

**Windham Middle School – 2017-2018 Handbook
Table of Contents**

Content	Page(s)
General School Information	2
Staff Directory and Team Assignments	3, 4
Vision Statement	4
Annual ChildFind Notification	5
Attendance Policies	5, 6
Bathroom Privileges	6
Bomb Threats	6
Bus Conduct	6, 7, 8
Child Abuse and Neglect	8, 9
Code of Conduct	9, 10, 11, 12
Computer and Internet use	13
Computer and Internet Use Rules for Students	14, 15, 16 *
Computer Website Policy	17 *
Crisis response	17
Dress Code	18
Drugs & Alcohol	19
Emergency & Evacuation Drills	19
Food/Drinks	20
Harassment and Sexual Harassment of Students, hazing, Bullying	20, 21, 22, 23, 24
Health Services	24
IEP Referral Policy	25
Lockers	25
Lost & Found	25
Medications	26
Non-discrimination	26
“No School” Announcements	26
Personal Belongings	27
Pesticide Policy	27
Questioning and Searches of Students	27, 28
Smoking and Tobacco	28, 29, 30
Special Education Services	30
Student Records (FERPA)	31, 32
Substance Abuse Policy	32, 33, 34, 35
Substance Abuse for Athletic Program	35, 36, 37
Vandalism	37
Visitors policy	38
Weapons, Violence and School Safety	38

* These policies will require a separate, written, parental acknowledgement/authorization and student agreement which will be provided in the separate packet of materials given to each student on the first day of school.

**WINDHAM MIDDLE SCHOOL
408 Gray Road
Windham, ME 04062**

Telephone: 892-1820

Fax: 892-1826

Web site: www.windhamraymondschools.org

Sports hotline: 892-1810, Select #5, then #1

School hours, students: 7:20 am (tardy bell) to 1:55 pm

**Teacher late nights (2 per week, individually assigned)
M, T, W, Th.: 2:00 – 3:00 pm
No late nights on Friday**

Homework club in the Library: 2-4pm, Monday-Thursday

Late bus: Monday, 4:00 pm and Wednesday, 3:00 pm

Breakfast prices for 2016-2017: Grs. 6-8, \$1.25; free for qualified students; Staff, \$1.50.

School Lunch prices for 2016-2017: Grs. 6-8, \$2.85; reduced price lunch, \$.40; free for qualified students; Staff lunch \$4.50

**WINDHAM MIDDLE SCHOOL
STAFF DIRECTORY 2017-2018**

Andrew Patin (Drew), Principal
Kim McBride, Assistant Principal

6th GRADE TEACHERS

Emily Stokes (FA5)	Phil Jackson (FA3)
Sarah Hopkins (FA7)	Helen Hurgin (FA4)
	Amanda Mayo (FA6)
	CoryDiDo nato (FA2)
Wendy Day-Maynard (FA11)	Katie Franzoni (FA1)
Heather Freeman (FA9)	

7th GRADE TEACHERS

Marcia Bailey (109)	Danielle Clark (102)	Gwendolyn Roberts (218)
Pilar Starkey (110)	Erin Beal (106)	Amanda Ruth (213)
	John Condello (205)	Doug Elder (211)
	Sheri-Ann Lavallee (201)	

8th GRADE TEACHERS

Rob Juergens (101)	Pam Mallard (209)	Ramona Sutherland (105)
Ellen Bailey (103)	Lisa Hodge (212)	Bill Wescott (107)
	Tricia Sabine (210)	Shelly Cook (108)
	Erika DuPont (207)	

GIFTED AND TALENTED:
***Open Science Lab: 203**

Amy Engelberger (202)

APPLIED ARTS

Heather Livingstone, Art	Aaron Talon, Phys. Ed
Allison Livengood, Art	Stacy Hood, Phys. Ed
Eliza Adams, Health	Morgan Riley, Band/Orchestra/Chorus
Lee LeRoy, Health	
Graciela Lamy, Foreign Language	
Joseph Boudreau, STEM	
Jason Lanoie, STEM	

SPECIAL EDUCATION

Katelyn Sorensen Gr 6 (FA8)
Samantha Brink, Gr 6 (FA12)
Jillian MacDonald Gr 7 (204)
Lauren Gale Gr 7 (111)
Julie Anderson Gr 8 (214)
Emily Higgins Gr 8 (104)
Tina Johnson, SpEd Site Coordinator
Functional Academics, Adam Deveau
Brittany Taylor, BRIDGES

SUPPORT TECHNICIAN/ATTENDANCE

Deb Hall

SPEECH THERAPY: Nancy Kelly

LIBRARY

Peg Brown

GUIDANCE OFFICE

Michelle Gilbert
Laura Trego

SECRETARIES

Sandra Cobb, Guidance/Special Education
Andrea Morrell, Main Office

EDUCATIONAL TECHS

Margie Dionne
Jennifer Guite
Katherine Fearon
Adam Manzo
Ann Lulofs
Katie MacNichols
Colleen Moreshead
Laura Sanborn
Pamela Skelton
Carol Verdini
Matt Shardlow

HEALTH OFFICE

Elaine Boothby, R.N.

CUSTODIANS

Roberta Hall
Colleen Potter
Jeff Partridge
John Doughty
Steve Toth

FOOD SERVICE

Jeanne Reilly, Food Serv. Dir.
Samantha Cowens Gasbarro, School
Nutrition and Wellness Coordinator
Steve Keeley, Kitchen Manager
Misty Haddock
Kim Babb
Michelle Busque
Betsy Sanborn

WINDHAM MIDDLE SCHOOL VISION STATEMENT

Windham Middle School will recognize the uniqueness of adolescents and will provide meaningful experiences for all students. The school will respect individual differences in an atmosphere of trust and collaboration. Educators, committed to professional excellence, will set high expectations enabling students to become self-directed, life-long learners. Child-centered instructional strategies and assessments will accommodate the learning needs of our students. Through active participation, students will become confident, successful citizens of our school and community. Windham Middle School will be a caring and safe environment staffed by enthusiastic individuals who value children.

ANNUAL CHILDFIND NOTIFICATION

If you know of a school age child residing in Windham whom you suspect may be in need of special education services, you may contact the Special Education Coordinator at your child's school. For other questions or concerns, contact Director of Student Services, at the Superintendent's Office (892-1800).

If you have concerns about a preschool child who may have special needs and be in need of special education services, please call Child Development Services at 878-8611. A child's special needs may be in one or more of the following areas: vision, hearing, speech-language development; social-emotional development, orthopedics, health, learning, or cognition.

