

# Jordan-Small Middle School

## **Student Handbook**

### **2017 - 2018**

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## A Message to Students

It is crucial that both the students and parents are familiar with the contents of this student handbook to avoid misunderstandings and problems during the school year. The school administration reserves the right to make changes to the student handbook during the 2017-2018 school year. The RSU #14 School Board also periodically changes policies, which may affect the contents of the student handbook.

Policies, rules and guidelines will be enforced with the assumption that the student and parent(s) have read and understand the handbook. Full policies can be found on the district website under the “school board” section. Please do not hesitate to contact the staff or I with any questions or concerns you may have about the contents of the student handbook.

Sincerely,

Mr. Crockett

## Shared Responsibilities of the Educational Partnership

### School Responsibilities

Provide an appropriate educational program for each student.  
Consider the well-being of the student first when making policy.  
Keep parents well-informed.  
Have an understandable Code of Conduct for all students.  
Make school rules just, fair and appropriate.  
Provide guidance, understanding and counseling.  
Inform parents and students of school system regulations.  
Support and encourage parents' groups such as PTA, in order to develop a good rapport between school and home.  
Exercise authority necessary to maintain an atmosphere and environment conducive to education

### Parental / Family Responsibilities

Encourage a positive attitude toward school and learning.  
Provide adequate physical care to prepare students for the school environment, including such areas as appropriate diet, rest and clothing.  
Support school rules and regulations.  
Communicate concerns to appropriate school personnel.  
Encourage and expect regular, daily attendance.  
Help maintain communication with the school by attending scheduled conferences and by participating in school/community activities such as PTA.  
Exercise proper supervision so that the student's behavior will not be disruptive to the school's educational program.

### Student Responsibilities

Take advantage of the opportunities provided by the educational programs.  
Know all the rules and regulations and abide by them.  
Take responsibility for your own actions.  
Respect personal and school property.  
Attend school regularly.  
Maintain good behavior when attending school activities.  
Show respect towards your peers, staff and visitors to our school.  
Discuss all reports or concerns, positive or negative, with your parents.

## CODE OF CONDUCT

The RSU 14 School Board adopts various policies to maintain a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

To achieve this goal, the RSU 14 School Board has established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior.

These core values are:

- Respect
- Honesty
- Responsibility
- Tolerance (and Acceptance)
- Courage
- Compassion

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

Having considered the input of administrators, parents, students and the community, the Board adopts this Student Code of Conduct (Code), consistent with the requirements of 20-A MRS 101 (15).

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

### STUDENT GUIDELINES, RULES AND PROCEDURES

At the Jordan-Small Middle School two major principles guide the making and enforcing of school conduct expectations. First, every student has the right to be safe and secure in their person and property. This means that no student may physically or verbally violate the safety and security of another. Second, no student has the right to disrupt the educational process of others; included are classroom disruptions and disturbances that hamper the efforts of other students to learn. All expectations for student behavior are written with these two guidelines in mind.

## ANNOUNCEMENTS AND NOTICES

Homeroom teachers will read the daily bulletin and lead the pledge of allegiance to their students each morning. In addition, PA system announcements will be made as needed at 7:30 AM and 2:05 PM. Students are urged to listen carefully to announcements, and to record in their agendas the dates and times of student and/or parent events. Students are also expected to take notices home the same day they are issued at Jordan-Small Middle School.

## DRESS CODE FOR STUDENTS

The wearing of clothing (such as T - shirts) with graphic illustrations or printed statements that are of a sexual, vulgar or obscene nature, or which are considered inappropriate for a school environment and, in the opinion of the school principal, disrupt the educational mission of the school or interfere with the rights of others shall be prohibited. Clothing illustrating drug, alcohol, and tobacco products or that promotes illegal activities is not allowed. Clothing or accessories that are unsafe or potentially destructive of school property are also prohibited.

In addition, students are prohibited from wearing clothing that **reveals undergarments** or does not cover the body appropriately.

***Specific examples include but are not limited to:***

- 1. mid-riff shirts, tank tops, "spaghetti strap" tops, or any other low cut shirt that reveals cleavage.***
- 2. baggy pants worn low that reveal boxer shorts, etc.***
- 3. shorts and skirts that do not adequately cover the thighs or buttocks.***

While the dictates of fashion may pressure students to wear certain items of clothing, these items may, in fact, be disruptive in a school setting. Hats, caps, hoods and outdoor jackets/coats are not to be worn inside the building. Parents are urged to assist the school in monitoring the clothing that students wear to school.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines, in the science labs, or other activities. However, no particular brand shall be required.

## ATTENDANCE

By state law, all persons between the ages of 7 and 17 are required to attend public school or approved private school. A student may be excused for:

- a. Personal illness - to be verified by the building principal.
  - b. Appointments with health professionals that cannot be made outside the regular school day. Appropriate documentation may be requested by the building principal.
  - c. Observance of recognized religious holidays when the observance is required during a regular school day. Appropriate documentation may be requested by the building principal.
  - d. Emergency family situations as deemed appropriate by the building principal.
  - e. Planned absences for personal and educational purposes that have been approved.
- The school recognizes the educational value of some travel for students, however

lost instructional time is extremely difficult to make up. **Since class work involves direct instructional time, guided practice, and written homework, teachers will not provide additional work to students beforehand, but will follow up with the student upon his/her return to school.**

Absence from school for other reasons is unexcused. **Students who have seven days of unexcused absence are considered truant under State of Maine Law.** Students are expected to make up all missed assignments and may be required to stay after school hours to complete the content standards of any classes. **Under a new policy adopted by the RSU 14 School Board, J.S.M.S. will vigorously enforce Maine state policies and laws in regards to excessive student absences and truancy.**

Parents/Guardians are asked to call the school between 7:00 AM and 8:00 AM to report their child's absence. As part of our "Child Watch" program, the school will follow up on absent students for whom parents have not called in. Your call before school will speed up the process and improve the safety factor. Your message can be conveniently left on the office voice mail.

