

**SOUTHERN PENOBSCOT REGIONAL
PROGRAM
PARENT/STUDENT HANDBOOK
POLICIES AND PROCEDURES**

2010-2011

**P. O. BOX 543
21 JEFFERSON STREET
OLD TOWN, MAINE 04468**

TEL: 827-4441

FAX: 827-4449

WWW.RSU34.ORG

DIRECTOR: BARBARA GUNN

PROGRAM COORDINATOR: RENEE PERRON

SPRP PROCEDURES:

As with any school, the RSU#34 School Department and SPRP has several procedures in place. The following procedures are listed here as they are essential to our program.

.....
**SOUTHERN PENOBSCOT REGIONAL PROGRAM PROCEDURE
IMPLEMENTING SEARCHES OF A STUDENT’S PERSON OR
BELONGINGS**

The School Board seeks to maintain a safe and orderly environment in the schools. School administrators authorized by the Superintendent may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

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

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

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

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

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



Southern Penobscot Regional Program Procedure Weapons Searches

1. All students and their possessions are subject to searches for weapons, including searches using a hand-held metal detector (“wand”), as provided by School Board and Southern Penobscot Regional Program policies.
2. Whenever a weapons search is justified under School Board or Southern Penobscot Regional Program policies, students’ backpacks, lunchboxes, bags and coats may be opened and manually searched by a staff member.
3. Any search of a student using a wand will occur in a separate room in the presence of two staff members of the same gender. Individuals to be searched shall be searched out of view of other students whenever possible.
4. Any individual being scanned with a wand shall be asked to empty his/her pockets and remove his/her shoes and coat, if wearing one, prior to being scanned with the wand.
5. If the wand sounds after the student has removed shoes and emptied pockets, the student will be asked to change into another set of clothing (e.g. gym shorts and t-shirt) in an adjacent room. The individual will then be scanned with the wand a second time. The Southern Penobscot Regional Program will provide clean sweats or gym shorts and t-shirts. Staff will retrieve the student’s clothing from the adjacent room and search the room for any weapons that may have been hidden while the student was changing. Staff will manually search the student’s original clothing for weapons prior to returning the clothing to the student.
6. If the wand continues to sound after the student has changed into an alternate set of clothes, the student’s parents will be notified and the police department will be called to assist in the search.
8. When searching a student’s person, staff will not be permitted to “pat down” a student but instead will visually observe. Staff will request the student to empty his/her pockets by turning the pockets inside out or by having the student run his/her hands across the pockets. Staff will have students take off their shoes and staff will thoroughly search them. Staff will also ask the students to pull up their socks while staff visually observes for weapons or other contraband. If a more thorough check is warranted, the student will change into an alternate set of clothes as described in Paragraph 5 above, and staff will manually search the student’s clothing after the student has changed. If further action is deemed necessary, the police department will be called to assist in the search.

9. In the event that a student refuses to change into alternate clothing for a continuation of the search process as required in Paragraphs 5 and 8 above, the student shall be subject to discipline in accordance with the RSU #34's Questioning and Search Policy and Procedures. In addition, the police department may be called to assist with the search and the student may be sent home for at least the remainder of that school day.

10. If a weapon is found, that weapon shall be immediately brought to the Director's office where it will be securely stored. The police will be contacted immediately to take possession of the weapon and the student's parents will be contacted to bring the student home. The student will remain under the direct supervision of a staff member pending the arrival of the student's parents. The sending school, at the discretion of the administrator or designee, will be notified of the possession of a weapon.

11. Weapons will be turned over only to a police officer.

12. Staff members will cooperate with police officers in any police investigation concerning a weapon brought onto school property by providing statements and information as requested.

.....

TIME OUT ROOMS AND RESTRAINT PROCEDURES

These procedures are established for the purpose of meeting the obligations of the Southern Penobscot Regional Program under state law and local school board policies governing the use of designated time out rooms and restraint. These procedures shall be interpreted in a manner consistent with state law and regulations.

DEFINITIONS:

For purposes of these procedures, the terms "designated time out room" and "restraint" shall have the following meanings:

Designated time out room: A designated time out room is a room used specifically to isolate a student for the purpose of bringing under control student behavior that is dangerous or presents a risk of significant property damage. Dangerous behavior is behavior that, in the judgment of those involved, presents a risk of injury or harm to that student or to others, and cannot be controlled through interventions short of isolation in the designated time out room.