ATTENDANCE POLICIES

Summary - for complete policy see Policy JEA & JED

Attendance

*Regular and punctual school and class attendance are essential to a student's educational success. Students are expected to attend school every day unless they have an excused absence. Excused absences are defined by Maine law and School Board policy as follows: Personal illness; an appointment with a health professional that must be made during the school day; observance of a religious holiday, a family emergency; or a planned absence for a personal or educational purpose which has been approved in advance by the school. Other absences are considered unexcused and may result loss of credit for missed assignments (parents will be contacted and a consequence/plan will be administered to support regular attendance. **Also, students absent from school can not attend any after school activities on the day(s) of the absence.***

Parents/Guardians must notify the school office if their child will be tardy or absence. Please call the school office number, 892-1820, if your child will be tardy or absent. Upon returning to school, students must present to the office attendance secretary a note signed by the parent explaining the reason for the absence. Reasons for excused absences must comply with the standards listed above.

Dismissals (for complete policy see policy JL1B)

When a student needs to be dismissed from school for a planned reason, he or she must bring a note into the main office before school. All students must be dismissed through the school office and will be released only to parents, legal guardians, and other persons specifically authorized in writing by parents/legal guardians to pick up the student. The building principal/designee has the authority to deny the release of students to unauthorized or unknown persons. A custodial parent/guardian who wishes the school to comply with provisions of a court order to restrict access to a child is responsible for providing a certified copy of such order to the school.

Tardiness

If a student is tardy to school, they must report to the main office to be checked in. Excusable absence guidelines apply to tardiness. Oversleeping and/or missing the bus are unexcused reasons for being

tardy. After the third tardy to school, parents will be contacted and a consequence/plan will be administered to support timely arrival.

Truancy (for complete policy see Policy JHAB)

A student is habitually truant if the student:

- A. *Is subject to the compulsory attendance law; and*
- B. *Has attained the equivalent of 10 full school days of non-excused absences or seven consecutive school days of non-excused absences during a school year.*

Administrators will follow the procedure required by law (and outlined in the Board's policy) when addressing truant students.

Student Dismissal Precautions

The School Board seeks to safeguard students by requiring procedures for excusing students from attendance at school. The building principals are directed to develop and implement administrative procedures for dismissing students, subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to the differing ages of the students. Parents must personally come into to the middle school office to dismiss students during the school day.

BATHROOM PRIVILEGES

Students should demonstrate their responsibility by always seeking permission and signing out of their class whenever they want to use the bathroom. Any other use of the bathroom would be considered irresponsible behavior subject to review.

BOMB THREATS

(Summary – for complete policy see EBCC)

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. No person shall make or communicate by any means, whether verbal or non-verbal, a threat has been, or will be, placed on school premises. Any student or employee who learns of a bomb threat must immediately report this information to the building principal or other employee in a position of authority.

Making a bomb threat is a crime under Maine law. Any student or other person making a bomb threat shall be reported to law enforcement for investigation and possible prosecution. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat or engages in other conduct prohibited under the Board's policy.

BUS CONDUCT

(Summary - for complete Board policy see Policy EEACC and EEAC-R)

(Separate, written parent acknowledgement required**)**

The Windham School Committee will not tolerate inappropriate student behavior on school buses. All students using the school bus must observe and obey all transportation rules. Any violations of these rules are subject to disciplinary action, including the possible loss of bus privileges.

There are few places in which proper student behavior is as closely related to safety as on the school bus. The Windham School Committee will not tolerate inappropriate student behavior on the school buses. Transportation to and from school is part of the school day, and all of the rules governing student behavior are in force. The issue of safety requires the students to be on their best behavior while on school vehicles.

Students, parents, and school employees should understand that rules are to be consistently enforced and obeyed.

Such misbehavior as rudeness, pushing, fighting, throwing objects, obscenity, and other offenses may result in the termination of transportation services. The School Department may request that parents accompany a disobedient youngster on the school bus if necessary to guarantee good behavior.

- A. The right of students to ride on the bus is conditional on their behavior and the observance of rules and regulations.
- B. All pupils shall be ready in the morning at the usual time at the designated "School Bus Stop." Because of the schedules, buses are not permitted to wait for tardy students.
- C. The driver is in full charge of the vehicle and the pupils. Pupils will obey the directions of the driver.
- D. If the driver wishes, he or she may assign seats in the bus; pupils will then occupy these designated seats.
- E. When the vehicle is in motion, pupils are not to stand, move about, leave or enter the vehicle, or extend arms or head out of the bus.
- F. Nothing shall be thrown from or within the vehicle.
- G. Any damage done to the vehicle or any part of it shall be paid for by the parents of the student(s) involved.
- H. Students may talk provided that the conversation is clean and that the noise level doesn't exceed the level where the driver's instructions cannot be heard. If the noise level becomes excessive and the driver cannot be heard, he or she may require silence.
- I. All students shall be treated with respect and shall treat each other with respect. Fighting, refusal to allow students to sit, or other unacceptable behavior will not be tolerated.
- J. Pupils will not be permitted to get off at any stop other than their assigned stop unless the parent obtains prior approval from the bus garage.
- K. Pupils are not permitted to ride on another bus home or with a friend or to attend scout meetings, etc. However, on those rare occasions when these arrangements must be made, parents must call the bus garage (892-1809) for approval. The bus garage will then notify the middle school office and a bus pass will then be issued to the student. All exceptions to this stipulation shall be on a space available basis.
- L. If students must cross the highway, they must do so in front of the bus at the direction of the driver.
- M. No food is to be consumed on the vehicle.

- N. The leaving of any refuse on the vehicle is prohibited.
- O. No live animals, reptiles, insects, etc., may be transported by school buses.
- P. All pupils shall be assigned to a consistent bus stop for transportation to and from school. Parents or guardians will be required to notify the school department at the beginning of the school year if a child is to be transported to or from a child care provider. Parents will be allowed to have their children transported from one stop and returned to another. However, this must be consistent for the entire year. The morning and afternoon route must be identical each school day.

NOTE: Exceptions to the conditions stated in letter P above may be made only on Wednesday afternoons and only for grades 1-5.

- a. The stop must be consistent every Wednesday, for child care only. (Brownies, cub scout meetings, etc. do not qualify).
- b. Parents must try to make child care arrangements on the same bus route as the one the child normally rides on, if at all possible; bus changes made only if space available.
- c. Parents must notify the bus garage and the school of any change for Wednesday afternoon.

- Q. In all instances of termination of services, the School Committee will be advised and informed.

