

ETHICAL AND RESPONSIBLE

STUDENT BEHAVIOR:

THE STUDENT

CODE OF CONDUCT

WINDHAM SCHOOL DEPARTMENT

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Student Code of Conduct

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.

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

Windham's Core Values

Respect
Responsibility
Integrity
Compassion
Courage
Honesty

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

Having considered the input of administrators, parents, students, and the community, the Board adopts this Student Code of Conduct, consistent with the requirements of 20-A MRSA § 1001(15).

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

First Reading December 18, 2002

Approved January 15, 2003

Standards for Ethical and Responsible Behavior: Our Values in Action

With rights come responsibilities. Students are expected to demonstrate ethical and responsible behavior consistent with the school community's values. Such conduct is fundamental to a supportive, safe, and orderly school environment and a civil society.

A student who is **RESPECTFUL** of others and self:

Does:

- Tolerate views and beliefs that differ from personal views and beliefs
- Appreciate and honor diversity
- Support and contribute to healthful habits and safe environments for self and others
- Follow Windham's Code of Conduct

Does Not:

- Engage in harmful behavior such as substance abuse or sexual promiscuity
- Damage the property of others
- Make derogatory statements about another's gender, sexual orientation, ethnicity, socioeconomic class, religion, disability, intellect or appearance
- Participate in activities that have the potential to cause physical or emotional harm

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

Does:

- Acknowledge making a mistake
- Accept the consequences for personal actions
- Report harmful or hateful behavior to a Trustworthy authority figure
- Seek help or support when necessary

Does Not:

- Evade the just consequences of personal actions
- Rationalize or make excuses for unacceptable behavior
- Blame others for his or her personal actions

A student who has **INTEGRITY** in dealing with others:

Does:

- Recognize the impact his/her behavior has on others
- Understand the distinction between justice and vengeance
- Seek to strike a balance between the needs and desires of the individual and the needs and desires of the community
- Treat others the way he or she would like to be treated
- Treat others with a sense of fairness

Does Not:

- Engage in malicious criticism of others
- Seek to steal from or cheat others
- Attempt to further one's own interests or desires at the expense of another

A student who is **COMPASSIONATE** in dealing with the limitations and sufferings of others:

Does:

- Treat all people with kindness
- Lend a helping hand to those in need
- Possess an ability to empathize with fellow human beings

Does Not:

- Tease or taunt others
- Seek to judge others, but rather seeks to understand others in terms of our common humanity
- Seek to draw undue attention to another's shortcomings

A student who is **COURAGEOUS** in the face of ethical challenges:

Does:

- The right thing even if it is unpopular
- Take healthy, sensible risks
- Seek the advice and/or assistance of a trustworthy adult when making difficult decisions or when in a dangerous/troublesome situation
- Hold high aspirations for self and community
- Strive to meet goals that are personally challenging

Does Not:

- Say "I cannot," but instead says "I will try," when faced with difficult challenges
- Stand idly by while others engage in unethical or harmful behavior
- Sacrifice aspirations when confronted by academic or ethical setbacks

A student who is **HONEST** in academic endeavors and interpersonal relationships:

Does:

- Seek to speak the truth, respectfully
- Understand the difference between collaboration and collusion
- Recognize that trust is an essential component of all relationships with peers, parents, siblings, teachers and co-workers

Does Not:

- Plagiarize the work of others including fellow students, siblings, and parents
- Engage in secretive, sneaky, fraudulent or manipulative behavior
- Take the property of others

Board Policies Related to Student Conduct

The Board has adopted the following policies and administrative procedures to address areas of particular concern.

FILE: JI

Student Rights and Responsibilities

Students have certain legal rights under federal/state constitutions and statutes as interpreted impertinent court decisions. In connection with these rights is the expectation that students will demonstrate ethical and responsible behavior.

Among these student rights are:

- A. The right to equal educational and extra curricular opportunity
- B. The right to freedom from discrimination and harassment because of race, color, sex, religion, ancestry or national origin, or disability
- C. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the Board
- D. The right to due process with respect to suspension, expulsion, or an administrative decision which a student believes has injured his/her rights
- E. The right to free inquiry and expression and to voice grievances within the bounds of reasonable rules regarding these rights, and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission
- F. The right to privacy regarding the content of school records, as defined by the Family Educational Rights and Privacy Act (FERPA)
- G. The right to be free from unreasonable searches and seizures
- H. The right to access school rules and, when necessary, an explanation of these rules from school personnel

The Board has the authority to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools.

This Board policy is designed for educational and informational purposes and is not intended to create, expand, or restrict any student rights or responsibilities.

First Reading December 18, 2002

Adopted January 15, 2003

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry or national origin, or disability. 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

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.

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.

Legal Reference: Title IX of the Education Amendments of 1972
(20 USC § 1681, et. seq.)
Title VI of the Civil Rights Act of 1964
(42 USC § 2000(d)) 5 MRSA § 4602

Cross Reference: ACAA-R – Student Harassment Complaint Procedure
AC – Nondiscrimination/Equal Opportunity and Affirmative Action
JICIA – Weapons, Violence and School Safety

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, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

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 students' 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.

Legal Reference: TITLE 20-A, MRSA Sec. 6553
Cross Reference: ACB – Harassment and Sexual Harassment of Students
ACAB – Harassment and Sexual Harassment of Employees
JICIA – Weapons, Violence and School Safety

Adopted: April 24, 1996

Revised: February 16, 2000

SMOKING BY STUDENTS POLICY

Use of tobacco in any form by students is prohibited in school buildings, on school grounds, on buses, and at all school-sponsored activities which take place off school property. Each school unit will develop building regulations which include consequences for violation of this policy. The Board will be notified of any changes of individual school regulations regarding the smoking policy before they become effective.