This policy and any accompanying procedures do not apply to interventions such as sending a student to the Principal's office, to any staff member's room or office,

or to any other such setting, but is instead limited to use of a room specifically designated by the Superintendent of Schools for the purpose of isolating students as described above. Use of this area to control student behavior must comply with these procedures.

Restraint: Restraint is physical restraint of a student for the purpose of preventing that student from injuring him or herself or others, when such restraint is undertaken in accordance with an individualized, written plan that specifically calls for restraint. Restraint as defined in these procedures should be administered by personnel trained in that restraint.

Restraint does not include any intervention by any school official that would otherwise be governed by state law on the use of reasonable force (20-A M.R.S.A. 4009), which includes the use of a reasonable degree of force by school officials against a person who is creating a disturbance, when the official believes that force is necessary to control the disturbing behavior or to remove the person from the scene of the disturbance.

Designation of Time Out Rooms:

1. If the Superintendent of Schools determines that there is a need for a designated time out room in a particular school building, he or she shall designate the room to be used for that purpose, and shall ensure that said room meets the requirements of these procedures. The building principal shall be familiar with these procedures on the use of the designated time out room, and shall ensure that staff understands the proper use of that room. Once a room has been designated specifically for this purpose, it shall not be used in any manner that would be inconsistent with its use as a designated time out room.
2. Designated time out rooms must be a minimum of 60 square feet, with adequate light, heat, and ventilation and of normal room height. The door to the time out room may not be locked, latched or secured in any way that would prevent the student from exiting the room. An unbreakable observation window shall be located in a wall or door to permit continuous observation of the student and any staff member in the time out room.

Use of Designated Time Out Rooms:

The designated time out room shall be used specifically for the purpose of isolating a student to bring under control student behavior that is dangerous or presents a risk of significant property damage. Dangerous behavior is behavior that presents a risk of injury or harm to that student or to others, and cannot be controlled through interventions short of isolation in the designated time out room. The designated time out room shall not be used for punitive purposes, for staff convenience, or to control minor misbehavior.

The designated time out room shall be used only after less intrusive interventions have failed to bring the student's behavior under control.

A student should remain in the designated time out room only for the time necessary for the student to compose him or herself sufficiently to return to the classroom with minimal risk that the behavior will quickly re-occur, in the opinion of school officials monitoring the intervention.

School officials shall not keep a student in the designated time out room for more than one hour. If the student continues to present dangerous behaviors after this period of time, the placement in that room may be continued only with written authorization of the building principal or designee. In that event, the student's parent or guardian should also be called for the purpose of taking the student home for the remainder of that school day.

Students in a designated time out room shall be directly observed at all times by a staff person.

School officials monitoring a child in the designated time out room shall not secure the door to that room in any manner, including holding the door so as to keep the child shut in that room. In the event that a child who is actively demonstrating dangerous behaviors attempts to leave the room, the staff member may use restraint to ensure safety, and should attempt to arrange for emergency personnel and the parents to be contacted. If at any point during the child's stay in the designated time out room, the building principal or his/her designee believes that the child can not be maintained safely even in that setting, the building principal or designee shall call the child's parent to come pick up the child, and may also call other emergency personnel for the purpose of taking custody of the child and ensuring the child's safety.

Documenting Use of the Designated Time Out Room:

Each time a child is placed in a designated time out room, a school official involved in that decision shall document the action. The documentation must include the following: the name of the student; the date and time of placing the child in the room; the time that the placement ended; the antecedent events leading up to the behavior requiring the placement; the behavior itself leading to the placement; other types of intervention that may have been used; the names of staff members involved in the incident; and the names of staff members who monitored the child's placement in the designated time out room. If a call is placed to the family or to emergency personnel, that should be noted in the documentation as well.

This written documentation shall be provided to the building principal or designee within two school days of the incident itself. If possible, the parents should be

notified of the incident on the day of the child's placement in the designated time out room, or as soon as possible thereafter.

Use of Restraint:

Restraint as covered by these procedures shall be used only for the purpose of preventing a student from injuring him or herself or others, when such restraint is undertaken in accordance with an individualized, written plan that specifically calls for restraint. Restraint as covered by these procedures shall be used only after less intrusive interventions have failed to bring the student's behavior under control.