Students are expected to arrive on time (7:30 AM) school each day. Written excuses signed by parents or guardians must be on file in the school office for all tardies and absences. Students who are habitually tardy (3 days per month) will be required to make up the missed time after school.

#### BOOKS/COMPUTERS/EQUIPMENT/UNIFORMS

Students shall be liable for all books (classroom or library), computers and related hardware, equipment and uniforms issued to them. They will be required to pay for the replacement cost of any items not returned in good condition.

**BUS TRANSPORTATION** It is important for all students to understand that behavior on the bus should reflect **acceptable classroom behavior**. Bus drivers have the responsibility of the safety and security of all students assigned to their busses, therefore it is important that respect and appropriate behavior are demonstrated at all times. Misbehavior will be reported to and handled jointly by the bus driver and the principal. Cooperation from both parents and students is requested as we attempt to keep the buses safe for all concerned.

Students riding on school buses are expected to carry school related items. The following items are considered reasonable: books and papers, gym bags, lunches, musical instruments, and projects that do not occupy additional seating space.

Items that require seating space, in addition to the student, threaten the safety of children, or serve as an attractive nuisance are prohibited. Items carried on school buses should not be sharp or pointed.

In accordance with RSU 14 school board policy, students must ride their assigned bus and enter and exit the bus from their designated bus stop. **Students will no longer be able to ride other bus routes or get off at a stop other than their own, even with parent permission.**

## CLASSROOM BEHAVIOR EXPECTATIONS

Expectations for behavior in the classroom are established by each teacher in conjunction with the policy of the RSU 14 School Board. Overall, conduct expectations are the same, but some individual differences do occur. Students should expect and respect these variations. Students who receive warnings for various behaviors are tracked in Infinite Campus under the “Behavior Minor” tab. Teachers may, at their discretion, refer students to the office for behavioral concerns at any time. Office referrals are tracked in Infinite Campus under the “Behavior “ tab. Parents of students receiving office referrals will be contacted by Mr. Crockett or his designee.

## COMPUTER AND NETWORK USE RULES

These rules implement Board policy IJNDB – Student Computer and Network Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policy IJNDB and any accompanying rules may result in the loss of: school issued devices, using personal electronic devices at school, Internet access or network privileges. Disciplinary action including detention, suspension and/or legal action may also occur.

### A. Computer Use is a privilege, not a Right

Student use of the school unit’s computers, networks and internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

The building principal shall have final authority to decide whether a student’s privileges will be denied or revoked, consistent with any applicable rules, including but not limited to the Laptop and Personal Electronic Devices Rules & Consequences.

### B. Acceptable Use

Student access to the school unit’s computers, networks and Internet services are provided for educational purposes and research consistent with the school unit’s educational mission, curriculum and instructional goals.

The same rules and expectations govern student use of computers and personal electronic devices as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit’s computers, networks and Internet services.

### C. Prohibited Use

The user is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;

2. Illegal Activities – Using the school unit’s computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;
3. Plagiarism – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Website must be identified;
4. Copying Software – Copying or downloading software without the express authorization of the system administrator, and/or violating any copyright laws;
5. Non-School-Related Uses – Using the school unit’s computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
6. Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users’ passwords without permission and/or accessing other users’ accounts;
7. Malicious Use/Vandalism – Any malicious use, disruption or harm to the school unit’s computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
8. Unauthorized Access to Chat Rooms/News Groups – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

**D. No Expectation of Privacy**

The school unit retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files. This includes all personal electronic devices brought to school, including but not limited to computers, cameras, PDA’s, cell phones, iPods, etc.

**E. Compensation for Losses, Costs and/or Damages to School or Privately Owned Computers, Networks, Internet or Personal Electronic Devices**

The responsible student and/or the student’s parent/guardian shall be responsible for compensating the school unit and/or the legal owner of any personal electronic devices for any losses, costs or damages incurred related to violations of policy IJNDB and/or these rules, including investigation of violations.

**F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use**

The school unit assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers or a personal electronic device.

**G. Student Security**

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

**H. System Security**

The security of the school unit's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the supervisor or building principal. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer and Network Access Acknowledgment Form (IJNDB-E) before being allowed to use school computers or school networks.

## CORRIDORS

When passing through the corridors one is expected to walk quietly and stay to the right. Please remember that classes change at different times through out the day and hallway noises are disruptive to classes in session. **Students should not be speaking above a conversational level while traveling through the hallways at any time!**

## DISMISSAL

If a child is to be dismissed during the school day prior to 2:10, their parent must report to the main office to sign the child out. The office staff will then contact the student's teacher to release the student. At no time should a parent go directly to the student's classroom without clearance from the office staff. Students who are being released to an individual other than the parent/guardian must provide written permission that indicates the student's name, the time of the dismissal, reason for dismissal and the parent/guardian signature.

**Students who are walkers are to exit from the gym & cafeteria area. If they are being picked up and their ride has not arrived, they are to wait in the entry area until their ride arrives.**

## ELECTRONIC DEVICES

### RSU 14 BOARD POLICY JFCK

### STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

The RSU # 14 Board of Directors 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. RSU 14 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.

### FILE CODE: JFCK-R

### RULES FOR STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES (on school property)

1. Students are prohibited from using Privately-owned Electronic Devices (PEDs), including but not limited to cellular telephones, handheld computers, MP3 players and electronic games during classes, study halls, assemblies and other school activities.

- a. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA).
- b. If this rule is violated, the teacher may confiscate the device for the remainder of the school day and discipline may be imposed as provided below.

2. **Grades K – 8:** Students in possession of PEDs while on school property must keep the PED in the silent mode and stored in a place specified by the principal (locker at JSMS). A PED may not be used unless the principal or principal's designee (teacher) grants a student permission to do so for specific academic or other purposes.

3. **Grades 9 – 12:** *omitted, not relevant*

4. The use of cameras/video function in any type of PED is strictly prohibited on all school property, including locker rooms, restrooms, classrooms, school hallways, and on school buses/vans except at public events. (such as a concert or sporting event)

In any location where students are permitted by the principal or the principal's designee to use PEDs for academic or other purposes, students are required to obtain permission from the individual(s) before taking a photograph or a video. Students must also ask for permission from any individual(s) appearing in said photograph or video prior to posting on any social networking or other Internet site.

