

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

2013-2014

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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.

BULLYING

The Board believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying Prohibited

Bullying, including “cyberbullying,” is not acceptable conduct in Regional School Unit #34 and is prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the Board’s intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students’ rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Definition of Bullying

“Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law:

Bullying

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

- A. Has, or a reasonable person would expect it to have, the effect of:
 - 1. Physically harming a student or damaging a student’s property;
or

2. Placing a student in reasonable fear of physical harm or damage to his/her property;
- B. Interferes with the rights of a student by:
1. Creating an intimidating or hostile educational environment for the student; or
 2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
- C. Is based on:
- a. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
 - b. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics;
- and that has the effect described in subparagraph A. or B. above.

Cyberbullying

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

Application of Policy

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
- B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying.”

Consequences for Policy Violations

Students

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

School Employees and Others

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine’s bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

Staff Training

Regional School Unit #34 will provide **ongoing** professional development and staff training in bullying prevention and response **for all staff with regular interaction with students.**

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers on the school unit's website and by such other means as may be determined by the Superintendent.

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.

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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.

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Employee and Visitor Identification

The Regional School Unit #34 School Board is charged with providing for the protection and welfare of students and staff members while they are on school property or engaged in school-sponsored activities. To fulfill this responsibility, including the administration of established controls, it is necessary that duly authorized employees and visitors be recognizable when on school property or at school events.

To this end, the Superintendent of Schools, in collaboration with the RSU 34 Public Safety Committee, shall develop and implement an identification system for all employees and visitors throughout the school unit. Administrators shall issue all staff members official photo identification (ID) badges. The ID badge is issued solely for identification purposes. Because rapid identification of employees is needed to enhance security within the school unit, and to set a positive example for students and visitors, it is essential that all employees wear their ID badges as specified by the building principal when working on school premises or school events. Building principals, in collaboration with the RSU 34 Public Safety Committee, will establish a system for the issuance and control of temporary ID's for substitute employee and visitor badges through the school office.

Employees are responsible for the proper care, safekeeping and use of his or her ID badge. All ID badges are property of the school unit; any employee who alters or intentionally mutilates their ID badge, uses the ID badge of another, or allows his or her ID badge to be used by another may be subject to disciplinary action. Any employee who has been issued an ID badge and refuses to carry (wear) or produce that badge in accordance with this policy or as requested by an agent of the School Board may be subject to disciplinary action.

Each employee shall be issued one identification badge at no cost. Employees may be responsible for the cost to replace a lost badge. If the badge is being replaced because of school-related damage that is not the fault of the employee, there is no charge. Damaged badges must be returned. Building Principals, in collaboration

with the RSU 34 Public Safety Committee, are responsible for developing and implementing procedures to insure the return of ID badges when employees leave the employ of Regional School Unit #34.

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.

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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.

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STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

The Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. RSU34 is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop any school rules necessary to implement this policy.

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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.

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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.

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BULLYING – ADMINISTRATIVE PROCEDURE

This procedure is intended as guidance for school administrators in carrying out their responsibilities when bullying is alleged to have occurred. It provides important definitions as well as steps for reporting, investigating and responding to allegations of bullying.

Bullying behavior alleged to be based on race, color, ancestry, national origin, sex, sexual orientation, religion or disability should be addressed under the procedures set forth in the Student Harassment and Sexual Harassment procedure, ACA-R, rather than under this procedure.

Definitions

The following terms are defined in Maine law (20-A MRSA § 6554):

Bullying

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

- A. Has, or a reasonable person would expect it to have, the effect of:
 - 1. Physically harming a student or damaging a student's property;
or

2. Placing a student in reasonable fear of physical harm or damage to his/her property;
- B. Interferes with the rights of a student by:
1. Creating an intimidating or hostile educational environment for the student; or
 2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
- C. Is based on:
- a. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
 - b. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Cyberbullying

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

For the purpose of this policy, bullying does not mean mere teasing, put-downs, “talking trash,” trading of insults, or similar interactions among peers, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane or does not interfere with students' opportunity to learn, the instructional program or the operations of the schools. This does not preclude teachers or

school administrators from setting and enforcing rules for civility, courtesy and/or responsible behavior in the classroom and the school environment.

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

Retaliation

“Retaliation means” an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes reporting that is not made in good faith on an act of bullying (i.e., the making of false allegations or reports of bullying).

School Grounds

“School grounds” means a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. “School grounds” also includes school-related transportation vehicles.

Alternative Discipline

“Alternative discipline” means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student’s specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student’s misbehavior.

Bullying Reports

Students and Parents/Guardians

Students who believe they have been bullied, or who have witnessed or learned about an act of bullying are strongly encouraged to report this behavior to a parent or guardian, the building principal, assistant principal, guidance counselor or teacher. Parents/guardians may report bullying on behalf of their children or when they have witnessed or are aware of the occurrence of bullying.

Reports of bullying may be made anonymously, but no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Any student who has been determined to have made a false report of bullying will be subject to disciplinary consequences.

School Employees

For the purposes of this procedure, “school employees” includes coaches, advisors for cocurricular or extracurricular activities and volunteers.

All school employees are expected to intervene when they see acts of bullying in progress and are required to report incidents of bullying they have witnessed or become aware of to the building principal or assistant principal as soon as practicable.

School employees who fail to report bullying or who have made a false report of bullying will be subject to disciplinary consequences up to and including termination, in accordance with any applicable collective bargaining agreement.