The following will be observed in dealing with infractions of bus regulations:

Grades 6-12 School Bus Referral Procedures

- Referral slip #1 / 2 On the first two occasions of an infraction, the driver will turn in the name of the student on a completed bus disciplinary form. The principal or assistant principal will call the parent and meet with the student, discuss the incident and assign a consequence to fit the behavior. Consequences may include late night/detention, assigned seat on the bus, or suspension from the bus for a specific period of time.
- Referral slip #3 Upon receipt of bus disciplinary form #3, the principal or assistant principal will call the parent and meet with the student. The student will be suspended from the bus for 3 to 5 days. The parent and student will be warned that a subsequent infraction will result in suspension from the bus for the rest of the year.
- Referral slip #4 Upon receipt of bus disciplinary form #4, the principal or assistant principal, after notifying the parent and the Superintendent, will meet with the student who will be suspended from the bus for the rest of the year.

➤ **NOTE:** All parents and students will be asked to sign a confirmation that they have read and understand these bus rules. This confirmation will be included in the student packet at the beginning of each year.

CHILD ABUSE AND NEGLECT: SCHOOL DEPARTMENT POLICY

Child abuse and neglect is a serious problem affecting children from all social and economic levels in the Windham community. The residual effect of maltreatment of children has profound implications for the child, his/her family, and the community at large. *Potentially 2/3rds of the child abuse and neglect victims in the community attend school each year.* The Windham School Board, recognizing the right of children to be protected from abuse and neglect and recognizing its responsibility understate law, has adopted this policy for all school personnel.

“Child abuse or neglect” means a threat to a child’s health or welfare by physical or mental injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, by a person responsible for the child.

“Child” means any person who is less than 18 years of age.

“Person responsible for the child” means a person with responsibility for a child’s health or welfare, whether in the child’s home or another home or a facility which, as part of its function, provides for care of the child. It includes the child’s custodian.

“Custodian” means the person who has legal custody and power over the person of a child.

When any school administrator, teacher, nurse, social worker, or educational technician in Windham knows or has reasonable cause to suspect that a child has been or is likely to be abused or neglected, he/she will immediately report to the school principal or his/her designee who will notify the Superintendent. A verbal report to the principal *or his/her designee who will notify the Superintendent.* A verbal report to the principal shall be followed by a written report on the next working day.

Upon receipt of a verbal report, the school principal or his/her designee will immediately report by telephone to the Department of Human Services. This verbal report will be followed by a written report to the Department of Human Services and the Superintendent within 48 hours. *When doubt exists concerning a suitable report of suspected child abuse and neglect, staff members are cautioned to err in favor of the child.* School personnel will cooperate with the Department of Human Services’ investigation by providing pertinent information and personal observation that are necessary for an appropriate assessment of the child’s welfare.

The Family Education Rights and Privacy Act establish rules governing the release of information from education records. The Act does not restrict a teacher or school official from making a report based on his or her personal knowledge or observation.

The Department of Human Services’ Child Protective Worker may be allowed to interview the child named in the report at the school with or without parental permission when, in the judgment of the principal, such an interview will be in the best interest of the child. Any such interview shall be structured by the principal with due regard for the needs of the child.

Under Maine statutes, all records and reports concerning child abuse and neglect are confidential and subject to release only under specific conditions.

CODE OF CONDUCT **(for complete Board policy see Policy JICDA)**

The Windham School Committee is committed to maintaining 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. Windham

has established a set of expectations for student conduct, based on the values identified by the community. The Core Values are: Respect, Responsibility, Integrity, Compassion, Courage, Honesty.

The Board believes that each member of the school community should take responsibility for his / her own behavior. The Board recognizes the need to define unacceptable student conduct, identify the possible consequences for it, and ensure that discipline is administered fairly, promptly and appropriately. This applies to students on school property, in attendance at school or at any school-sponsored activity, or whose conduct at any time interferes with the operations, discipline or general welfare of the school.

The Code of Conduct includes the Board's policies concerning student conduct and discipline, as well as a list of Unacceptable Behavior and Recommended Interventions.

It is hoped that the Middle School has achieved policies that are clear to the student and the parents. It should be noted that with all serious infractions of rules, parents are involved in the disciplinary action or intervention regarding their child.

OUR SHARED RESPONSIBILITY IN EDUCATION

School System 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 everyone.
- Make school rules just, fair and appropriate.
- Inform parents and students of school system regulations.
- Provide guidance, understanding and counseling.
- 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 system rules and regulations.
- Communicate concerns to school personnel.
- Encourage regular, daily attendance.
- Encourage respect for other students, for all school personnel, and property.
- 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.
- Visit your student's school to become familiar with the daily routine.

Student Responsibilities

- Take advantage of 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 other schools and their students.
- Communicate concerns to administrators or faculty at inter-school events.
- Discuss all reports or concerns, positive or negative, with your parents.

Community Responsibilities

- Provide an adequate school department budget to maintain facilities, staff, equipment and supplies
- Provide social service agencies to supplement school department services.
- Provide family activities
- Continue to be involved in and support the educational system through scholarships, vocational expertise, and volunteer services

Discipline Procedures

- A. Teachers will establish classroom expectations consistent with school board policy.
- B. Teachers may facilitate late night or lunch interventions or use other restorative practices when students are out of compliance with classroom expectations. Any behavior warranting an intervention/consequence should also be documented.
- C. Teachers are expected to contact parents whenever students fail to respond to an intervention/consequence.
- D. Teachers or Educational Technicians may additionally ask for administrative assistance when addressing a student who fails to respond to teacher intervention or commits a significant and severe infraction of school expectations relative to safety, respect, or responsibility.
- E. If a student refuses to respond to a teacher's request for cooperation, the teacher may exercise the following options that involve the assistance of school administration:
 - 1. Excuse/dismiss the student from class to the office.
 - 2. Submit an office referral.

School Disruption

Students participating in and/or inciting a school disruption may be suspended from school.

SUSPENSION (Summary: for complete policy see Policy JKD)

The School Board delegates to the principals the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. Any student suspended from school shall become ineligible to participate in extracurricular activities or any other school functions and is prohibited on school grounds when school is in session. When an accumulation of suspensions totals three (3), a meeting will be held with the Superintendent, Administration, parent and student. During this meeting, the Superintendent will determine if the student is to go before the School Board for a possible expulsion.

Windham Middle School - Discipline Intervention Guide

Purpose: Education of our students is both academic and behavioral. Therefore, it is our responsibility as educators and parents to teach positive behaviors and encourage students to be accountable for their decisions and their actions by facilitating student reflection and relevant school consequences. A collaborative school-home partnership is also essential in order for us to successfully promote positive student conduct and cooperation.

Below is a 3-Level classification of behaviors with each level listing a range of intervention. Since behaviors and circumstances are often different, school staff members are authorized to manage situations appropriately and fairly based on frequency and severity. Please refer to the WMS Student Handbook and RSU14 School Board Policies for more information.