5. Any use of PEDs that violates any Board policy/procedure or school rule is prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.

6. PEDs may be subject to search if there is reasonable suspicion that a student is violating Board policies, procedures or school rules, or engaging in other misconduct. School administrators may confiscate a PED for as long as necessary to complete their investigation. Students violating these rules will be subject to discipline, which may include sanctions ranging from detention to expulsion from school, depending upon the nature of the offense and the student's disciplinary record.

7. Evidence of illegal activities involving PEDs may be referred to appropriate law enforcement authorities, and a building administrator may give a device to law enforcement authorities upon request.

## EMERGENCY PROCEDURES

Jordan Small Middle School uses a code system to signal restricted movement within the school, lock downs and evacuations. Everyone should consider the fire alarm signal or a code announcement as a real emergency.

Teachers will direct students as to procedures during an emergency evacuation or lock down. In preparation for emergencies, fire exit maps are posted in all rooms. Teachers and staff will review evacuation and lock down procedures with their students.

## AFTER SCHOOL ACTIVITIES

The behavioral expectations of the regular school day are the same for after-school functions. This includes participants and spectators, whether at Jordan-Small Middle School or off-site locations. Attendance is always considered a privilege. Students are expected to respect the beginning and ending times of all after-school activities. **Spectators are not allowed to stay after school to wait for games or performances unless they have prior written permission from their parents and have made arrangements to stay with a staff member from dismissal until the activity begins. They are also expected to stay in the spectator section of the activity and not become a distraction to the staff by wandering around the school. Students attending evening events and functions (such as concerts, plays and ceremonies) must be accompanied by a parent or designated adult chaperone.**

## GUM

In the past, many issues have occurred related to students' chewing gum therefore, **gum chewing will not be allowed during regular school hours.**

## HOMEROOM

The homeroom period is held daily beginning at **7:30 AM**. Students arriving after that time will be marked tardy.

It is extremely important that all students report directly from their buses to homeroom on time. The homeroom period is used to take attendance, make announcements, and conduct other necessary business. At the end of the day, all students will return to their homerooms for dismissal.

## HOMEWORK POLICY AND GUIDELINES

The JSMS teachers and administration believe that the amount of time and effort students spend on learning a skill directly affects their ability to master it. Meaningful practice both at school and at home increases the likelihood that a skill will be mastered. We believe that:

- a. Homework helps students learn better and more quickly. By asking students to spend some of their out-of-class time working on a specific skill or subject, teachers make it possible to spend class time teaching students more effectively.
- b. Homework helps families become involved with education. We know that for schools to do the best possible job educating each student, parents and schools must work together. Homework is one-way parents can make a meaningful contribution to helping their sons and daughters achieve. When students see that their parents think education is important, their performance improves.
- c. Homework communicates the high expectations that schools hold for their students. The best schools have confidence that their students can and will achieve. Assigning meaningful homework (not necessarily large amounts) is one way of letting students develop confidence in their own abilities.
- d. Homework helps students develop self-discipline and organizational skills. Through homework, students learn how to manage their time. They learn the importance of setting goals and working to achieve them. They learn to be responsible for their own

achievements. All these skills will help them continue to be successful throughout their lives.

The Board relies on the teacher's professional judgment to determine the amount of homework that is required to master a subject.

#### PARENTAL SUPPORT

We ask that parents support continued learning at home by:

- a. Expecting the student to spend the appropriate time and effort each night on homework and study, according to the grade level or subject area. When no specific homework assignments have been given, ask that time be used for reading over or reviewing notes.
- b. Helping establish a regular format for learning at home.
- c. Assisting students to develop good study habits by providing a comfortable, well-lighted area away from distractions.
- d. Encouraging students to set a regular time for study.
- e. Monitoring and evaluating outside activities (e.g. employment, extracurricular, and television) to be sure that the student has sufficient study time.
- f. Recognizing that homework is assigned and require the student to keep their agenda updated daily so that it can be reviewed at home.
- g. Communicating with the classroom teacher if questions or concerns should arise over homework assignments or practices.
- h. Assisting the school in developing, within each child, an attitude that homework is an important student responsibility.

#### STUDENT HOMEWORK EXPECTATIONS

Consistent with school expectations, it is the responsibility of the student to:

- a. Recognize that it is the responsibility of the teacher to determine when a homework assignment is needed and how much will be required.
- b. Recognize that reading assignments or instructions to review notes and materials are, indeed, homework.
- c. Ask for clarification if the assignment is not clearly understood.
- d. Maintain their agenda daily to record both daily and long-term assignments and due dates.
- e. Complete homework neatly, on time, and in required form.
- f. Arrange a proper study area at home and organize time to accomplish homework assignments.
- g. Establish a study schedule free from distraction. (television, telephone, etc.)
- h. Recognize that homework is an important part of learning and that it is a student's responsibility to accomplish these assignments.

#### LATE BUS SCHEDULE

Monday, Tuesday and Thursday 3:25 PM.      Wednesday 3:15 PM

The late bus is provided to assist students and families so that students may staff after school for academic support, serve disciplinary consequences and participate in extra curricular activities. **It is important to note that the schedule for some after school activities will require families to arrange for their child's transportation at times not served by the late buses.**

Students taking the late bus are expected to follow all rules and expectations for behavior while being transported home and will lose the privilege to access after-school transportation should they violate these rules.

## LOCKERS

The main office will assign lockers with a lock for each student. Students are required to use the lock throughout the school day, for the entire school year. **Only school owned locks are to be used on JSMS lockers.** From that time on, students are responsible for the proper care and cleanliness of their lockers. All locker doors must be kept closed and free of any sticker or bumper sticker-type objects. **Students may not store items in any locker except the one assigned to them.**

At the end of the school year each student will turn his or her lock in at the office. Students who do not return their lock will be billed for the replacement cost (\$10).