Others

Contractors, service providers, visitors or community members who have witnessed or become aware of bullying are encouraged to report such incidents to the building principal or assistant principal.

Form of Reports

Complaints or reports of bullying may be made orally or in writing, but all reports will be documented in writing by school personnel authorized to receive complaints or reports, using the school unit’s reporting form (JICK-E1).

School employees are required to make reports of bullying to the principal or assistant principal in writing. Although students, parents and others, as identified above, may make bullying reports anonymously, all persons reporting incidents of bullying are encouraged to identify themselves.

Bullying reports may be made anonymously, but in no instance will action be taken against any person or organization affiliated with the schools solely on the basis of an anonymous report.

The building principal will forward a copy of the report to the Superintendent by the end of the next school day.

Interim Measures

The building principal may take such interim measures as he/she deems appropriate to ensure the safety of the targeted student and prevent further bullying and will inform the parents of the targeted student of measures taken.

Investigation

The principal or assistant principal will ensure that all reports of bullying and retaliation are investigated promptly and that documentation of the investigation, including the substance of the complaint or report and the outcome of the investigation is prepared and forwarded to the Superintendent within a reasonable period of time.

Response to Bullying by Students

If bullying has been substantiated, the building principal or designee as appropriate under the circumstances will determine the appropriate disciplinary consequences, which may include detention, suspension or expulsion; alternative discipline; remediation; and/or other intervention.

Alternative discipline includes but is not limited to:

- A. Meeting with the student and the student's parents;
- B. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
- C. Mediation when there is mutual conflict between peers, rather than one-way negative behavior, and when both parties freely choose to meet;
- D. Counseling;
- E. Anger management;
- F. Health counseling or intervention;
- G. Mental health counseling;
- H. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
- I. Community service; and
- J. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

If the bullying behavior appears to be a criminal violation, the building principal will notify local law enforcement authorities.

If bullying has been substantiated, the building principal will provide written notification to:

- A. The parents/guardians of the targeted student, including the measures being taken to ensure the student's safety; and to

- B. The parents/guardians of the student found to have engaged in bullying, including the process for appeal.

All communications to parents must respect the confidentiality of student and employee information as provided by federal and Maine law and regulations.

Appeals

Any appeal of the building principal’s decisions in regard to consequences for bullying must be submitted, in writing, within 14 calendar days of the parental notification. The Superintendent will review the investigation report and actions taken and decide whether to sustain or deny the appeal. The Superintendent’s decision shall be final.



**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 for 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.

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.

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

11. 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.

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S.P.R.P Procedure for Payment of Food Services

It is preferred that all meals be paid for in advance or paid for at the time of service. Meals may be paid for by sending cash or a check with the student.

When meals are not paid for in advance or at the time of service, students will be granted the privilege of charging meals. The term “charging” refers to any and all forms of exchange where there is a verbal agreement for payment of a meal after the service of the meal.

Parents may check balances by calling the S.P.R.P Office. The S.P.R.P Office will provide written notice to parents/guardians on the 15th of each month when a student’s unpaid balance exceeds \$30.00.

There shall be no charging of any meals during the final two weeks of school.

Students and parents/guardians shall be provided with a written notice of this “no charge” period on or around May 15th. Students who do not have payment for a meal will be offered an alternative meal during the final two weeks of school.

The S.P.R.P shall make a reasonable attempt to collect unpaid balances at the end of the school year. The S.P.R.P reserves the right utilize outside collection services for balances that exceed \$50.00.

There will be a \$20.00 fee charged on returned checks. Cash only may be requested of families who pay by checks that are repeatedly returned for insufficient funds.

Building Access Procedures

SPRP welcomes and encourages visits to the school by parents/guardians, community members and interested educators. The following guidelines have been established to ensure orderly operation of the educational process and the safety of students and staff.

- A. All visitors (excluding staff, students, and deliveries) must enter the school by accessing the front door facing Jefferson Street.
- B. Visitors must utilize the buzz-in system. School Staff will respond by prompting visitors to proceed directly to the Main Office.
- C. Upon arrival to the Main Office, visitors will be given an I.D. badge which must be displayed throughout the remainder of their visit.

Procedure for Monitoring Visitor Access to School Building Code GCSV

The building principal/building administrator of each school within Regional School Unit #34 shall designate a person or persons to monitor the entrance and departure of members of the public from the school. The building principal shall instruct designated person(s) in the following areas:

- 1) Regional School Unit #34 procedure for permitting entrance by visitors into the school building, and shall be instructed in the importance of following that procedure.

- 2) The steps to take when the designated person questions the need for a visitor to enter the building or when a visitor refuses to follow the procedure for entrance or when a visitor becomes disruptive upon entry into the school building.

- 3) The school system’s comprehensive emergency management plan and any roles that designated persons may have in implementing this plan.

Persons uncertain about their responsibilities under this procedure should present their questions to the building principal/building administrator.

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Use of Physical Restraint and Seclusion (JKAA) – *See Protocol for the Use of Nonviolent Crisis Intervention*

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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:

- Be courteous to fellow students, staff, and visitors.
- Respect the rights and privileges of other students and school staff.
- Obey all Board policies and school rules governing student conduct.
- Follow directions from school staff.
- Cooperate with staff in maintaining school safety, order, and discipline.
- Attend school regularly.
- Follow school rules for grooming and dress.
- Respect the property of others, including school property and facilities.

- Refrain from cheating or plagiarizing the work of others.
- 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. Restraint and Seclusion

The school unit also has established a policy on the use of restraints and seclusion 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.

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