First Reading: August 30, 1995

Second Reading: September 20, 1995

SMOKING ON SCHOOL PREMISES AT PUBLIC FUNCTIONS

It shall be the policy of the Windham School Committee that smoking is prohibited on School Department property at all times.

Adopted: August 4, 1982

DRUG AND ALCOHOL USE BY STUDENTS

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

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

Prohibited Conduct

No student shall distribute, 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 drugs, or any substance that is represented to be a controlled substance.

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

Disciplinary Action

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

Prevention/Education

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

Intervention

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

Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference: 21 USC § 812 (Controlled Substances Act)
21 CFR Part 1300.11-15
Pub.L.No. 101-226 (Drug-Free Schools and Communities Act
Amendments of 1989)
17-A MRSA § 1101
42 USC § 2.1 et. seq.
20-A MRSA §§ 1001(9); 4008

Cross Reference: Drug-Free Workplace
Weapons, Violence and School Safety
Suspension of Students
Expulsion of Students
Administering Medication to Students
Student Records

WINDHAM SUBSTANCE ABUSE REGULATIONS

Definitions:

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

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

Nonclinical Assessment – Evaluation of a student’s chemical use by school personnel.

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 designed as the student’s case manager.

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:

I. ELEMENTARY ADMINISTRATIVE PROCEDURES

A. Disciplinary Action/Violation of Policy

1. Possession/Use - First Offense
 - a. verification/confiscation
 - b. administrator meets with student
 - c. disciplinary action as appropriate, i.e.
 - out of school suspension for one to ten days;
 - after school detention;
 - other disciplinary procedures.
 - d. notify parent/guardian and superintendent, notify police if appropriate.
 - e. meet with student assistance team.
 - f. attend an educational group and/or individual counseling.
 - g. provide parents with list of community resources.
 - h. student will follow recommendation of S.A.T. or face hearing with School Committee for possible expulsion.

2. Possession/Use Second or Subsequent Offense

- a. verification/confiscation
- b. administrator meets with student
- c. disciplinary action as appropriate, i.e.
 - out of school suspension for one to ten days;
 - after school detention;
 - other disciplinary procedures.
- d. notify parent/guardian and superintendent, notify police if appropriate.
- e. meet with student assistance team.
- f. attend educational group and/or counselor;
- g. provide parents with list of community resources;
- h. call a P.E.T. if the child is a special education student;
- i. hearing before School Committee to:
 - consider possible expulsion and
 - verify treatment before re-entry into regular education program.
- j. notify police, and/or DHS if appropriate.

3. Furnishing and/or Selling

- a. verification/confiscation
- b. administrator meets with student
- c. disciplinary action as appropriate, i.e.
 - out of school suspension for one to ten days;
 - other disciplinary procedures.
- d. notify parent/guardian, superintendent and police.
- e. meet with student assistance team.
- f. attend educational group and/or individual counselor.
- g. provide parents with list of community resources.
- h. refer to Department of Human Services, Child Protective Services, if appropriate.
- i. call a P.E.T. if the child is a special education student.
- j. possible hearing before School Committee to:
 - consider possible expulsion and
 - verify treatment before re-entry into regular education program.

B. Voluntary Referral/No Violation of School Policy

1. Concerned Person

- a. discuss concerns with student assistance team member
- b. notify administrator of incident and/or concern
- c. refer student to guidance counselor, chemical abuse counselor, and/or student assistance team.
- d. notify parents/guardian,
- e. follow recommendations generated in Step c.

2. Self-Referral
 - a. listen to student concern
 - b. discuss concerns with student assistance team member
 - c. notify administrator of incident and/or concern
 - d. refer student to guidance counselor, and/or S.A.T.
 - e. notify parent/guardian, if appropriate.
 - f. follow recommendations generated in Step D.

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 regular contact with guidance counselor
 - i. maintain proper attitude, behavior and attendance
 - j. student will follow recommendations of the S.A.T. or face hearing with the School Committee for possible expulsion.
 - k. 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, upon expelling a student, the School Committee will specify conditions for return that will serve as satisfactory evidence that similar behaviors will not recur.
 - f. Student meets with chemical abuse counselor.
 - g. 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. Refer to the School Committee with possible recommendation for 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 nonclinical assessment.
- d. Contact parent/guardian with information gathered,
- 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 a 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 resource. 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 and standards of conduct is mandatory.

SUBSTANCE ABUSE POLICY FOR ATHLETIC PROGRAM

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
- g. 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)
- h. 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 another team sport.
- h. Encourage parents to attend an educational 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-1)
 - 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 educational 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.

Adopted: October 12, 1994

Amended: September 22, 1999

WINDHAM SCHOOL DEPARTMENT

WEAPONS, VIOLENCE AND SCHOOL SAFETY

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

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

Prohibited Conduct

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to, firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- 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, which tend to incite violence and/or disrupt the school program;
- 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 unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

Disciplinary Action

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

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

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

Psychological Evaluation/Risk Assessment

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations shall be performed at the school unit's expense.

If the parent/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

Legal References: 20 USCA § 8921 (Gun-Free Schools Act of 1994)
20-A MRSA §§ 1001(9); 1001(9-A); 6552
17-A MRSA §§ 2(9); 2(12-A)

Cross-References: ACAA – Harassment and Sexual Harassment of Students
ADC – Tobacco Use and Possession
EBCA – Crisis Response Plan
JICH – Drug and Alcohol Use by Students
JK – Student Discipline
JKD – Suspension of Students
JKE - Expulsion of students
JKF - Suspension/Expulsion of Students with Disabilities
JIH – Questioning and Searches of Students
KLG – Relations with Law Enforcement Authorities
IGDJ – Athletic Eligibility

Adopted: March 22, 2000

QUESTIONING AND SEARCHES OF STUDENTS

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, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

Students use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. Principals, Assistant Principals, Director of the REAL School, or their designee have the authority to inspect and search storage facilities and their contents, including vehicles in the parking lots, on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrol, using dogs trained to detect drugs and/or weapons may be used.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by 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.