Backpacks should be stored in or on top of the lockers and are not be carried from class to class. Musical instruments and sport bags may also be stored on top of the lockers but must be removed at the end of each school day. The school is not responsible for lost or stolen items that are stored outside the assigned locker. Parents are asked to label students' hats, jackets, and other personal items in case they are misplaced.

Each locker remains the property of the school and is subject to random searches by the school principal. The principal may also open lockers and examine the contents, including personal belongings, if there is a reasonable cause to believe that the contents of a locker may threaten the health, safety or welfare of the students or staff.

## LUNCH PROGRAM

Lunches are available to all students starting with the first day of school and ending on the last day of school. Students who wish to have hot lunch must notify their homeroom teacher prior to the first class period. Students who are tardy must notify the main office if they need a hot lunch when they sign in. Students may also bring cold lunch if they wish. Milk, and some a la carte items may be purchased on a daily basis. Each student is assigned a student ID number, and all lunch purchases will be debited from his/her lunch account. Parents are asked to pay for lunch and milk weekly or monthly on account. Students will be provided with applications and qualification materials for free or reduced lunch. Parents are asked to review the materials carefully. If there is any question of eligibility, please contact food service director, Janice Payne at extension #2636.

## MEDIA CENTER/LIBRARY

The JSMS Library & Media Center loan period is as follows:

- 2 weeks for general materials
- 7 days for periodicals -Overnight (2:00 pm. - 8:30 am.) for reserved and reference books.

Fees are not charged for overdue materials. However, students with overdue books may be restricted from using the library.

**Students who lose books, or do not return books by the end of the school year, will be billed for the replacement cost.**

## PLAYGROUND / OUTDOOR RECREATION AREA

This area is provided for students to use during and after the school day. All activities are expected to be safe and friendly. Students in grades 5 & 6 will have a daily recess of 20 minutes. Organized games, visiting with friends, or simply relaxing are activities that are safe and enjoyable for all to take part in. Specific playground rules may be established by the supervising duty staff as necessary to provide a safe environment. Skateboards, bicycles, rollerblades and other equipment are not allowed on the playground /recreation area during school hours.

## SCHOOL CLOSING

If school is to be closed due to a storm, announcements will be made on radio and TV stations and through the RSU 14 automated calling system. It is critical that you inform the school office anytime your contact information (including email address) changes so that the automated system will message the correct emergency contacts! Please make emergency plans for your child in advance should an early dismissal be necessary and notify the school in writing of these plans. Emergency closings can happen at any time, not only during winter months. We are unable to call parents to confirm emergency plans prior to an early dismissal.

## STUDENT RECORDS

Parents have access to their child's records. Requests to review records may be directed to the main office. Copies may be made at the cost of \$.10 per page. There may be a postage charge for each private school application. Student records are subject to the rules and regulations of FERPA as designated by the U.S. government.

## SCHOOL SECURITY AND ACCESS

Student safety is becoming more and more important each day as schools work to meet the many challenges in today's world. In order to maintain a safe and productive learning environment for all students, and a safe working environment for all staff, a number of procedures have been implemented.

1. All students, staff and visitors will be required to enter through the main entrance at the front of the building. All other doors will remain locked during the school day. When the main entrance door is locked, a buzzer will connect you to the main office.
2. Volunteers, parents and visitors to the school are required to sign in at the office immediately upon entering. We ask that you identify yourself by wearing an ID badge or sticker when moving through the school.
3. Students who are dismissed during the school day will be called to the office for dismissal. Parents are required to sign out their student with the school receptionist.
4. Written permission is required for a student to ride home with an adult other than a parent. This permission is also required after away games.
5. For evening activities, the cafeteria/gym exit will be unlocked for school and community events.
6. J.S.M.S. is monitored during, and after, school hours with the interior and exterior cameras.

## TARDINESS

If students arrive at school after 7:30 AM, they must bring an excuse to the school office and be issued a pass to class. Students who are tardy to school three (3) times in a month will be required to serve detention. Students who are late arriving to classes during the school day are required to report to the office for a pass before entering class. Students who accumulated three (3) late passes in any month will be required to serve office detention and/or make up missed time at a teacher's request.

## VOLUNTEERS

Volunteers are always welcome at Jordan-Small Middle School. Applications to volunteer are available in the school office. A background check is now required of all volunteers and will be processed by the RSU 14 district office. Volunteers will not begin working in the school until approval has been granted. Volunteers are required to sign in at the main office each time they enter the school.

## SCHOOL SERVICES

### GUIDANCE SERVICES

The guidance office consists of a full-time guidance counselor and a part-time social worker. The role of the guidance program is to assist students in meeting their educational, personal/social and career goals, either directly or through consultation with parents and staff members. The counselors' efforts focus on the student's academic and overall success in school.

The guidance staff provides counseling services to individual students and groups of students based on need. Students wishing to participate in counseling must receive parent or guardian permission to do so.

A vital part of the guidance program is in the classroom. Programs including career preparation/exploration, self-awareness, conflict resolution and social skills are offered. It is believed that these types of offerings help students understand themselves and others better and help to foster a positive learning environment.

Contact guidance counselor, Lynn Davis at extension 2633 for further information.

### HEALTH SERVICES

Jordan-Small Middle School has a Health Aide and/or Nurse on duty. They provide first aid for students who may be injured or ill, or who require medications during the school day. The Health Aide keeps an emergency file card for each child. Parents should notify the office if any changes of telephone numbers or addresses occur. It is also helpful for parents to inform us of any special medical problems that may affect a child during school.

#### POLICY ON MEDICATION IN SCHOOL - Policy JLCD

The School Board acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at school. Although the Board discourages the administration of medication on school premises where other options exist, it shall not deny educational opportunities to students requiring the administration of medication in order to participate in the school program and/or where there are no other options.