Attempts shall be made to involve the parents in developing an individualized, written plan that specifically calls for restraint. For students with disabilities, the student's Pupil Evaluation Team or 504 Team may develop such a plan if the Team determines it is appropriate to do so.

Restraint as covered by these procedures shall involve the least amount of physical contact that is required to bring the behavior under control, and should be implemented by persons who have successfully completed an appropriate training program in the identification and de-escalation of potentially harmful behaviors and the safe use of passive physical restraints.

At least two adults should be involved in the use of restraint as covered by these procedures, and if possible, both adults should have completed an appropriate training program. In the event that an emergency situation prevents the presence of two adults for the restraint, one individual may undertake the intervention and his/her conduct shall be protected to the full extent allowed by state law on the use of reasonable force in emergencies (20-A M.R.S.A. 4009). If an untrained adult is involved in the intervention, his/her conduct shall also be protected to the full extent allowed by state law on the use of reasonable force in emergencies.

The use of restraint as covered by these procedures should not exceed one hour in length. If the student is still presenting dangerous behaviors after that time, the use of restraint may be continued with written authorization of the building principal or designee. (In that event, the student's parent or guardian should also be called for the purpose of taking the student home for the remainder of that school day.)

If at any point during the restraint, the building principal or his/her designee believes that the child cannot be maintained safely even with that restraint, the building principal or designee shall call the child's parents in order to take custody of the child.

In the event that school officials use restraint on a child in any manner inconsistent with these procedures, that intervention shall be protected to the full extent permitted by state law on the use of reasonable force (20-A M.R.S.A. 4009).

Documenting Use of Restraint:

Each time a child is subject to restraint as covered by these procedures, a school official involved in that decision shall document the action. The documentation must include the following: the name of the student; the date and time of the restraint; the time that the restraint ended; the antecedent events leading up to the behavior requiring the restraint; the behavior itself requiring the restraint; other types of intervention that may have been used; the names of staff members involved in the incident; and the names of staff members who participated in the restraint. If a call is placed to the family or to emergency personnel, that should be noted in the documentation as well.

This written documentation shall be provided to the building principal or designee within two school days of the incident itself. If possible, the parents shall be notified of the incident on the day that restraint is used on the child, or as soon as possible thereafter.

Prohibition of Aversive Therapy:

School officials shall not use aversive therapy on a student to modify or change that student’s behavior. “Aversive therapy” is the application of unusual, noxious or potentially hazardous substances, stimuli or procedures to a student. Aversive therapies include the use of water spray, hitting, pinching, slapping, noxious fumes, extreme physical exercise, or embarrassing costumes or signs.

The use of mechanical or chemical restraints by school officials is prohibited by these procedures. These procedures do not prohibit protective equipment or devices that are part of a treatment plan prescribed by a physician or psychologist for treatment of a chronic condition.

RSU # 34 SCHOOL DEPARTMENT POLICIES:

The Southern Penobscot Regional Program follows the policies adopted by the RSU #34 School Board. Several of those are included here. Policies referred to in the Code of Conduct will be made available in their entirety upon request.



Student Educational Records

It shall be the policy of the RSU #34 School Department to provide for the confidentiality of all student education records that are maintained by RSU #34 School Department, as required by the Maine law and the federal Family Educational Rights and Privacy Act (“FERPA”).

The RSU #34 School Department shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years old or older), of their rights in relation to the student education records being maintained by the RSU #34 School Department.

The RSU #34 School Department designates the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, dates of attendance at RSU #34 schools, and honors and awards received.

The RSU #34 School Department may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information.

Under Maine law, the RSU #34 School Department shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents name.

The Superintendent of Schools, in consultation with other school administrators of the RSU #34 School Department, may develop and promulgate for implementing this policy, may from time to time amend those procedures as necessary.

.....

Southern Penobscot Regional Program Entrance Point Weapons and Searches:

Student violence is a serious concern for parents, students and staff members. The Southern Penobscot Regional Program, in particular, is at risk for incidents of student violence. Some of the students placed in the Southern Penobscot Regional Program have exhibited aggressive behaviors, such as assaulting teachers or other students. In addition, there have been several instances in which Southern Penobscot Regional Program students have brought weapons to school. The purpose of this policy is to protect the Southern Penobscot Regional Program students and staff members from violence and to maintain a safe and orderly school environment by taking steps to prevent weapons from being brought into the school. Weapons are defined in the RSU #34 School Department [Policy Code: JICIA - Weapons, Violence and School Safety].