Cross Reference: JIH-R Questioning and Searches of Students – Administrative Procedure
 JIH-P Canine Patrols/Searches -- Procedure
 JICIA Weapons, Violence and School Safety
 JK Student Discipline
 KLG Relations with Law Enforcement Authorities

Adopted: December 15, 1999

REVISED: November 17, 2004 (Second Reading Waived)

WINDHAM SCHOOL DEPARTMENT

QUESTIONING AND SEARCHES OF STUDENTS ADMINISTRATIVE PROCEDURE

The purpose of this administrative procedure is to provide guidelines for the conduct of student questioning and searches by school administrators or their designee. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis.

A. Questioning by Principals, Assistant Principals, Director of the REAL School, or their designee

1. Principals, Assistant Principals, Director of the REAL School, or their designee are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules and/or federal/state laws. If law enforcement officers are involved, refer to policy KLG – Relations with Law Enforcement Authorities.
2. Principals, Assistant Principals, Director of the REAL School, or their designee shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. The Principal, Assistant Principal, Director of the REAL School, or their designee shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.
3. If a student fails to cooperate, lies, misleads or threatens any person during questioning, he/she may be subject to additional disciplinary action.

B. Searches of Students and/or Personal Property in Students' Immediate Possession

1. Principals, Assistant Principals, Director of the REAL School, or their designee are authorized to search students and/or personal property in the students' immediate possession when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating the Board policies, school rules and/or federal/state laws.
2. All searches of students and/or personal property shall be authorized and conducted by a Principal, Assistant Principal, Director of the REAL School, or their designee in the presence of a witness, except where the circumstances render the presence of a witness impractical.
3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include the student's outer clothing (e.g., pockets, jacket, shoes, hat) and personal belonging (e.g., purse, backpack, gym bag, lunch bag). If the search discloses evidence, a broader search may be justified.

4. Searches which disclose evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.
5. Principals, Assistant Principals, Director of the REAL School, or their designee are required to document all searches and items seized/impounded on the Student Search Checklist or by another reasonable method.

C. Searches of Lockers, Desks and Other School Facilities

1. School staff, students and parents shall be informed of this policy/procedure on an annual basis.
2. Principals, Assistant Principals, Director of the REAL School, or their designee shall consult with the Superintendent prior to conducting random searches.
3. Searches of individual student lockers, desks or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search.
4. Searches which disclose evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.
5. Principals, Assistant Principals, Director of the REAL School, or their designee are required to document all searches and items seized/impounded on the Student Search Checklist or by another reasonable method.

D. Canine Patrol

1. Canine patrol, using dogs trained to detect drugs and/or weapons, may be used to identify individual lockers, or cars in the parking lots, to be searched by school officials. Canine patrols will be conducted pursuant to Canine Patrols/Searches Procedure. Authority to approve such patrols and the resulting searches is reserved to the superintendent.

WINDHAM SCHOOL DEPARTMENT

E. Patrolling of Parking Lots

1. Students may drive vehicles to school and park in designated areas in accordance with school rules. Principals, Assistant Principals, Director of the REAL School, or their designee retain the authority to patrol parking lots, including Canine Searches.
2. If the Principal, Assistant Principal, Director of the REAL School, or their designee have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating a federal/state law and/or there is a substantial threat to the welfare and safety of the schools, law enforcement authorities will be requested to render assistance in accordance with Board policy KLG – Relations with Law Enforcement Authorities.

F. Involvement with Law Enforcement Authorities

1. Principals, Assistant Principals, Director of the REAL School, or their designee, have the discretion to request the assistance of law enforcement authorities in accordance with Board policy.

Cross Reference:	JIH-E	Student Search Checklist
	JIH-P	Canine Patrols/Searches -- Procedure
	KLG	Relations with Law Enforcement Authorities

Adopted: December 15, 1999

REVISED: November 3, 2004 – First Reading

REVISION ADOPTED: November 17, 2004

STUDENT SEARCH CHECKLIST

This checklist is to be completed for each individual student search incident as soon as possible after the search.

Name/Title of Person Performing Search and Completing Form: _____

Date: _____

1. Who was searched?

2. Date, Time, and Location of search

3. What factors caused you to have a reasonable suspicion that a search of this student or the student's possessions would provide evidence that the student has violated or is violating the law, Board policies or school rules?

4. Was student's consent requested? _____ Given? _____ Date: _____ Time: _____
[Consent is not required for search to be conducted]
5. What was searched (i.e., person, personal belongings, storage facilities, automobile)?

6. Witness(es) to search:

7. What did the search yield? _____ Date: _____ Time: _____
 - A. What evidence was seized?

 - B. Was receipt issued for seized items?

8. Were police notified? _____ Date: _____ Time: _____
9. Was any evidence released to police?

 - A. Who witnessed the search?

10. Were parents/guardian notified of the search, including the reasons and the scope?
_____ Date: _____ Time: _____
 - A. If yes, how were they notified?

B. If no, why not?

11. Other relevant facts (if any)

Signature of Person Performing Search and Completing Form:

Note: If search resulted in school disciplinary action and/or referral to law enforcement, this form should be retained in student's file. If search did not result in disciplinary action, this form should be retained in separate file in school or superintendent's office.