#### **Any time medication is to be taken at school the following conditions must be met:**

- a. Medication shall be sent to school in a clearly labeled, original container. It is recommended for parents to request an additional labeled container for school use when prescription medicines are needed during school hours. Physician notes are needed to support use of sample drugs obtained in the physician's office, including all information listed on routine prescription bottles.
- b. Written instructions signed by the parent will be required and include:
  1. Name of child and date of birth
  2. Name of medication
  3. Reason for medication
  4. The intended result of the medication; and
  5. Dosage and method of administration

6. Specific area of application if medication is of a topical nature
  7. Time to be administered; and
  8. Length of time medication is to be prescribed
  9. Possible side-effects, if known, and action to be taken
- c. The parent will assume responsibility for transporting the medication to school whenever the amount exceeds the dosage for one day.
  - d. The parent will assume the responsibility for informing the school in writing of any change in the child's health or change in medication.
  - e. The Raymond School Department retains the discretion to reject any or all requests for the administration of medication.
  - f. A copy of the policy and any required forms will be provided to parents upon their request for the administration of medication in school.

#### PEANUT AWARE SCHOOL PROCEDURES

There are students at JSMS with peanut allergies. In order to keep these students safe, the following procedures need to be followed by everyone.

#### **SNACKS:**

Students may only open/consume peanuts, peanut butter, or foods containing peanuts in the area designated by the classroom teacher. Students will not consume snacks in the AE classrooms.

Students will wash hands in the general restroom before returning to the classroom after snack.

At this point in time, consumption of foods with trace peanuts, produced in a shared facility with nuts etc, is acceptable.

#### **LUNCH:**

A peanut aware table will be designated. In order to sit there, students must either have

- a) hot lunch
- b) cold lunch not containing peanut butter or peanuts.

The peanut aware table will be cleaned before and after use with separate cleaner and separate cloth to avoid cross contamination from other tables.

Milk and trash for peanut allergic students will be kept separate from non allergic students.

Lunch staff will report any teasing or bullying of peanut allergic students immediately to the Principal.

## CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

As part of the total educational program, Jordan-Small Middle School offers a number of after-school activities. Each program encourages the development of the qualities of cooperation, interdependence, confidence, and pride in Jordan-Small Middle School.

### JORDAN-SMALL MIDDLE SCHOOL MATH TEAMS

The Jordan-Small Middle School Math Team is an academic program open to all students in grades 5 through 8. The teams travel to other schools where the students get to meet and compete against other students solving math problems as a team and as individuals.

### JORDAN-SMALL MIDDLE SCHOOL DRAMA

The Jordan-Small Middle School drama program is open to all students in grades 5 through 8. The drama directors will establish rehearsal attendance requirements for all students involved in any aspect of the production. Students who have several unexcused absences or are failing classes will become ineligible to participate.

### YEARBOOK

The Yearbook is a publication produced by students for students and provides a history and a memory book with photos for JSMS students.

## INTERSCHOLASTIC SPORTS

**Please note: It is important for parents to understand that before students can participate in any athletic team sport, they must have a doctor's release for participation and must be covered by a health insurance policy (Information on national school insurance is available in the office). Please secure acknowledgement from your doctor that your child is fit to participate in school athletics.**

**Jordan-Small Middle School is currently awaiting acceptance into the Triple C League. Our schedule of games will include some Triple C schools as well as schools outside that league.**

### FALL

#### CROSS COUNTRY

Cross country starts the first week of school with sign-ups. Practice includes thirty minutes of stretching and plyometrics and training in long distance runs, hills, and mystery runs. This activity is open to all grades (5-8). All participants are required to be at practices and meets.

#### GIRLS' SOCCER

The Jordan-Small Middle School girls' soccer team is open to all girls in grade 7-8. It is comprised of up to 20 players. The team participates in an 8 to 12 game schedule within the Pine Tree Conference. The team practices at least twice a week. The season ends in late October.

#### BOYS' SOCCER

The Jordan-Small Middle School boys' soccer team is open to all boys in grade 7-8. It is comprised of up to 20 players. The team participates in an 8 to 12 game schedule within the Pine Tree Conference. The team practices at least twice a week. The season ends in late October.

### WINTER

## GIRLS' BASKETBALL

The Jordan-Small Girls' Basketball team is open to all girls in grade 7-8. Approximately 15 girls make up the team. Try-outs are scheduled in November with the game schedule beginning in December and ending in February. The team practices at least twice a week. Games are scheduled against Pine Tree Conference opponents.

## BOYS' BASKETBALL

The Jordan-Small Boys' Basketball team is open to boys in grade 7-8. Approximately 15 boys make up the team. Try-outs are scheduled in November with the game schedule beginning in December and ending in February. The team practices at least twice a week. Games are scheduled against Pine Tree Conference opponents.

## SPRING

### TRACK

Our track and field program is currently an intramural sport. The team members may participate in one or two meets but do not compete in a full league schedule.

### SOFTBALL

The Jordan-Small Middle School Softball team is open to any girl in grade 7-8. Try-outs occur in March/April and playoffs take place in May/June. Fifteen players are selected to compete in each game. Practices may take place daily. Practices may take place daily.

### BASEBALL

The Jordan-Small Middle School baseball team is open to any boy in grade 7-8 who is not playing Little League. Little League distances are different from that played at the middle school level. Try-outs occur in March/April and playoffs take place in May/June. Fifteen players are selected to compete in each game. Practices may take place daily.

## ATHLETIC AND EXTRACURRICULAR CODE

The following contract has been developed to bring a common understanding among the coaches, the athletes or participants, and parents. Jordan-Small Middle School requires that the athlete or participant and parent sign this agreement fully realizing the effort, dedication and discipline demanded by an extracurricular activity or club. The regulations set forth in their agreement are designed to help each participant achieve personal excellence within their extracurricular activity while maintaining satisfactory academic progress. We believe if these rules are followed, and we receive the cooperation of the athlete participant and his/her parents, that our students will enjoy success in all extracurricular areas.

### EXTRACURRICULAR CODE

The school's Code of Conduct does supercede, and is applicable in, both athletic and non-athletic activities.