	Description	Interventions
Level 1	<p><i>Low-level negative behaviors:</i></p> <ul style="list-style-type: none"> • Task avoidance • Non-compliance • Minor class disruption • Minor disrespect • Roughhousing • Teasing • Indirect profanity • Classroom tardiness • Phone use <i>(see Personal Device Policy)</i> • Technology violation <i>(see Technology Policy/SOP)</i> • Dress Code violation <i>(see Dress Code Policy)</i> 	<p><i>Decision/Consequence determined by the teacher which may include:</i></p> <ul style="list-style-type: none"> • Parent Contact (email/phone call) • Reminder Card • Mini-Conference • Lunch check-in (teacher's room) • Behavioral Late-Night (teacher's room) • Loss of privileges • Parent meeting
Level 2	<p><i>Mid-level negative behaviors will result in formal Office Referrals:</i></p> <ul style="list-style-type: none"> • Major class disruption/Defiance • Pre-meditated disrespect • Physical aggression • Harassment or Bullying • Direct profanity • Tardiness to Homeroom • Leaving class without permission • Cheating/Plagiarism • Negative behavior in Hallway, Bathroom, or Cafeteria <p><i>*Repetitive Level 1 Behaviors</i></p>	<p><i>Decision/Consequence determined by Administration which may include:</i></p> <ul style="list-style-type: none"> • Parent Contact • Reflection Form • Lunch check-in (office) • Administrative Detention (office) • Restorative Circle • Loss of privileges • Parent/teacher meeting • In-School Suspension • Out-of-School Suspension <p><i>*Administrative consideration of formal "Office Referrals" for repetitive Level 1 behavior will be based on prior <u>documented</u> interventions in conjunction with previous parent/home contact by the teacher.</i></p>
Level 3	<p><i>High-level negative behaviors will result in</i></p>	<p><i>Decision/Consequence determined by Administration which</i></p>

<p><i>formal Office Referrals:</i></p> <ul style="list-style-type: none"> • Assault/Fighting (all students involved) • Leaving school grounds without permission • Weapon possession • Drug/Alcohol use or possession. • Repetitive Level 2 behaviors 	<p><i>may include:</i></p> <ul style="list-style-type: none"> • Parent Contact • In-School Suspension • Out-of-School suspension • Parent meeting • Behavior Contract • Referral to SAT • Restorative Conference • Meet with Superintendent
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COMPUTER AND INTERNET USE: POLICY FOR STUDENTS

The Windham School Department provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The School Committee believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet require that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Student use of school computers, networks and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules (IJNDB-R). Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All Windham School Department computers remain under the control, custody and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, the Windham School Department cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of School Committee policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgment. The signed acknowledgment will be retained by the school.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the School Committee of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the School Committee's policy/rules. The Superintendent may delegate specific responsibilities to the Assistant to the Superintendent as he/she deems appropriate.

Windham School Department Policy: IJNDB

COMPUTER AND INTERNET USE RULES FOR STUDENTS
++(Separate written parental acknowledgement required)++

These rules implement complete School Committee Policy IJNDB and UNJDB-R—Student Computer and Internet Use. *Students have no expectation of privacy in their use of school computers. Violation of the Board's Student Computer and Internet Use policy and rules may result in loss of computer / internet privileges and disciplinary action as appropriate. If you have any questions about the guidelines, please contact your child's teacher.*

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 School Committee Policy IJNDB, INJDB-R, and these rules, may result in loss of computer and Internet privileges, disciplinary action and/or legal action.

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.

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 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.

Information Service Department will be consulted before any special computer hardware, other than what is stated above, is purchased. This will insure that such hardware will work properly with the Windham School Department network

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, pornographic, harassing and/or illegal;
2. **Illegal Activities:** Using the school unit's computers, networks and Internet services for any illegal activity or that violates other School Committee policies, procedures and/or school rules such as, but not limited to: harassing communications/behavior, discriminatory communications/behavior, any use involving materials that are obscene, pornographic, sexually explicit, or sexually suggestive;
3. **No outside hardware:** Prior permission will be sought from the Information Service Department before any outside equipment is plugged into the district's network, such as personal iPad/Laptops or handheld devices;
4. **Computer accessories and equipment:** Any computer accessory or equipment not explicitly defined by this policy is prohibited without prior permission from the Information Service Department. Examples would include USB memory sticks or external hard drives or CD/DVD devices;
5. **Violating Copyrights:** Copying or downloading copyrighted materials without the owner's permission;
6. **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 Web site must be identified;
7. **Copying Software:** Copying or downloading software without the express authorization of the system administrator;
8. **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;
9. **Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
10. **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;
11. **Unauthorized Access to E-mail, Message Board, Chat Rooms, and/or News Groups:** Attempt to access e-mail, message boards, chat rooms or news groups without specific authorization from the supervising teacher;

12. **Representation of Personal Views:** Any communication that represents personal views as those of the school unit or that could be misinterpreted as such;
13. **Accessing Computers While Privileges are Revoked:** Using school computers, networks and Internet services after such access has been denied or revoked;
14. **System Security:** Failing to report a known breach of computer security to the system administrator.
15. **Deleting/Concealing Inappropriate Information:** Any attempt to delete, erase, or conceal any information stored on a school computer that violates these rules.
16. **Changing desktop background, language bases, background color, deleting dock folders, scripts or aliases, or any change that alters the configuration that was present when the iPad/Laptop was given to the student to use.**

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 expectation of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school unit 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, such as copyright violations.

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 system administrator. 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 Acknowledgment Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgment Form before being allowed use of school computers.

COMPUTERS: WEB site policy (File: IJND)
(Separate, written, parental acknowledgement required**)**

The Windham School Department maintains an official web site to provide general information about our school system as well as information about educational programs, extracurricular activities, school events, and student and staff achievements. This web site is intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff, and to provide valuable information to the larger community about our schools. The web site does not create, nor is it intended to create a public or limited public forum.

The School Committee recognizes that the schools must establish reasonable controls to protect the privacy of students and staff, to ensure that the web site is in compliance with applicable laws, and to ensure that it meets the highest educational and quality standards. The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying guidelines, and for advising the School Committee of the need for any future amendments or revisions to the policy or guidelines. The Superintendent may develop additional administrative procedures and/or rules governing the day-to-day management and operations of the School Department's web site, consistent with the School Committee's policy and guidelines. The Superintendent may delegate specific responsibilities to the Assistant to the Superintendent as he/she deems appropriate.

CRISIS RESPONSE POLICY

(Summary: for complete policy see Policy EBCA)

It is the policy of the Windham School Department that each individual school shall, in accordance with administrative guidelines to be developed by the Superintendent, prepare and have in place a crisis response plan. The crisis response plan shall be in writing and available at all times in the Principal's office.