CANINE PATROLS/SEARCHES -- PROCEDURE

The following procedures will be observed when conducting canine patrols and resulting searches of student lockers and their contents, or a student's vehicle and its contents:

1. The superintendent will authorize, in writing, the principal to coordinate with law enforcement agencies to arrange for a canine patrol to be completed.
2. The patrol will be scheduled to minimize disruption of the academic program. Dogs will be brought into the school at a time and place that minimizes the risk of contact with the students.
3. Teachers will be notified immediate prior to the initiation of the canine patrol, and will keep students in their rooms during the patrol.
4. Any locker, property, or vehicle identified by dogs will be noted by the school administrator accompanying the patrol.
5. After all lockers have been scanned, the dogs will be removed from the building.
6. Immediately following removal of the dogs, each locker, property or vehicle noted during the canine patrol will be searched. Each search will be conducted by a team of two staff members.
7. If practical, the student who was assigned the locker, property or vehicle should be present during the search. If the student is present, any closed items may be removed to a more private location before being searched. The student may be given the opportunity to open any closed items or those items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.
8. Anything found during the search which is illegal, violates school policies or regulations, or which in the reasonable judgment of school officials represents a threat to the safety and welfare of the school population may be seized. The seizure shall comply with the following guidelines:
 - a. Items which are illegal will be turned over to law enforcement officials.
Other items seized will be secured under lock and key.
 - b. The administrator conducting the search shall prepare a written report covering who, what, when, where and why items were seized. The report will also indicate the disposition of the items.
Copies of the report will be provided to the student, parent/guardian, and superintendent.

ACADEMIC INTEGRITY STANDARD

Windham High School recognizes that academic integrity (honesty) is absolutely vital to the purpose of all schools. All students are encouraged and expected to model academic integrity. Failure to do so jeopardizes the core and foundation of sound educational practice. Therefore, students who choose not to practice academic integrity are not only harming themselves, but are also jeopardizing the educational mission of our high school. The Windham High School community understands that guidelines surrounding student work must be followed in order to ensure an environment that cultivates academic integrity.

Academic Integrity is defined as the practice of performing your work and assignments within the guidelines set down by teachers. It includes never representing someone else's work as your own.

Examples of Academic Dishonesty would include (but are not limited to):

- ◆ Writing formulas, codes, or key words on your person or any other objects for use in a test or quiz
- ◆ Using hidden reference sheets or copying during a test or quiz
- ◆ Copying, faxing, duplicating or exchanging assignments that will each be turned in as an "original"
- ◆ Using information from stolen tests or answer keys
- ◆ Using programmed material in electronic devices when prohibited
- ◆ Exchanging answers with others (either giving or receiving answers)
- ◆ Taking someone else's assignment and submitting it as your own
- ◆ Submitting material, written or designed by someone else, without giving the author/artist name and/or source; (e.g.; plagiarizing, submitting work created by family, friends, or tutors)
- ◆ Taking credit for group/lab work, when little or no contribution was made
- ◆ Assisting others to cheat
- ◆ Violating any teacher classroom rule in regards to test-taking and reports

Although not part of this standard, all students are encouraged to report to a teacher or administrator other students who are engaged in Academic Dishonesty.

CONSEQUENCES FOR ACADEMIC DISHONESTY

First Offense

- 0 on assignment
- Parental Notification:
Teacher will contact parent to notify them of the violation via phone or mail and an Administrator will set up a meeting with teacher, student, and parents
- Notification of an administrator who will notify student's other teachers, counselor, coaches/advisors, and any Honor Societies which the student may be a member of.
- Thursday Late Night Detention

Second Offense

- 0 on assignment
- Parental Notification:
Teacher will contact parent to notify them of the violation via phone or mail and an Administrator will set up a meeting with teacher, student, and parents
- Notification of an administrator who will notify student's other teachers, counselor, coaches/advisors, and any Honor Societies which the student may be a member of.
- Additional consequences will include ineligibility for Valedictorian, Salutatorian, and Honor parts
- One day of In-School Suspension
- **In addition, a 2nd offense in *the same course* may result in removal from that course based on a conference with the student and parents**

Third Offense

- 0 on assignment
- Parental Notification:
Teacher will contact parent to notify them of the violation via phone or mail and an Administrator will set up a meeting with teacher, student, and parents
- Notification of an administrator who will notify student's other teachers, counselor, coaches/advisors, and any Honor Societies which the student may be a member of.
- Ineligibility for academic-based awards and scholarships
- Administrative action such as In-School Suspension or Suspension from School
- **Permanent notation on transcripts – notation of “Violation of Academic Integrity Standard”**

APPEALS PROCESS

An Academic Integrity Board will be set up consisting of one administrator, two faculty members and two students. This Academic Integrity Board will hear and decide upon all appeals by students regarding violations of the Academic Integrity Standard. The Academic Integrity Board will convene on an as-needed basis. The Academic Integrity Board will also have the power to delete an offense(s) from a student's record, if such a request is made during the first semester of the student's senior year, and the student presents evidence that such a waiver is warranted.

This Standard covers all years a student is in attendance at Windham High School.

STUDENT DRESS

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. In keeping with the goals of the school unit to provide safe, healthy and non-discriminatory environment for education students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing which promote the use of tobacco, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.
- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) are impermissible.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.
- E. Hats are not permitted to be worn at any time in any school, except for medical or religious purposes. The hat rule will apply to all persons.
- F. Sexually suggestive clothing is inappropriate and cannot be worn in school.

A teacher will be allowed to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific area.

The administrators will use their judgement in waiving the dress code for special functions or events.

The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy

First Reading September 19, 2001

Adopted October 17, 2001

CARE OF SCHOOL PROPERTY BY STUDENTS

Textbooks, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Parents/guardians of the student will be billed for the repair of school facilities or the replacement costs of lost, destroyed, or damaged materials.

If reimbursement is not forthcoming within a reasonable time, damage to school facilities may be recovered in a civil action to obtain the permitted "double damage."

The Superintendent shall see that students and parents are notified annually of their responsibilities under this policy, such as by publication in student/parent handbooks.

Legal Reference: 20-A MRSA §§ 6805-6807

First Reading December 18, 2002

Adopted January 15, 2003

STUDENT CONDUCT ON SCHOOL BUSES

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 buses.

Students, parents/guardians, 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.