1. An athlete may not quit one sport and try out for another after the season has begun without the mutual consent of both coaches and the principal.
2. For all athletic and club events, the student must travel to and from the contest with the team. Exceptions for emergencies can be made by the coach/advisor only upon written permission from the parent or guardian, allowing the athlete to travel with a parent or guardian. (Detentions are not considered emergencies) This written permission must be in the coach's hands prior to the team leaving for that particular contest. Also, verbal contact must be made with the coach prior to the student's leaving. If a student is to ride with a parent other than his/her parents, a note must be in the hands of the coach on the morning of the contest. No parent may write a note for any individual other than their own child. Injuries will be treated as a separate situation.
3. Because alertness is essential at every competitive event, each athletic coach may establish a curfew for nights preceding extracurricular contests.
4. Unsportsmanlike conduct is described best by examples such as: throwing a bat or a ball in anger, hitting, spitting or shoving an opponent, using profane or disrespectful language, losing one's temper, or fighting. Any similar acts of unsportsmanlike conduct are unacceptable. A display of unsportsmanlike conduct toward an opponent or official will result in:
  - a. Counseling by the coach/advisor and a one-game/event suspension for the first offense.
  - b. Suspension for the remainder of the season for a subsequent offense.
5. Theft or malicious destruction of any school property or individual's property will not be tolerated at home or away games or activities. The individual will be suspended from the activity for five school days for a first offense. Subsequent offenses will result in a suspension for the remainder of the season and the following trimester.
6. If the student is absent the last day of school of the week and the competition is on a non-school day, the student must bring the coach a signed statement from the parent giving permission to participate. The coach will call the parent regarding the absence.
7. A student who has been injured and has received medical treatment cannot participate again until the date indicated by the student's doctor.
8. Use or possession of tobacco, alcoholic beverages, drugs, narcotics, look-alikes, or hallucinatory agents by extracurricular program participants is prohibited. A suspension

- from all activities for the remainder of the year could be given. A referral of the student to his/her principal will be made and appropriate action will be taken following district policies.
9. Before any suspension (provided for under the athletic code and the district's Code of Conduct) shall take effect, the student will be given due process. If the coach is satisfied that the suspension is justified, the student shall be notified. The student may appeal the coach's/advisor's decision to the principal. The principal's decision may be appealed to the superintendent and/or school board.
  10. The rules and regulations in this code shall apply to any violations, on or off school premises, during the season of participation.
  11. There may be additional rules and regulations from the coach or advisor. However, they must be approved by the principal. Any additional rules and regulations must be in writing and on file in the school office.
  12. Other forms of inappropriate and unacceptable behavior, which are neither anticipated nor listed in this code, will be dealt with individually.
  13. Academic Requirements: There are many activities here at Jordan-Small Middle School. They range from a fine intramural program, to clubs and extracurricular activities. However, the main focus of Jordan-Small Middle School is the academic achievement of its students. We do not want participation in outside activities to take away from the academic areas of our students. Participation in clubs and extracurricular activities is looked upon as a privilege, not a right, which can be withdrawn if the student does not maintain a certain level of academic performance and conduct. The following guidelines have been developed to help facilitate the student's eligibility to participate in clubs and extracurricular activities.
    - a. No student may participate in a club or an extracurricular activity if he/she fails (grade below a 2.0) any subject (including academic enrichment classes) on a progress report or report card, or is suspended. A student who is suspended for a total of five or more days within the school year will automatically become ineligible.
    - b. An ineligible student will not be allowed to compete, perform or attend any away games during the period of ineligibility, BUT THEY SHOULD CONTINUE TO ATTEND PRACTICES. After two weeks, the eligibility of students will be reviewed. If the student has shown marked improvement in the areas that caused the ineligibility, is passing all subjects and demonstrating appropriate conduct, eligibility will be reinstated. Students who have been reinstated will be required to have a bi-weekly progress report showing good standing. If students become ineligible again, the student will not be allowed to petition again or participate in the remainder of the activity.
    - c. If an ineligible student shows up at an event in violation of the above stated guidelines, then he/she will be retained until parents/guardians can be contacted. Parents/Guardians must pick up the student ASAP.
    - d. The above academic guidelines will be monitored and acted on by the athletic director and principal in conjunction with the coach.
    - e. In the event that a student becomes ineligible for a particular activity, the athletic director will notify the athlete, and a letter will be sent to the parents explaining the details of the action taken.
    - f. Any student receiving Code of Conduct consequences may be suspended from play for the next two practices and/or game/performance, whichever comes first.
    - g. Attendance at school is mandatory in order to participate in any school activity. Exceptions may be made for pre-approved, non-illness, absences.

#### 14. Criteria for Selection of Athletic Teams:

The following criteria are used to select students to participate as a member of an athletic team. Interpretation of these areas may be different from sport to sport. In certain isolated cases, the physical and/or emotional well being of a student may also be considered. In such cases, the coach, parents, and athletic director will make a determination that is in the best interest of the student and team.

##### Criteria:

- a. Academic standing (covered in Code above)
- b. Positive attitude, cooperation, and enthusiasm (sportsmanship and team spirit)
- c. Character and effort (commitment)
- d. Attendance at all required practices and games, unless excused.

#### 15. Physicals

All students must have a physical in order to participate in any extracurricular sport. If an individual has had a physical within two years of the beginning of an activity, that individual may use that physical with proper documentation. Otherwise, a physical must be performed by a doctor and appropriate forms filled out and shown to the coach of the activity before the student may participate.

#### 16. Insurance

A school insurance plan is available to all students. Students must carry insurance if they plan to participate in interscholastic sports. The district does not carry accident insurance for students. In case of injury or accident, you and your parents are responsible for having the necessary papers signed by the doctors. Although the school will complete an accident form upon request, the matter of hospital and doctor bills has no connection with the school and is the responsibility of the parents and the insurance company.

**The following consists of the relevant portions of school board policy (EBCC) that apply to students.**

**BOMB THREATS**

The Board recognizes that bomb threats and threats to school safety are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat or threat to school safety represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb /school safety threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. (Bomb / School Safety Threats are referenced only as “bomb threats” in the remainder of this policy but the intent of the policy includes both kinds of threats.)

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

**A. Conduct Prohibited**

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools.