DRESS CODE POLICY

(Summary: for complete policy see Policy JICA)

According to RSU 14 district policy, "***The Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s) / guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming.***

Students are expected to be dressed for an academic atmosphere of purposeful learning and responsible citizenship. These guidelines will help you make good choices about what to wear to school:

Wear clothes that allow you a full range of motion — sitting, bending, reaching, running — without requiring perpetual readjustment.

Clothing must not include any words or graphics, which are contrary to the educational mission of our school. This includes references to drugs and alcohol, profanity, hate speech, and other disrespectful words or images.

Wear clothing intended for daytime/street wear.

Wear clothing that covers your body appropriately.

No costumes, face paint, or other distracting attire is allowed without administrative permission.

Hats and hoods are to be off during the instructional day, which is determined by the principal.

No "heelies" or other foot ware that contain wheels.

Administration has the final determination as to what is disruptive or distracting to the educational environment.

Dress Code infractions – reported DIRECTLY to Guidance/Administration. Decision may include parent contact, change of clothing, or other action in order to support student return to class and prevention of future Dress Code infractions.

DRUGS & ALCOHOL

(Summary: for complete policy see Policy JFCI and JFCI-R)

No student shall distribute, 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, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws / regulations, any look-alike substance, prescription drug 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.

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, MRSA, CH. 45. (This may include substances referred to as look-alike drugs, designer drugs, over-the-counter drugs, or prescription drugs.)

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.

Please refer to the Board's policy and procedure below on Substance Abuse for further information about support services and disciplinary consequences for students, including students involved in athletics.

EMERGENCY & EVACUATION DRILLS

Emergency drills provide serious preparation of students and teachers to assure safety in emergency situations. Evacuation instructions are posted in every classroom. Teachers will explain the alarm system and procedures to be followed during drills. During drills, there is to be no talking. Students should follow the direction of the teachers and move quickly without running to the designated area. When a drill is conducted during the change of classes, all students should leave the building through the nearest exit. Drills will be conducted periodically throughout the school year. *Any student not following directions during this time will be referred to administration.*

Food/Drinks/Gum

Breakfast is served during our IGNITE block until 8:10 a.m. After 8:10 students may only have water in the classroom, energy drinks, soda, coffee, etc is prohibited. Teachers have discretion regarding eating

in classrooms. Most teachers will allow a quiet snack at a designated time, however, snacks may not be allowed in a lab setting. Students may have other drinks besides water during lunch time. Gum is allowed but teachers have discretion about when to not allow it, based on the activity in class at the time.

HARASSMENT, SEXUAL HARASSMENT, HAZING & BULLYING OF STUDENTS

It is the intent of the Windham Raymond Board of Directors to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

The Board also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Harassment, hazing, and bullying interfere with the accomplishment of this goal.

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

Use of prohibited electronic devices within the school environment to post information that is harassing and/or offensive, and targets any individual, either student and/or adult, adversely, will affect the individual(s), climate and culture of the school. These incidences will be considered deliberate harassment and will fall under the school consequence for such action.

Application of Policy

This policy applies to harassment, sexual harassment, hazing, or bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to harassment, sexual harassment, hazing, or bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Title IX Coordinator will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

A. Harassment & Sexual Harassment

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, disability, stereotypes, or biases is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment includes, but is not limited to, verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, disability, stereotypes, or biases. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom student may interact in order to pursue school activities are required to refrain from such conduct.

B. Hazing

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

It is the policy of the Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, school-sponsored group, or a group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No student shall plan, encourage, or engage in injurious hazing activities. In the case of an organization affiliated with this school unit which authorizes hazing that results in a hostile educational environment for students and impacts the peace and usefulness of the school environment, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

C. Bullying Defined

For the purpose of this policy, “bullying” means any physical act or gesture or any verbally, written, or electronically communicated expression that:

A. A reasonable person should expect will have the effect of:

- 1. Physically harming a student or damaging a student's property;*
- 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or*
- 3. Substantially disrupting the instructional program or the orderly operations of the school; or*

B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

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

- 1. Physical contact or injury to another person or his/her property;*
- 2. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally in writing, or through cyberspace*
- 3. Blackmail, extortion, demands for protection money, or involuntary loans or donations;*
- 4. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;*
- 5. Stalking;*
- 6. Blocking access to school property or facilities;*

7. Stealing or hiding books, backpacks, or other possessions;
8. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash," trading of insults, or similar interactions among friends; 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, the operations of the schools, or is not offensive to others. 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.

D. Bullying / Harassment / Hazing

Bullying / harassment / hazing, as defined in this policy, is not acceptable conduct in Windham Raymond schools and is prohibited. Any student who engages in conduct that constitutes bullying / harassment / hazing shall be subject to disciplinary consequences, up to and including suspension and expulsion. A student's bullying / harassing / hazing behavior may also be addressed through other behavioral interventions.

Determination of Conduct

The determination whether particular conduct constitutes harassment, sexual harassment, hazing, or 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.

Delegation of Responsibility

The Superintendent / Designee will be responsible for developing and implementing procedures for:

- A. Student and parent reporting of harassment, sexual harassment, hazing, or bullying to staff and school administrators;
- B. Staff reporting of harassment, sexual harassment, hazing, or bullying to school administrators;
- C. Review of reports and investigation of harassment, sexual harassment,

- hazing, or bullying incidents;*
- D. Intervention with and/or discipline of students who engage in harassment, sexual harassment, hazing, or bullying;*
 - E. Support for students who are victims of harassment, sexual harassment, hazing, or bullying;*
 - F. Training staff and students in harassment, sexual harassment, hazing, and bullying prevention; and*
 - G. Periodic evaluation of harassment, sexual harassment, hazing, and bullying prevention, intervention, and training efforts in Windham schools and reporting to the Board upon request.*

Reporting & Response

All students who have been harassed, hazed, or bullied, and all students or School District employees who observe these incidents, should report the behavior to a staff member or school administrator. Staff should report the incidents to the Building Principal.

Acts of reprisal or retaliation against any person who reports an incident of these prohibited behaviors are prohibited. Any student or staff member who is determined to have falsely accused another of these prohibited behaviors shall be subject to disciplinary consequences.

Harassment, sexual harassment, hazing or bullying by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment, sexual harassment, hazing or bullying by students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment, sexual harassment, hazing, or bullying of students by persons other than school employees and students. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent or his/her Designee shall assume responsibility for implementing this policy. A copy of this policy shall be included in all school and faculty handbooks, or otherwise distributed to all school employees and students.

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

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with this school unit which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action – or lack of action – on the part of the superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the full school board. The ruling of the school board, with respect to the provisions of this policy, shall be final.