First reading: April 19, 2000

Adopted: May 17, 2000

(replaces EEACC-R)

STUDENT CONDUCT REGULATIONS

- A. The rights of students to ride on the bus are conditional on their behavior and the observance of rules and regulations.
- B. Pupils shall be ready in the morning at the designated "School Bus Stop." Buses are not permitted to wait for tardy students.
- C. The driver is in full charge of the bus and the pupils. Pupils will obey the directions of the driver.
- D. The driver may assign seats on the bus.
- E. When the bus is in motion, pupils are not to stand, move about, leave or enter the bus, or extend arms or head out of the bus.
- F. Nothing shall be thrown from or within the bus.
- G. Any damage done to the bus or any part of it shall be paid for by the parents/guardians of the student(s) involved.
- H. Students may talk provided that the conversation is appropriate and that the noise level allows the driver's instructions to be heard.
- I. All students shall be treated with respect and shall treat others with respect.
- J. Only plastic roll up sleds in bags will be allowed.
- K. Pupils may only ride on their assigned bus. In emergency situations, when different arrangements must be made, a note of parental permission must be approved by the building office staff. 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. Food may not be consumed on the bus.
- N. The leaving of any refuse on the vehicle is prohibited.
- O. No live animals may be transported by school buses.
- P. All pupils shall be assigned to a consistent bus stop for transportation to and from school. Parents/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 babysitter. Parents/guardians 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 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 childcare only. (Brownies, Cub Scout meetings, etc., do not qualify).
- b. Parents/guardians must try to make child care arrangements on the same bus route as the child normally rides on, if at all possible; bus changes will be made only if space is available.
- c. Parents/guardians must notify the bus garage and the school of any change for Wednesday afternoon

Q. In all instances of termination of services, the Superintendent will be advised and informed.

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

Grades K – 5 School Bus Referral. Parents will be notified of each infraction.

- Referral slip # 1: Written warning / detention / meet with administrator
- Referral slip # 2: Restricted from bus transportation to and from school for two (2) days. Administrator calls home.
- Referral slip # 3: Restricted from bus to and from school for five (5) days. Restriction continues beyond five days unless a meeting is held with the student, parent, and school administrator.
- Referral slip # 4: Off school bus for the rest of the year. Superintendent and School Committee notified.

Grades 6 – 12 School Bus Referral. Parent will be notified of each infraction.

- 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 detention, assigned seat on the bus, or suspension from the bus for a specific period of time.
- Referral Slip # 3: Upon the 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 three to five days (3 – 5). 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.

First reading: April 19, 2000

Adopted: May 17, 2000

STUDENT COMPUTER AND INTERNET USE

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.

Cross Reference: IJND – School Web Site Policy
 IJNDB-R Student Computer and Internet Use Rules
 GCSA Employee Computer and Internet Use Policy

First Reading: August 22, 2001

Approved: September 5, 2001

STUDENT COMPUTER AND INTERNET USE RULES

These rules implement School Committee Policy IJNDB—Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with School Committee Policy IJNDB 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 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.

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.

Cross Reference: IJND – Web Site Policy
IJNDB – Student Computer and Internet Policy
GCSA – Employee Computer and Internet Policy

Adopted: April 28, 2004

STUDENT DISCIPLINE

It is essential for schools to maintain a safe and orderly environment which supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

- A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.
- B. Expectations for student behavior should be clear and communicated to school staff, students and parents.
- C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced.
- D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Physical force and corporal punishment shall not be used as disciplinary methods. State law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonable believes it is necessary to (a) control the disturbing behavior; or (b) remove the person from the scene of the disturbance.

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the Principal/designee.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

Legal Reference: 17-A MRSA § 106
20-A MRSA § 4009
Ch. 125.23, B, 5, 1 (Maine Dept. of Ed. Rule)

Cross-Reference: AC – Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA – Student Harassment and Sexual Harassment
JICIA – Weapons, Violence and School Safety
JKB – Student Detention
JKD – Suspension of Students
JKE – Expulsion of Students
JKF – Suspension/Expulsion of Students with Disabilities

Adopted 4/19/00

(replaces FILE: JG)

DETENTION OF STUDENTS

Teachers and administrators have the authority to detain students after school hours for infractions of classroom or school rules. Before assigning students to detention, the student will be informed of the reason for the detention, and the student will be given an opportunity to explain his/her version of the incident. Administrators have the discretion to substitute alternate discipline in cases where they deem detention inappropriate or may delegate that authority to a teacher. The student's parents/guardians will be informed of the reason for the detention.

All students detained for disciplinary purposes will be under the direct supervision of a member of the professional staff or other person designated by the building administrator. Students in detention are expected to use the time constructively to complete school assignments or for other educational purposes. Students who fail to serve a scheduled detention may be subject to additional disciplinary measures.

The Superintendent/designee is authorized to develop and implement any administrative procedures necessary to carry out this policy.

Cross-Reference: JK—Student Discipline

Adopted: April 19, 2000

SUSPENSION OF STUDENTS

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. Suspensions longer than ten (10) days may be imposed by the Board.

Prior to the suspension, except as hereinafter provided:

- A. The student shall be given oral or written notice of the charge(s) against him/her
- B. The student shall be given an explanation of the evidence forming the basis for the charge(s)
- C. The student shall be given an opportunity to present his/her version of the incident

However, students whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present his/her version of the incident shall be arranged as soon as practicable after removal of the student from school.

Any student suspended from school shall become ineligible to participate in extracurricular activities or any other school functions and is prohibited on school grounds unless the student has been given specific permission by the school principal or designee.

The student's parents/guardians shall be notified of the suspension as soon as practicable by telephone (if possible) and by written notice sent by mail. Notice shall also be sent to the Office of the Superintendent.

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.