**B. Definitions**

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail,” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. “School premises” means any school property and any location where any school activities may take place.
5. “Toxic or hazardous substance or material” means any material or substance, including biomedical materials / organisms, or any substance that “looks like” biomedical materials / organisms, which, when placed as threatened, could be harmful to humans.
6. A “look-alike substance or material” means anything that conveys the appearance of toxic or hazardous substances/materials.

**C – This section not applicable to students.**

**D Reporting of Bomb Threats**

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer, or other employee in a position of authority.

#### **E Student Disciplinary Consequences**

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration will suspend any student who makes a bomb threat. The making of a bomb threat will require a hearing before the School Board for possible expulsion. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

A student who is found, after a hearing by the Board, to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA.

**In addition, the superintendent may request an immediate psychological evaluation or Risk Assessment as described in Policy JICIA.**

#### **F Aiding Other Students in Making Bomb Threats**

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

#### **G Failure to Report a Bomb Threat**

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

**FILE CODE: JICIA**

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

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

School staff are required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action. Administrators will take appropriate action against any individual violating this policy, including, but not limited to, student discipline/or action by law enforcement officials as appropriate.

#### **Prohibited Conduct**

Students, staff, and all other persons, with the exception of law enforcement, are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored

activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person, except when used in an approved instructional activity. Examples of such articles include, but are not limited to, firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;

B. Possession and/or use of objects made to simulate the action or appearance of a firearm. Examples include, but are not limited to, paintball guns, squirt guns, toy replicas, and sport guns.

Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);

Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats); stalking, or blocking access to school property or facilities;

Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program; blackmail, extortion, or demands for money or property; Willful and malicious damage to school or personal property; Stealing or attempting to steal school or personal property;

Bullying behavior, including unwanted physical contact, acts or communications by any means (including by computer or other electronic device) that is so severe that it creates a hostile educational environment for the student who is bullied.

- Lewd, indecent or obscene acts or expressions of any kind;
- Violations of the school unit's drug/alcohol and tobacco policies;
- Violations of state or federal laws; and
- Any other conduct that may be harmful to persons or property.

### **Disciplinary Action**

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school or to have possessed a firearm at school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

## **TOBACCO USE & POSSESSION**

In order to promote the health and safety of all students and school employees, optimal learning conditions, and the cleanliness of all facilities, the RSU # 14 Windham Raymond Board of Directors, hereinafter referred to as the “Board,” prohibits smoking and the use of all tobacco products in school buildings / facilities, on school grounds, and on school buses during school-sponsored events. This includes look-alike tobacco products, or any product that is represented to be tobacco or contains nicotine with the exception of nicotine replacement therapy products (NRT) used for the purposes of cessation. This applies at all times, to all persons, including students and employees. It is the intention of the Board to have a policy that supports prevention and cessation of tobacco use.

### **PROHIBITED CONDUCT**

The RSU # 14 Windham Raymond School District buildings and properties shall be tobacco-free 24 hours a day, 365 days a year. This includes all days when school is not in session and at all functions taking place on school grounds, such as athletic functions and other activities not associated with, or sponsored by, the school.

The use of, selling, distributing, or dispensing tobacco products/nicotine products or look-alike tobacco products, or any product that is represented to be tobacco, by all persons on school property is strictly prohibited. This includes non-school hours and all functions sponsored by the school or by others, including athletics, on or off school property.

Maine law prohibits possession of or use of tobacco products by anyone less than 18 years of age.

Advertising of tobacco/nicotine products is prohibited in school buildings, on school property, at school functions, and in all school publications. This includes clothing or any item that advertises tobacco / nicotine products.

Employees are also strictly prohibited, under law and this Board’s policy, from selling, distributing, or in any way dispensing tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, to students on school property, on school buses, and at school-sponsored events.

### **DISCIPLINARY PROCEDURES**

#### **1. First Violation**

- a. Confiscate material.
- b. Parent/legal guardian shall be contacted and followed-up with a written notice regarding the tobacco violation that may be signed by the parent/legal guardian and returned to school.
- c. At the discretion of the administration, the student and parent/legal guardian may be required to meet with the school administrator and/or designee within five (5) days of the violation.
- d. Refer the student for assessment by the school counselor, nurse, or person trained in tobacco prevention education, and plan for and implement positive intervention by utilizing student support systems. This could include, but is not limited to, referral to SAT, PBIS, or in-school consequence which may include tobacco prevention or cessation component.
- e. Refer to public safety with material confiscated when appropriate, at the discretion of the school administrator.
- f. Provide student information on resources available.

#### **2. Subsequent Violation(s)**

- a. Confiscate material.
- b. Parent / legal guardian shall be contacted and followed-up with a written notice regarding the tobacco violation which shall be signed by the parent/legal guardian and returned to school.
- c. At the discretion of the administration, the student and parent/legal guardian may be required to meet with the school administrator and/or designee within five days of the violation.

- d. Progress level of discipline may include in-school suspension in conjunction with referral to supports for cessation services.
- e. Refer the student for assessment by the school counselor, nurse, or person trained in tobacco prevention education, and plan for and implement positive intervention by utilizing student support systems. This could include, but is not limited to, referral to SAT, PBIS, or in-school consequence which may include tobacco prevention or cessation component.
- f. Refer to public safety with material confiscated, when appropriate at the discretion of the school administrator.
- g. Provide student information on resources available.

### **STUDENT REFERRAL TO LAW ENFORCEMENT AGENCY**

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as he/she may deem necessary. However, the Superintendent / Designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.

### **OTHER PERSONS IN VIOLATION OF THIS POLICY**

Visitors to the school facilities must comply with regulations set forth by the RSU # 14 Windham Raymond School District.

Persons found using tobacco products will be asked by the appropriate school official to refrain from use while on school property. They will be informed of the Maine State Law and RSU 14's tobacco-free policy. Persons who do not comply will be asked to leave the property. The police may be called and the offender may be charged with criminal trespassing.

Any person suspected of selling, distributing, or in any way dispensing tobacco / nicotine products to students will be referred to a law enforcement agency.