A copy of this policy shall be included in all school, parent, and faculty handbooks or otherwise distributed to all school employees and students.

HEALTH SERVICES

Each school has a full-time certified school nurse available and students who are ill are expected to report to the health office to be evaluated and dismissed if necessary. At the start of every school year, students are expected to return a completed emergency form. This form includes information on parents' daytime telephone numbers and emergency contacts. Also included is updated health information. Supplemental health forms are expected for students with potentially life threatening allergies and illnesses such as diabetes and asthma. Students new to Windham must provide documentation of immunization (see Policy JLCB).

Trained school personnel can dispense medications (prescription and non-prescription) when signed permission by parents is on file in the student's health record. Written physician's orders are required for all medications given for more than 15 days, including insulin, inhalers and EpiPens.

Vision screening is conducted for all kindergarten, first, third, 5th, 7th, and 9th graders. Scoliosis screening is done for 6th grade girls and all 8th graders. Hearing screenings are done upon request at any grade level. A physical exam completed by a health care provider is required every three years, and every two years for students involved in extracurricular athletic teams. This report must be submitted to the health office prior to participating in or trying out for any athletic team.

The school nurse is always available for consultation and referral information and parents are encouraged to call when necessary.

Visit the Health Services web link on the Windham School District web page (www.windhamraymondschools.org) for more information and forms.

See also section on **Medications.**

IEP – (Individualized Education Program) REFERRAL POLICY

(Summary, for complete policy, see IGABC)

Parents, staff or any other interested person with knowledge and concerns about a given student may refer that student to the Pupil Evaluation Team (PET) if it is the belief that the student may be in need of special education and supportive services. Referral is made by contacting the Director of Student Services or the appropriate building principal, Pupil Evaluation Team Coordinator or special education teacher/speech-language therapist.

Referral is considered official upon receipt of parental signature for permission to evaluate the student. The time period between referral and completion of the IEP will begin on the date that the parent gives written permission for a special education evaluation.

Students considered "at risk" will be reviewed by appropriate personnel to determine if the initial steps leading to the PET should be initiated. "At risk" students may include (but are not limited to) those who have accumulated 45 absences during a school year, have been suspended in excess of 10 days during a school year, are failing a majority of their classes, and those students who have experienced an illness or accident likely to cause neurological or emotional impairment.

LOCKERS

Lockers and desks are the property of Windham Middle School. School administrators may search student lockers and desks when they have reasonable suspicion that the search will reveal evidence the student has violated or is violating either the law or school policies. Lockers should be kept locked at all times and should not be shared with any other person. Lockers should not be altered. In addition, students taking physical education classes should lock their possessions using lockers in the locker room.

LOST AND FOUND

All found articles should be turned into the main office. All library books found should be returned to the library. If you have lost an article, check with the main office.

MEDICATIONS & MEDICATIONS ON FIELD TRIPS

(for complete policy see Policies JLCD and JLCDA)

*It is the policy of the Windham School Department to **discourage** the dispensing of medications at school. If your child requires a medication at school for a permanent or chronic condition such as asthma, convulsive disorder, bee sting allergy, etc., please contact the school nurse so that safe arrangements can be made. This includes inhalers for asthma.*

*If our child has a prescription for acute or short-term illness, (i.e., ear or respiratory infection), please alter the medication schedule so the medication can be administered at home. If this is not possible, **one day's supply** may be brought to school in a durable, clearly labeled, container with written instructions signed by the parent. **The parent must bring the medicine to the office at the beginning of the school day.** If this cannot be done, please call the school nurse to make necessary arrangements.*

NO MEDICATION OF ANY KIND MAY BE KEPT IN A STUDENT'S LOCKER UNDER ANY CIRCUMSTANCES.

The Board has adopted a policy concerning the administration of medications on field trips. Please contact your child's teacher or the school nurse if you have questions about the policy.

NON-DISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The Windham Raymond School District Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to non-discrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

The School District will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

"NO SCHOOL" ANNOUNCEMENTS

In the case of inclement weather, the Superintendent, Director of Transportation, and the Public Works Department make every attempt to reach a decision regarding the cancellation of school as early as possible. There is sometimes a delay between the time we place our call and the time the announcement is made. However, by listening to one of the following stations you will be notified of "No School."

*Windham Cable (Ch 7) Channel 6 (WCSH-TV) Channel 13 (WGME-TV) Channel 8 (ABC-TV)
WPOR (101.9 FM) WGAN (560 AM) WGMX (93.1 FM) WYNZ (100.9 FM)*

PERSONAL BELONGINGS

Personal belongings such as electronic devices, toys, etc. interfere with the educational atmosphere and should not be brought to school. **Backpacks** are to be used within the building with administration permission only. Backpacks should be stored within a student's locker or cubbie during the school day. **Electronic Devices** such as cell phones, iPods, MP3 or any electronic music device may be used before or after school. If these devices are brought to school, they must be stored in the off position. The school assumes no responsibility for lost or stolen personal belongings included within this section. Students who abuse this policy may be subject to disciplinary action which can include taking possession of the device and releasing it only to the parent.

PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS

(Summary. For complete policy and procedures see Policy ECB)

The Windham School Board recognizes that structural and landscape pests can pose significant problems for people and school unit property, but that use of some pesticides may also pose health and safety risks to people, property and the environment. It is therefore the policy of the Windham School Department to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests.

For the purpose of this policy, "pests" are populations of living organisms (animals, plants or microorganisms) that interfere with use of school facilities and grounds. "Pesticide" is defined as any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pests and any substance or mixture of substances intended for use as a plant regulator, defoliant or desiccant.

The objective of the Windham School Department's IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others. These goals will be addressed by the establishment of a Pest Management Plan.

The Superintendent and/or designee shall develop and implement a Pest Management Plan consistent with the following IPM principles and procedures:

QUESTIONING AND SEARCHES OF STUDENTS

(Summary. for complete policy and procedures see Policy JIH, JIH-R, JIH-P)

The School Board seeks to maintain a safe and orderly environment in the schools, and in all school related activities. Principals, Assistant Principals, and Director of the REAL School or their designee are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

Students may not bring, possess or store at school any items or substances which are prohibited by law or school board policies OR which interfere with the operations/general welfare of the school.

Lockers, desks, and other school storage facilities are school property, and remain under the control, custody and supervision of the school even when they are assigned to individual students. Students have no expectation of privacy in school storage facilities or for any items placed in such facilities. School officials 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, including the use of a canine patrol.

School officials may also search students' wallets, purses, backpacks, pockets, and other property when they have a reasonable suspicion that the search will reveal evidence that the student has violated or is violating the law or School Board policies. Evidence may be forwarded to law enforcement as deemed appropriate by school officials, even if the search was initiated for school purposes.