Staff Authority to Conduct Searches:

Nothing in this policy shall be construed to limit the ability of Southern Penobscot Regional Program administrators and educators to search any student or any student's belongings in accordance with the RSU #34 School Department Policy Code JIH: Questioning and Searches of Students. A student may be searched upon reasonable suspicion that the individual student is in possession of a weapon or

other items prohibited by law and/or school policy. Prior incidents of weapons violations, violence, or threats of violence by a student will provide reasonable suspicion sufficient to justify searching the student at any time. Groups of students or the entire student body may be searched without individualized suspicion when special circumstances exist, such as suspected ongoing violations of the Board's weapons policies or when a potential threat to safety is identified.

Student Backpacks, Lunchboxes, Other Bags and Coats:

Whenever a weapons search is allowed by School Board or Southern Penobscot Regional Program policies or procedures, all backpacks, lunchboxes, other bags and coats brought to school by students may be opened and manually searched for weapons. Any weapons found will be confiscated and students will be subject to disciplinary action in accordance with Board and Program policies.

Metal Detectors:

The Southern Penobscot Regional Program staff may use hand-held metal detectors to screen students for weapons whenever such a search is allowed under School Board or Southern Penobscot Regional Program policies. Prior incidents of weapons violations, violence, or threats of violence by a student will provide reasonable suspicion sufficient to justify a search using a hand-held metal detector at any time. Searches using hand-held metal detectors will be conducted in accordance with the procedures described in Southern Penobscot Regional Program Procedure JIHC-R: Weapons Searches.

Student Failure to Cooperate with Search

If a student fails to cooperate, lies, misleads or threatens any person during searching the student at any time. Groups of students or the entire student body may be searched without individualized suspicion when special circumstances exist, such as suspected ongoing violations of the Board's weapons policies or when a potential threat to safety is identified.

Other Contraband:

If, in the course of searching a student's bag(s) or person for weapons, a staff member discovers that the student possesses any other item which is prohibited on school property consistent with RSU #34 School Department Policy Code ADB/JICH: Drug and Alcohol Use By Students, and RSU #34 School Department Policy Code ADC: Tobacco Use and Possession Policy, that item will be confiscated, and appropriate action, including, but not limited to, disciplinary procedures and police involvement, will be taken.

Disciplinary Action:

Any student found to be in possession of a weapon shall be sent home from school. The weapon shall be confiscated. The matter will be reported to the police, and the weapon will be turned over to the police. Additional removal, including suspension or expulsion time shall be ordered in accordance with state and federal special education laws.

Student and Parent Notice:

A copy of these policy and procedures will be provided to the parents and students through the Southern Penobscot Regional Program Student Handbook and explained to parents and students upon enrollment in the Southern Penobscot Regional Program. Students will be provided with a student handbook a search, he/she may be subject to disciplinary action consistent with RSU #34 School Department Policy Code JIH: Questioning and Searches of Students.

.....

Immunizations policy:

All students who enroll in the school unit schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella and varicella (chicken pox). Non-immunized students shall not be permitted to attend school unless one of the following conditions are met:

A. The parents/guardians provide to the school written assurance that the child will be immunized within 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or

B. The parents/guardians provide a physician’s written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or

C. The parents/guardians state in writing each year that immunization is contrary to their sincere religious or philosophical beliefs. The Superintendent shall exclude from school any non-immunized student when there is a clear danger to the health of others as provided by law. The Superintendent/designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

.....

STUDENT DRESS CODE

The RSU #34 School Board recognizes that responsibility for the dress and appearance of students rests primarily with individual students and their parent(s) and guardian(s). The Board will not interfere with this responsibility unless the personal choices of students create a disruptive influence on the school program, cause a serious distraction to the learning environment, or affect the health or safety of student(s). It is also expected that clothes meet a reasonable standard of cleanliness. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. Building administrators shall have the discretion on appropriate apparel based on the action of the student. In keeping with the goals of the school to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced on school grounds, at school functions or on school sponsored transportation:

- A. Articles of clothing that promote the use of tobacco, alcohol or other illegal activity may not be worn.
- B. Articles of clothing with displays that are sexual, vulgar, lewd, indecent or include insulting words or gestures are not permitted.
- C. Articles of clothing with displays that are racially inflammatory or violate the School board's discrimination or harassment policies are not permitted.
- D. Accessories that could pose a safety hazard to others or themselves or that could be used in a destructive manner are not allowed. This includes but is not limited to heavy chains, chokers, spiked or studded jewelry. Sunglasses are not to be worn in school unless prescribed by a physician.
- E. Gang related apparel, including insignias, colors, mottos or symbols, is considered inappropriate for school attire and is prohibited.
- F. Clothing worn in such a manner as to reveal underwear or bare skin between the upper chest and mid thigh is not permitted. Clothing not permitted would include, but not be limited to, one shoulder shirts, low-cut tops, spaghetti straps, halters, midriff tops, very short skirts and muscle shirts.
- G. Tattoos that violate any of the provisions of the student dress code must be covered at all times in school and at school sponsored activities.
- H. Students must wear shoes (sneakers, sandals, etc.) at all times.

The School Board may require special clothing for health and safety reasons for students participating in physical education, certain extra curricular activities and special academic activities.

Administrative Procedure for students in violation of this policy:

- A. Students, staff and visitors are expected to comply with dress code expectations. If a student does not meet dress code guidelines, they will not be permitted in class until appropriate clothing is secured and/or all body parts are covered.
 - B. Repeated violations of the dress code will result in further disciplinary action, i.e., detention, suspension.
-

STUDENT COMPUTER AND INTERNET USE

RSU34’s computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises. Students are allowed to use privately-owned electronic devices (computers, handheld computing devices, etc.) at school with prior authorization, provided that they comply with this policy and the accompanying rules.

Compliance with the school unit’s policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student’s computer privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

RSU34 computers remain under the control, custody and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property.

RSU34 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. RSU34 takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that the RSU34 cannot reasonably prevent all instances of inappropriate computer use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented by the Superintendent, consistent with Board policies and rules.

.....

SYSTEM-WIDE STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly, and respectful learning environment.

I. STANDARDS FOR ETHICAL AND RESPONSIBLE BEHAVIOR

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

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

II. CODE OF CONDUCT

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

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

III. GENERAL BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICIES

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

- A. Be courteous to fellow students, staff, and visitors.
- B. Respect the rights and privileges of other students and school staff.
- C. Obey all Board policies and school rules governing student conduct.
- D. Follow directions from school staff.
- E. Cooperate with staff in maintaining school safety, order, and discipline.
- F. Attend school regularly.
- G. Follow school rules for grooming and dress.
- H. Respect the property of others, including school property and facilities.
- I. Refrain from cheating or plagiarizing the work of others.

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

IV. EXPECTATIONS

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

A. Violence and Threats

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

B. Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives, and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools, and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

C. Hazing

Hazing is prohibited. Maine law defines injurious hazing as "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school." No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular, and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion, and /or other appropriate disciplinary measures.

D. Discrimination and Harassment/Sexual Harassment

Students should not discriminate against other students on the basis of race,

color, sex, religion, ancestry, national origin, or disability. Nor should students harass one another on the basis of race, color, sex, religion, ancestry or national origin, or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

E. Drug and Alcohol Use

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

F. Tobacco Use

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

G. Conduct on School Buses

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

H. Computer/Internet Use

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

I. Co-Curricular Code of Conduct

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

V. REMOVAL OF DISRUPTIVE, VIOLENT, OR THREATENING STUDENTS

A. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school

property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.

B. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.

C. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.

D. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's crisis response plan if appropriate.

VI. SPECIAL SERVICES

A. Referral

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

B. Review of Individual Educational Plan (IEP)

The school shall schedule a Pupil Evaluation Team (PET) meeting to review the IEP of a student who has been removed from class when:

1. School officials and/or the parents believe the student may present a substantial likelihood of injury to him/herself or others;
2. The class removals are sufficient to constitute a change in the student's special education program; or
3. School officials or the parent believes that the student's behavior may warrant a change in educational programming.

C. Time Out Rooms and Restraint

The school unit also has established a policy on the use of time out rooms and restraints as required by Maine statute.

VII. REFERRALS TO LAW ENFORCEMENT AUTHORITIES

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students, or staff. The Superintendent/administration may also inform

law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state, or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

VIII. DISSEMINATION OF SYSTEM-WIDE STUDENT CODE OF CONDUCT

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