Legal Reference: 20 USC § 6081-6084 (Pro-Children Act of 1994)  
22 MRSA § 1578-B  
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)

Cross Reference: Drug & Alcohol Use by Students Policy (JFCI)  
Public Conduct on School Property Policy (KFA)  
Athletic/Co-Curricular Eligibility Policy (IDGJ)

**DRUG AND ALCOHOL USE BY STUDENTS**

The RSU # 14 Board of Directors and staff of RSU # 14 support a safe and healthy learning environment for students which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

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

**Prohibited Conduct**

No student shall distribute, attempt to sell or distribute, solicit, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, attempt to sell or distribute, solicit, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance defined in federal and state laws/regulations, any look-alike substance, prescription drugs, or any substance that is represented to be a controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

**Disciplinary Action**

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

**Prevention/Education**

RSU # 14 will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

**Intervention**

RSU # 14 will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

**RSU # 14 SUBSTANCE ABUSE REGULATIONS****DEFINITIONS:**

**Drugs:** The term “drug” or “drugs” shall mean any substance not prescribed by a physician for the particular student using or possessing it that can influence one’s level of consciousness or awareness including, without limitation, any scheduled drug as defined in Title 17-A, Maine Revised Statutes Annotated, Chapter 45. (This may include substances referred to as look-alike drugs, designer drugs, over-the-counter drugs or prescription drugs.)

**Clinical Assessment:** Evaluation of a student’s level of chemical use by a treatment facility or provider.

**Non-clinical Assessment:** Evaluation of a student’s chemical use by school personnel.

**Drug & Alcohol Response Team/D.A.R.T.:** A multi-disciplinary team, ideally composed of an administrator, the student's guidance counselor, a school social worker, the school nurse, a staff member, if appropriate, and others as deemed necessary for special cases. One member of the D.A.R.T. will be designated as the student's case manager.

## **PROCEDURES:**

Since the age or the developmental stage of students need to be considered in assisting them with substance abuse issues, the following procedures will be followed for the grade levels indicated:

### **II. MIDDLE SCHOOL/HIGH SCHOOL ADMINISTRATIVE PROCEDURES:**

#### **A. Disciplinary Action/Violation of School Policy**

##### **1. Possession/Use -- First Offense**

- a. Administrator meets with student
- b. Verify/confiscate substance when possible
- c. Notify parent/guardian. Notify Superintendent and police if appropriate.
- d. Suspend student from school for 1-10 days, if verified
- e. During suspension, administrator will convene a meeting of the Drug & Alcohol Response Team (D.A.R.T.)
- f. D.A.R.T. develops a plan of action which may include referral for a substance abuse assessment, as well as other specific recommendations for drug awareness education and ongoing support, as appropriate
- g. Upon returning to school, the student, must:
  - meet criteria for drug education as recommended by the D.A.R.T.
  - remain engaged in any longer-term treatment recommended by the chemical abuse counselor
  - maintain regular contact with guidance counselor or school social worker
- h. The D.A.R.T. will provide parents with a list of community resources and recommend that they attend an educational program on drug and alcohol abuse

**FILE CODE: JICH-R**

##### **2. Possession/Use – Second or Subsequent Offense**

- a. Administrator meets with student
- b. Verify violation/confiscate substance if possible
- c. Notify parent/guardian and Superintendent; Notify police if appropriate
- d. Suspend student from school for ten days
- e. During suspension, administrator will convene a meeting of the D.A.R.T.
- f. D.A.R.T. develops a plan of action, which **will** include referral to a chemical abuse counselor, as well as other specific recommendations for drug awareness education and ongoing support, as appropriate
- g. Refer to School Committee for expulsion hearing. Upon expelling a student, the School Board will specify conditions for return that will serve as satisfactory evidence that similar behaviors will not recur.
- h. Student meets chemical abuse counselor
- i. Parents meet with administrator, school counselor or social worker and chemical abuse counselor, as appropriate, to develop an appropriate action plan and follow-up plan.

ing suspension, administrator will convene a meeting of the D.A.R.T. which will consider possible  
and for a substance abuse screening evaluation and other appropriate recommendations.  
to the School Board for expulsion hearing. Upon expelling a student, the School Board will  
with conditions for return that will serve as mandatory evidence that similar behaviors will not  
occur.

**Substance Abuse Testing of School Police**

**ad Police**  
shall cooperate with school counselor or social worker  
and counselor or social worker who received the information then convene a meeting of the Drug  
Alcohol Response Team.  
A.R.T. evaluate the concerns and determine need for follow up screening evaluation by a chemical  
abuse counselor, formulate recommendations, and develop a plan of action.  
approved member of the D.A.R.T. notify parents/guardian.

**and**  
When receiving referral information normally with school counselor or social worker  
and counselor or social worker who received the information, with the student's consent, may then  
convene a meeting of the Drug & Alcohol Response Team, or alternatively, they may refer the student  
only to a chemical abuse counselor, if appropriate.  
a chemical abuse counselor meet with the student to conduct assessment, as appropriate, and  
make recommendations.

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a chemical abuse counselor may, with informed written consent of the student, discuss the student's  
with the D.A.R.T. for further recommendations.  
a chemical abuse counselor and student develop an action plan.

**INFORMATION**

pendence is a disease, students receiving treatment will be given the same support as a student  
from any other condition. All reasonable efforts will be made to maintain the confidentiality of  
the identity of concerned persons. Drug & Alcohol Response Team (D.A.R.T.) records will be  
school counselor or social worker in a central location in each building.  
are informed about available resources and are encouraged to participate in programs at any time  
and referred from the D.A.R.T.

in a medical emergency where a student has overdosed on drugs or alcohol, the school nurse will  
appropriate community resources. The administrator will follow disciplinary action upon the  
student's return to school.

receiving special education services requires interventions because of a substance abuse problem, the  
will work with the Special Education Department to insure continuation of his/her educational

our abuse policy will be made a part of the student handbook which is given to every student at the  
new school year. Also in the handbook will be notification to parents and standards of conduct in