If a search produces evidence that a student has violated or is violating the law or School Board policies, such evidence may be seized and impounded by the Principal/Assistant Principal, Director of the REAL school, or their designee and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by the Principal/Assistant principal, Director of the REAL School, or their designee. Parents/Guardians will be notified as soon as possible that a search was conducted.

School staff, students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by the Principal/Assistant Principal.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, any administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to Board approval.

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. CODE: ADC

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.

Communication of Policy

This policy will be available in both employee and student handbooks and adult education booklets on a yearly basis. Additionally, the policy will be available on RSU # 14 websites. Tobacco-free school signs will be posted in highly visible places both inside and outside all school buildings including the Central Office. Signs will be posted at all entrances of school buildings, school playgrounds, and athletic fields. The maintenance staff will be responsible for maintaining signage.

Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide.

An announcement of the tobacco-free school policy will be made at all school events, including, but not limited to, adult education classes, athletic events and drama productions, when possible.

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 or an 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. Progressive 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 or an 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.

FACULTY / STAFF

Any faculty / staff member in violation of this policy shall be subject to the appropriate disciplinary measures. Information will also be provided to staff regarding resources to help them stop using 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)

District Policy Code: ADC Tobacco Use and Possession

SPECIAL EDUCATION SERVICES

The Windham School Board has adopted a complete set of policies related to Special Education Services. If you need more information, please contact the principal or your child's teacher or guidance counselor.

Student Assistance Team/S.A.T. - A multi-disciplinary team, ideally composed of an administrator, the student's guidance counselor, the school nurse, a staff member, if appropriate, and others as deemed necessary for special cases. One member of the S.A.T. will be designated as the student's case manager. The role of the team is to be review non-clinical assessments and to make recommendations to the administration concerning students with chemical health problems. Members of the team will also be responsible for notifying other people when appropriate and following up on recommendations.

STUDENT RECORDS / FERPA
Summary - for complete policy see Policy JRA / JRA-R / JRA-E

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS & INFORMATION RIGHTS

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

INSPECTION OF RECORDS

Parents / eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the principal in writing and must identify the record(s) to be inspected. The principal will notify the parent / eligible student of the time and place where the record(s) may be inspected. Parents / eligible students may obtain copies of education records at a cost of fifteen cents (15¢) per page.

AMENDMENT OF RECORDS

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

DISCLOSURE OF RECORDS

The Windham School Department must obtain a parent / eligible student's written consent prior to Disclosure of personally identifiable information in education records, except in circumstances as permitted by law.

1. **Directory Information:** The Windham School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). Parents / eligible students who do not want the Windham School Department to disclose directory information must notify the principal in writing by September 15, or within thirty (30) days of enrollment, whichever is later.
2. **Military Recruiters / Institutions of Higher Education:** Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Windham School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents / eligible students who do not want the Windham School Department to disclose this information must notify the principal in writing by September 15, or within thirty (30) days of enrollment, whichever is later.
3. **School Officials with Legitimate Educational Interests:** Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the Windham School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and

law enforcement unit personnel); members of the Windham School Committee; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee), or assisting a school official in performing his/her professional responsibilities.

4. Other School Units: As required by Maine law, the Windham School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).
5. Other Entities / Individuals: Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents / eligible students may obtain information about other exceptions to the written consent requirement by request to the principal or the Director of Student Services.

COMPLAINTS REGARDING SCHOOL DEPARTMENT COMPLIANCE WITH FERPA

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

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

SUBSTANCE ABUSE POLICY

(Summary – For complete policy, see JFCI.)

Statement of Philosophy:

It is the responsibility of the School Committee to provide an appropriate learning environment for all Windham students. This includes age-appropriate developmentally based drug and alcohol education and prevention programs available to all schools. These programs include subject-specific curriculum, awareness programs, assembly programs, weekly substance abuse counselor services, and community/parent education programs. In order to preserve that learning environment, the School Committee expects that students will attend school and school-related functions chemically free. The School Committee understands that chemical dependence is a disease preceded by abuse and furthermore, that the use of illicit drugs and the unlawful possession and use of alcohol is harmful. Because the School Committee desires early intervention in the disease process, contact with students manifesting signs of abuse will be made and efforts to educate and aid them initiated. The School Committee is committed to developing preventative programs related to substance abuse at all grade levels. Parents and students will be notified that compliance with the Substance Abuse Policy is mandatory.

Policy:

A student shall not attend school or school-related functions under the influence of alcohol, marijuana, inhalants, or any other substance defined as a drug. In school or at school-related functions, a student shall not use, have in his possession any paraphernalia, buy, sell, or furnish alcohol, marijuana, or any other substance defined as a drug. It is not a violation of this policy for a student to be in possession or to use a legally defined drug specifically prescribed for the student's own use by his/her doctor. (Guidelines for possessing and administering prescribed medications in schools are covered in Windham's

Medication Policy, regulation #5420.)

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.

Procedures:

Since the age of 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, student will undergo an assessment with substance abuse counselor or consultants.
- f. Administrator will refer case to S.A.T. chairperson.
- g. S.A.T. will convene within ten days and make recommendation.
- h. Upon returning to school, the student, must:
 - attend a minimum of six drug education sessions.
 - maintain weekly contact with guidance counselor
 - maintain proper attitude, behavior and attendance
- i. Student will follow recommendations of the S.A.T. or face hearing with the School Committee for possible expulsion.
- j. The S.A.T. will provide parents with a list of community resources and recommend they attend an educational program on drug and alcohol abuse.

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. Refer to School Committee for possible recommendation for expulsion.
- f. Upon expelling a student, the School Committee will specify conditions for return that will serve as satisfactory evidence that similar behaviors will not recur.
- g. Student meets with chemical abuse counselor.
- h. Parents meet with administrator and chemical abuse counselor to develop an appropriate action plan and follow-up plan.

3. Furnishing/Selling

- a. Confiscate substance/verify incident.
- b. Administrator meets with student.
- c. Notify parent/guardian, superintendent and police.
- d. Suspend student from school for ten days.
- e. Refer to S.A.T. for evaluation and recommendations. Police participation on the S.A.T. may be requested.
- f. Expulsion. Upon expelling a student, the School Committee will specify conditions for return that will serve as satisfactory evidence that similar behaviors will not recur.

B. Voluntary Referral/No Violation of School Policy

1. Concerned Person

- a. Discuss concerns with student assistance team member.
- b. Student assistance team member collects information from other concerned persons.
- c. Discuss referral with student and conduct non-clinical assessment.
- d. Contact parent/guardian with information gathered if appropriate.
- e. Student assistance team meets to formulate recommendations and develop a plan of action.