Legal Reference: 20-A MRSA § 1001.9

Cross-Reference: JICIA – Weapons, Violence and School Safety
 JK – Student Discipline
 JKE – Expulsion of Students
 JKF – Suspension/Expulsion of Students with Disabilities
 IGDJ – Athletic Policy

First reading: April 19, 2000

Adopted: May 17, 2000

AMENDED: October 16, 2002 (replaces JGD)

AMENDED: March 16, 2005

EXPULSION OF STUDENTS

No student shall be expelled from school except by action of the Board. The board shall expel students as provided in 20-A MRSA § 1001(9) and (9A). The Board also has the authority to readmit an expelled student on satisfactory evidence that the behavior which was the cause of the student being expelled will not likely recur.

The parents/guardians (and the student if 18 years of age or older) shall be notified by regular mail of the Board expulsion hearing. The hearing shall be in a properly called executive session and may also be attended by persons designated by the Superintendent to present information in the case.

The notice of hearing shall include:

- A. The date, time and location of hearing;
- B. A description of the charge(s);
- C. A statement that the student may be represented by legal counsel;
- D. A statement that the student or his/her representative may cross-examine any witnesses presented by the administration at the hearing; and
- E. A statement that the parents/guardians and student may present evidence, including witnesses and documents, on the student's behalf.

Legal Reference: 20A MRSA § 1001 (9) (9A)
1 MRSA § 405(6)(B)

Cross-Reference: JKE-R – Expulsion of Students – Guidelines
JICIA – Weapons, Violence and School Safety
JK – Student Discipline
JKD – Suspension of Students
JKF – Suspension/Expulsion of Students with Disabilities

Adopted 4/19/00

(replaces FILE: JGE)

WINDHAM SCHOOL DEPARTMENT

FILE: JKE-R

EXPULSION OF STUDENTS – GUIDELINES

The following steps constitute general guidelines for the conduct of an expulsion hearing. The guidelines may be adjusted to meet the flexible requirements of due process on a case-by-case basis.

Procedure for Conduct of Board Hearing to Expel

- A. Any discussion, consideration or hearing by the School Board of suspension or expulsion of a student shall be in executive session.
- B. The Board shall be in a public meeting and vote to enter executive session. Executive session requires a 3/5th affirmative vote of the members present and voting, and the vote must be recorded.
- C. The parents/guardians, the student and legal counsel (if any) must be present for the hearing, except that the hearing may go forward if the parents/guardians and student (if 18 years of age or older) have been provided prior written notice and failed to appear for the hearing.

Executive Session

- I. General Rules of Conduct
 - A. The hearing officer (Board Chair/designee or Board attorney) will conduct the hearing.
 - B. Witnesses shall be sequestered in response to a request by either party.
 - C. The hearing officer will state “no irrelevant or repetitious evidence will be allowed and no debate between the parties will be allowed.”
 - D. The hearing officer will state that “all parties are expected to maintain the confidentiality of the proceeding.”
 - E. The School Board and student (at his/her own expense) may be represented by legal counsel through each stage of the process.

- II. Procedures

- A. The hearing officer will state for the record:
- Date of this hearing
 - Place of hearing
 - Time of hearing
 - Name of student
 - Those in attendance for the administration
 - Those in attendance for the student
 - Those in attendance for the School Board
- B. The hearing officer will request from the Superintendent a copy of the hearing notice, read the hearing notice to the School Board and include the notice in the record. If no person appears at the hearing on behalf of the parents/guardians or student, the hearing officer will request that the Superintendent confirm that the parents/guardians and student (if age 18 or older) were provided notice of the hearing.
- C. The Superintendent or designee, hereafter called “the administration,” will make an opening statement that includes an overview of the evidence.
- D. The hearing officer will inform the student and parents/guardians of their rights:
1. to hear the evidence
 2. to cross examine witnesses, and
 3. to present witnesses and offer other relevant evidence
- E. The hearing officer will ask if any member of the Board finds him/herself in a possible conflict of interest situation because he/she knows the student or parents/guardians to such an extent, or has knowledge of the facts to such an extent, that he/she could not impartially hear the facts and decide the issue on its merits.
- F. All witnesses shall be sworn in by the hearing officer. Each witness raises his/her right hand and is asked, “Do you solemnly affirm to tell the truth, the whole truth and nothing but the truth?”
- G. The administration calls its witnesses.
- H. After each witness has answered all questions put by the administration, then the student/designee (hereinafter, the student) may cross-examine. This should be limited to questions and not arguments with the witness.

- I. The administration may ask rebuttal questions after the student finishes questioning.
- J. Members of the Board may ask questions at the conclusion of the rebuttal.
- K. The student may then call his/her own witnesses to testify, and the student may testify. All witnesses will be sworn. The administration may cross-examine. The student may ask rebuttal questions. After the rebuttal questions, the Board may ask questions.
- L. When all the student's witnesses have completed testimony (including the student), the administration may call additional rebuttal witnesses who may be cross-examined.
- M. At the end of the testimony, the administration shall make a statement which should include its recommendations. The same may then be done by/for the student.
- N. The Board should then deliberate in executive session. The Superintendent, Board attorney, administration, the student charged, his/her parents/guardians, and the student's legal counsel may remain for deliberations. If the student and representatives elect not to be present during deliberations, the administration will also be excluded from deliberations, except that the Superintendent may remain to provide guidance to the Board if he/she was not directly involved in the investigation/ presentation of evidence.
- O. The Board shall discuss whether the charges are more likely than not supported by the evidence presented. The Board may discuss and/or draft proposed finding of fact(s) concerning the charges prior to leaving the executive session.
- P. The board shall then leave executive session.

III. Public Session

- A. In public session, a member of the Board may make a motion to "expel a student and direct the Superintendent to provide the student and his/her parents/guardians with the Board's finding of fact(s)." Following a second, the Board Chair should state the motion and the Board should vote. If no motion is made to expel, the student will return to school at the conclusion of the previously imposed administrative suspension.
- B. The Superintendent is responsible for notifying the parents/guardians (and the student if age 18 or older) of the Board's decision. If the student has been expelled, the Superintendent will also provide notice of the conditions, if any were given at that time, for Board consideration of readmission.

