does not arrive.
- A responsible adult must meet kindergarten students at the bus stop. If no one is available, the child will be returned to school and the parent will be contacted.

## Regional School Unit #20 Bus Conduct Report

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

Students in RSU #20 who ride buses are subject to rules & regulations designed to provide safe transportation to and from school. Any behavior, which distracts the driver, is a serious hazard to the safe operation of the vehicle and jeopardizes the safety of all passengers. Inappropriate behavior on the bus could result in your child being denied bus riding privileges for some period of time.

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

<input type="checkbox"/> Failure to remain seated  <input type="checkbox"/> Loud, annoying, or distracting noise  <input type="checkbox"/> Harassing others  <input type="checkbox"/> Vandalism or destruction of property  <input type="checkbox"/> Refusal to obey the driver or aide  <input type="checkbox"/> Possession or use of drugs or alcohol	<input type="checkbox"/> Scuffling or Horseplay  <input type="checkbox"/> Littering  <input type="checkbox"/> Spitting, Fighting, hitting, or punching  <input type="checkbox"/> Throwing objects  <input type="checkbox"/> Possession of weapon or dangerous implement  <input type="checkbox"/> Possession of matches or lighters	<input type="checkbox"/> Profanity or Obscene language  <input type="checkbox"/> Eating or drinking on bus  <input type="checkbox"/> Skateboards or Roller blades  <input type="checkbox"/> Hanging out windows  <input type="checkbox"/> Possession or use of tobacco  <input type="checkbox"/> Other: _____
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Driver's Comments: \_\_\_\_\_

Driver's Signature: \_\_\_\_\_

Date of Offense: \_\_\_\_\_  1st Offense  2nd Offense  3rd Offense  4th Offense (or more)

Principal's Action: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Parent' / Guardian's Comments: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

White Copy - School Administrator      Canary Copy - Bus Garage      Pink Copy - Parent / Guardian      Gold - Bus Driver

### Bus Conduct Policy & Discipline Flow Chart

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

Bus conduct slips will be given to the school staff for recording and distribution to parents.

#### School Bus Rules

- |   |  |
|---|--|
| <p><b><u>Do...</u></b></p> <ol style="list-style-type: none"> <li>1. Be at the bus stop and clearly visible as the bus approaches.</li> <li>2. Stand back from the road a safe distance as the bus approaches.</li> <li>3. Walk to seat and sit down.</li> <li>4. Remain seated during the entire bus trip.</li> <li>5. Keep your hands to yourself.</li> <li>6. Remain seated until bus stops at your destination.</li> <li>7. Keep your feet and all materials out of the aisle.</li> <li>8. When getting off the bus:           <ol style="list-style-type: none"> <li>a) walk off in an orderly manner</li> <li>b) use the handrail when using the stairs</li> <li>c) immediately walk away from the bus if not crossing the road</li> <li>d) cross the road in front of the bus when the driver signals you to do so</li> </ol> </li> <li>9. Obey bus driver at all times</li> </ol> | <p><b><u>Do Not...</u></b></p> <ol style="list-style-type: none"> <li>1. Use profane or abusive language</li> <li>2. Spit, Hit, fight, push, or poke others</li> <li>3. Get out of your seat unless told by the driver</li> <li>4. Eat or drink on the bus</li> <li>5. Possess or use tobacco products on the bus</li> <li>6. Bring glass objects such as bottles or jars on the bus</li> <li>7. Bring animals or pets on the bus</li> <li>8. Play radios, CD's, or tapes on the bus</li> <li>9. Bring knives, sharp objects, or weapons of any kind</li> <li>10. Bring matches or lighters on the bus</li> <li>11. Leave trash, debris, or personal belongings on the bus</li> <li>12. Bring Skateboards or roller blades on the bus</li> <li>13. Hang out windows</li> </ol> |
|---|--|

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

<u>Minor Infractions</u>		<u>Major Infractions</u>	
Profanity	Not following driver instructions	Harassment	Hanging out of windows
Out of seat	Littering on the bus	Fighting / Spitting	Refusing to obey driver/Insubordination
Making loud noises	Eating or drinking on the bus	Vandalism	Possession of weapon or explosives
		Skateboards	Possession of drugs or alcohol
		Throwing objects	Possession of tobacco products

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

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

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

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

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

**2nd & 3rd Major Offenses** - Same procedure as 1st offense, however the suspension of riding privileges will be 10 to 15 days. Additional major infractions will be referred to the superintendent and may result in the loss of busing privileges for the remainder of the school year.

## **Discipline for Students with Disabilities**

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

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

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

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

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

# **RSU #20 AFFIRMATIVE ACTION PLAN**

## **GENERAL POLICY STATEMENT**

### **A. Definition and Statement of Nondiscrimination**

An affirmative action program includes procedures designed to increase the numbers of minorities, women, and handicapped at all levels and in all segments of the work force where imbalances exist. Such a program should include an assessment of the existing situation, and the development of realistic goals for necessary action. These goals and related procedures and timetables do not require rigid quotas, but are commitments, which an employer should make every good faith effort to achieve.

### **B. Compliance With Anti-Discrimination Laws**

RSU #20 recognizes its obligation to comply with the provisions of the Equal Employment Opportunity Act of 1972 (P.L. 92-261), amending Title VII of the Civil Rights Act of 1964 (43 U.S.C. § 2000e et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); the Maine Human Rights Act of 1972 as amended (5 M.R.S.A. § 4571 et seq.); Title VI of the Civil Rights Act of 1964 (42 U.S.C. § et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.); the Americans With Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.); with 20-A M.R.S.A. § 6553 (Prohibition of Hazing).

### **C. Contacts for Inquiries or Complaints**

To make an inquiry or file a complaint concerning the above statement, an individual may contact one of the following:

RSU #20 Central Office  
PO Box 363  
Belfast, ME 04915  
207-338-1960

Maine Human Rights Commission  
State House Station 51  
Augusta, ME 04333  
207-624-6050

Office for Civil Rights  
Regional Director  
US Department of Education  
SW McCormack Post Office and  
Courthouse, Rm. 222  
Boston, MA 02109-4557  
617-223-9662

### **D. Complaint Procedures**

Employee and student complaint procedures (outlined in Appendices B and C) are available, which provide for the prompt and equitable resolution of complaints alleging discrimination and harassment. Copies of the complaint procedures will be made available to any interested person upon request at the Superintendent or Affirmative Action Officer's office.

# Regional School Unit #20

## SAFELINE Region Schools

### Elementary Schools

Ames Elementary	342-5100
Capt. Albert Stevens School	338-4010
Edna Drinkwater School	338-3430
East Belfast Elementary School	338-4420
Frankfort Elementary School	223-5723
Gladys Weymouth School	342-5300
Kermit Nickerson School	338-1858
Searsport Elementary School	548-2317
Stockton Springs Elementary	567-3264

### Middle Schools

Searsport District Middle School	548-2311
Troy Howard Middle School	338-3320

### High Schools

Belfast Area High School	338-1790
Searsport District High School	548-2313
BCOPE	338-0261