2. Self-Referral

- a. Indicate the availability of a student assistance team.
- b. Consult with an S.A.T. member.
- c. Refer the student directly to the substance abuse counselor, if appropriate.
- d. The substance abuse counselor meets with the student to begin non-clinical assessment.
- e. The substance abuse counselor may discuss the student's case with the S.A.T. for further recommendations.
- f. The substance abuse counselor and student develop an action plan.

General Information

Chemical dependence is a disease; students receiving treatment will be given the same support as a student recovering from any other condition. All reasonable efforts will be made to maintain the confidentiality of records or of the identity of concerned persons. S.A.T. records will be kept by the school nurse in a central location in each building.

Awareness programs and support groups for recovering, using and affected students are an integral part of the Student Assistance Program. All students are informed about available resources and are encouraged to participate in these programs at any time with, or without referral from the S.A.T.

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

If a student receiving special education services requires intervention because of a substance abuse problem, the S.A.T. will work with the Special Education Department to insure continuation of his/her educational program.

This substance abuse policy will be made a part of the student handbook which is given to every student at the start of each new school year.

Also in the handbook will be notification to parents of standards of conduct that are mandatory.

SUBSTANCE ABUSE POLICY FOR ATHLETIC PROGRAM

Philosophy Statement

The school system recognizes that the use of mood-altering chemicals is a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. Adolescent use of tobacco, alcohol and other drugs likewise affects the development of skills related to participation in extracurricular activities.

The school system supports education and awareness training for administrators, athletic directors, coaches, student advisors, athletes, and parents. This training would cover adolescent chemical dependence problems, including the symptomology of chemical dependence and special problems affecting athletic activities.

The school system recognizes that any athletic policy related to the use of alcohol, tobacco and other drugs needs to be incorporated within the context of a broader school and community effort to deal with tobacco, alcohol and other drug prevention programs and must be consistent with other school policies and procedures in order to be effective.

Policy

During the season of practice and competition, which ends with the athletic awards banquet for that season, a student shall not use, possess any paraphernalia, buy, sell, or furnish alcohol, tobacco

(including smokeless tobacco), marijuana, inhalants, or any other substance defined as a drug. It is not a violation of this policy for a student to be in the possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. (Windham's Medication Policy, regulation #5420)

Activities covered by this policy and procedures include those school-sponsored athletic activities for which there is a schedule of interscholastic contests, recognized by the Maine Principals' Association.

Procedures

Athletic policy is separate, yet consistent with general school rules and procedures. When a disciplinary referral occurs as a result of a violation in school or at a school related function, the administrative procedures defined in the current Windham Substance Abuse Policy, as well as those defined in the athletic policy will be followed. The Athletic Substance Abuse Policy pertains to off-campus activities.

A. Disciplinary Referrals

1. Possession/Use -- First Offense
 - a. verify incident by school official
 - b. notify administration of incident
 - c. administration to follow normal administrative procedures
 - d. discuss concerns with student
 - e. inform parent/guardian
 - f. suspend student for two athletic events or for two weeks, whichever is greater require student to attend awareness education group for a minimum of six sessions and/or other recommended services (failure to comply may lead to suspension for the season) encourage parents to attend an educational program on abuse of alcohol and other drugs.

2. Possession/Use – Second Offense
 - a. verify and discuss the incident with student
 - b. notify administration of incident
 - c. administration to follow normal administrative procedures
 - d. notify parent
 - e. suspend for remainder of season
 - f. require an assessment before participation in another team sport
 - g. require student to attend an educational group and/or other recommended services before participating in other team sport.
 - h. encourage parents to attend an education program on abuse of alcohol and other drugs

3. Selling or Furnishing
 - a. verify and notify administration of incident
 - b. administration to follow normal administrative procedures
 - c. notify parent/guardian, superintendent and police
 - d. suspend (from athletics) for-the remainder of the year
 - e. require a non-clinical assessment before student can participate in other activities
 - f. student to attend an educational group and/or follow other recommendations of the S.A.T.
 - g. recommend parents attend an educational program on drugs and alcohol

B. Concerned Person/Self Referrals

1. Concerned Person/Suspicion Only/First Report

- a. consult with others to evaluate student's behavior
- b. meet with student to establish relationship and discuss concerns over use (if student admits problem, follow self referral procedure – first report)
- c. notify parents, if appropriate
- d. review policy and procedures
- e. refer to student assistance teams or community resources
- f. follow up discussion to determine if resources were effective. .

2. Concerned Person/Second Report

- a. consult with others and parents to investigate reports of use/abuse (if there is proof of use, follow disciplinary procedures A-I).
- b. meet with student, review information and policy (give option of self referral)
- c. recommend referral to student assistance team
- d. invite parents to attend an education program

3. Self Referral

- a. talk with student
- b. refer for a non-clinical assessment
- c. monitor participation in recommended programs
- d. encourage parents to attend an educational program
- e. follow-up to determine if resources were effective and/or helpful.

VANDALISM

(Summary - for complete policy see Policy ECAB

Students who engage in vandalism or misuse of school property may be suspended for up to 10 days and will have to pay any cost incurred by the District to correct the damage. Students who tamper with the alarm system or fire extinguishers can face legal prosecution and disciplinary action.

VISITORS' POLICY - (Summary - for complete policy see Policy KI)

The Windham School Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The term "visitor" shall apply to any person on school grounds or in school buildings who is not an employee or student of the Windham School Department.

All visitors shall report to the main office upon arrival at the school and be issued a visitor badge to be worn while visiting the school. (This does not apply to parents or citizens who have been invited to the school for an open house, performance or other pre-planned school program.) All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance. Before leaving, visitors must sign out at the office and return their visitor's badge.

All visitors who violate the policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. The building administrator/designee may request the assistance of law enforcement if necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

WEAPONS, VIOLENCE AND SCHOOL SAFETY

(for complete policy see Policy JICIA)

In an effort to ensure a safe environment for students and employees, students are prohibited from the following conduct at all times 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:

- A. *Possession or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass other persons. Examples of such articles include, but are not limited to, firearms, ammunition, explosives, brass knuckles, knives, chains, clubs;*
- B. *Use of any object as a weapon, although not necessary designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to, belts, other articles of clothing, combs, pencils, files, compasses, scissors, and realistic replicas of weapons;*
- C. *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);*
- D. *Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others or which tend to incite violence and/or disrupt the school;*
- E. *Willful and malicious damage to school or personal property;*
- F. *Stealing or attempting to steal school or personal property;*
- G. *Lewd, indecent or obscene acts or expressions of any kind;*
- H. *Violations of the School Department's drug / alcohol and tobacco policies;*
- I. *Violations of state or federal laws; and*
- J. *Any other conduct that maybe harmful to persons or property.*

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 law.