Adopted 4/19/00

REFERRAL/PRE-REFERRAL

General

It shall be the policy of Windham School Department to refer all school-age students suspected of having a disability that requires special education to the pupil evaluation team (PET) for an evaluation in the suspected areas of disability. Referrals of students to the pupil evaluation team may be made by professional school staff, by parents, and by other persons knowledgeable about the child's educational needs.

Referral Process

School employees who are making a referral shall do so by contacting building level special education coordinators and by filling out the appropriate referral forms. Parents may at any time refer their child to the pupil evaluation team if they believe the child may be in need of special services. Parents should contact the Special Education Director or Building Principal to make a referral, but also may contact the child's teacher to make that referral. School professionals who are informed by parents or others of a desire to refer a student shall immediately direct that person to building level special education coordinators for initiation and discussion of the referral process. The school professional shall also document in writing the contact with the parent or other person and shall immediately forward that documentation to the building level special education coordinators.

Once a referral has been made, Windham School Department has 15 school days to send the family a form requesting written consent for the evaluation of the student. When the school receives that consent form back from the family with the appropriate signatures, Windham School Department has 45 days to complete the evaluation and to hold a Pupil Evaluation Team (PET) meeting to determine whether the student qualifies for special education services.

Notice of the referral and evaluation timelines will be provided to the parent when the evaluation process will be interrupted by summer vacation and will be continued into the next school year.

Transfer students who have already been identified as in need of special services, shall be served by Windham School Department in accordance with their current IEP as soon as that IEP is received. If it has not been received, but the parents have notified Windham School Department that the child has an IEP, the special education office shall contact the prior school, request a copy of the IEP and other records, and ask that the content of the IEP be read over the phone or faxed. Windham School Department shall attempt to provide services consistent with the information read over the phone by the prior school until a copy of the current IEP is received, and shall then follow that IEP. A PET meeting shall be scheduled for that transfer student to review his or her identification, evaluation program and placement.

Upon enrollment in public school, a student who was being served by the CDS system shall be treated by Windham School Department in the same manner as are transfer students under the state special education regulations, except that the student's Individual Family Service Plan from CSD will be considered as his or her current IEP until such time as a PET meets to alter or end that program. Placement, however, will be in the public school system rather than at the site provided by CDS.

Pre-Referral Strategies

Professional school staff members who observe that a student is encountering academic, social, or emotional difficulties in school that interfere with the student's education shall document those specific difficulties through a written referral to the building Student Assistance Team (SAT).

The school staff member shall in consultation with the SAT develop an intervention strategy. The intervention strategy shall have an established time period for implementation, and at the end of that time its success shall be assessed and documented by the SAT. If the intervention strategy fails to resolve satisfactorily the difficulties that were interfering with the student's education and the staff member suspects that the student may be in need of special education, the staff member shall immediately refer the student to a pupil evaluation team in accordance with the referral process noted above.

Parental Notice

In addition to other requirements for parental notification, Windham School Department shall notify parents in writing consistent with state special education regulations whenever their child has been referred to the pupil evaluation team, and shall notify parents whenever their child has demonstrated educational difficulties that have led to a referral to the SAT.

That notification of pre-referral interventions shall include copies of the completed checklists and shall request that the parents contact the staff member who has completed the documents. That notification shall also inform parents that they have a right to refer their child directly to the pupil evaluation team if they suspect that their child may need special education services. Windham School Department may advise the parents as to why it may be appropriate to have the child participate in the intervention strategies prior to a referral to the pupil evaluation team, but Windham School Department shall not reject or delay the referral until the intervention strategies have been tried if the parent requests that the school proceed immediately with the referral. The school shall document the parent's decision.

That notification shall also inform the parents that they have a right to request a due process hearing from the Maine Department of Education in response to any referral by the school to proceed with their request to refer this child to the pupil evaluation team.

Adopted: February 24, 1999

SUSPENSION / EXPULSION POLICY FOR SPECIAL EDUCATION STUDENTS

Except as provided by federal law, no identified special education student shall be suspended or expelled in excess of 10 cumulative days in the school year for misconduct related to the student's disability. If suspension or expulsion in excess of 10 cumulative days is to be considered, the student's Pupil Evaluation Team ("PET") shall make the determination whether the misconduct in question, including any past incidents of misconduct which may be considered in making the disciplinary decision, is related to the student's disability.

For misconduct that is related to the student's disability, the student's PET may determine what programming or placement alterations are warranted beyond the 10 cumulative days of suspension permitted under this policy.

For misconduct unrelated to the student's disability, the school unit may proceed with a suspension or expulsion consistent with law and with school policy. During any such removal in excess of 10 cumulative days in the school year, the PET shall offer free and appropriate educational services to the special education student off school grounds.

The school unit shall comply with all applicable state and federal laws governing suspension and expulsion of students with disabilities.

Source: 20-A M.R.S.A. § 1001(9); (9-B); 20 U.S.C. § 1415 (k)(1)(A), (3)(B), (5)(A).

Adopted: June 21, 2000

WINDHAM SCHOOL DEPARTMENT

**DISCIPLINARY REMOVAL OF STUDENTS WITH DISABILITIES
ADMINISTRATIVE PROCEDURE**

These procedures shall govern disciplinary removal of students with disabilities from their regular school program. These procedures shall be interpreted in a manner consistent with state and federal special education laws and regulations.

- A. School administrators may suspend students with disabilities for up to 10 cumulative school days in the school year under the same terms and conditions as students without disabilities are suspended, subject to the limitations set forth below:
1. In the event that a disabled student's Individualized Education Plan (IEP) specifically lists a school response other than a suspension that must be followed for a particular type of misconduct, the school administrator shall follow the requirements of the IEP in responding to that misbehavior.
 2. When calculating the 10 cumulative school day total, school administrators shall include school days spent in an in-school suspension or removal, unless during that removal, the student continued to have access to the general curriculum, to the special education services in his/her IEP, and also continued to participate with non-disabled students to the extent he/she would have in the student's regular program.
 3. Portions of a school day that a student has been suspended would be included in determining whether the student has been removed for more than 10 cumulative school days.
- B. In the event that a school administrator must remove a disabled student from his/her school program for more than 10 cumulative school days in the school year, the administrator shall ensure that the following steps are followed.
1. After consulting with the student's special education teacher, the school administrator shall arrange for the student to receive an appropriate level of educational services during the removal in question so as to ensure that the student is able to continue progress in the general curriculum and appropriately advance toward the goals and objectives listed in the student's IEP during that removal.
 2. The administrator shall contact the school unit's special education office to arrange for a meeting of the student's Pupil Evaluation Team (PET), which should meet within 10 business days of commencing the removal in excess of 10 cumulative school days in the school year.
 3. At the PET meeting referenced above, the PET shall undertake all the responsibilities established by state and federal special education laws, including reviewing or ordering as appropriate a functional behavior assessment and a behavior intervention plan. The PET may also undertake a manifestation determination of the behaviors of concern and must undertake that manifestation determination if the student has been removed with sufficient frequency to constitute a "change of placement" as that term is defined by state and federal law.

4. Nothing in these procedures shall prevent the PET from undertaking functional behavior assessments, manifestation determinations, or the development of behavior plans at earlier points in time, as determined appropriate by the PET.
- C. Should school officials believe that the student should remain out of his/her regular program for a sufficient length of time so as to be a "change of placement" under state and federal law, school officials shall schedule a PET meeting to consider that removal. At that meeting, the following things must occur.
1. The PET shall review or order, as appropriate, a functional behavior assessment and shall review or order, as appropriate, a behavior intervention plan for the student. The PET shall also undertake a manifestation determination of the behaviors prompting the need for the extended removal time.
 2. If the PET chooses to remove the student from his/her regular program for a period of time that would be a change of placement, the PET shall decide upon the appropriate services for the student to receive during that removal. Those services must be calculated to ensure that the student is able to continue to progress in the general curriculum and appropriately advance toward the goals and objectives listed in the student's IEP during that removal.
 3. When such a removal is ordered by the PET, the family shall receive the special education statement of procedural rights as part of that decision. If possible, the Chair of the PET meeting should also attempt to inform the student's parents/guardians at the meeting that if he/she does not believe the service package ordered by the PET is appropriate, then the parents/guardians may request a due process hearing challenging the appropriateness of those services.
- D. For the purpose of these procedures, a "change of placement" shall be any removal from the student's regular school program that is for more than 10 consecutive school days in a school year, or any series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year and are considered a change of placement because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.
- E. In any situation where the PET determines that misconduct is not a manifestation of the student's disability, then the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner as they would be applied to students without disabilities, up to and including possible expulsion of the student in question. During any permissible disciplinary removal in excess of 10 cumulative school days in the school year, including expulsions, the school shall provide that student with services sufficient to ensure that the student is able to continue to progress in the general curriculum and appropriate advance toward the goals and objectives listed in the student's IEP during that removal. The PET shall determine the services that meet that standard for removals sufficiently long as to constitute a change of placement.
- F. Following any disciplinary removal in excess of 10 cumulative school days in the school year, the PET should meet to review the student's most recent functional behavior assessment, or if one has

Not been done, to order that such an assessment occur, as appropriate. Following the completion and/or review of the functional behavior assessment, the PET shall develop and/or review as necessary, the behavior intervention plan and order changes in such a plan, if appropriate, to address the behaviors of concern.

- G. In those circumstances where a student brings a weapon to school, to a school function, or on school transportation, or where a student possesses, uses, sells, or attempts to sell illegal drugs at school, a school function, or on school transportation, school officials may place that student out of school for up to 45 days, shall provide educational services for the student, and shall schedule a PET meeting to occur within 10 business days of the removal. At that PET meeting, the PET shall undertake all necessary actions discussed in these procedures for responding to removals that constitute a change of placement for the student. Determinations regarding what should happen with the student after the 45-day removal shall also be made by the PET, consistent with these procedures and state and federal law.

Legal Reference: 34 CFR § 300.121; .519-.529 (March 1999, as amended)
Maine Dept. of Ed. Reg. Ch. 101 § 14 (Me. Spec. Ed. Reg) (Nov. 1999, as amended)

First Reading December 18, 2002

Adopted January 15, 2003

ATHLETIC ELIGIBILITY POLICY

(Criteria for Academic Eligibility begins 2nd quarter of 2002 – 2003 school year)

Athletics are an integral part of the curriculum of every Middle School and Secondary School in the state. A well-run program of athletics, whether limited or wide in scope, can procure benefits difficult to achieve in other areas. Included among these benefits are the development of good sportsmanship, team play, essential skills, a competitive spirit, and team and school loyalty.

I. ACADEMIC ELIGIBILITY

- A. All regulations of the Maine Principals' Association (MPA) concerning eligibility for interscholastic activities shall be enforced.
- B. In addition to the MPA requirements, Windham School Department requires all students to pass all classes. A student who fails one class will go on probation for three weeks. The student may practice with their team during the probation period, but may not participate in any competitions. At the end of the three weeks, the student must be passing all classes. (Verification form circulated by student and returned to Athletic Administrator.) If the student is failing any classes at this time, they become ineligible. (Grading period is defined as Quarter Grades or progress reports)
- C. ***Quarter Grades Eligibility:*** A student who does not meet the requirements stated in A-B will become ineligible. Ineligible is defined as not being allowed to participate in any manner with their team. Students who are deemed ineligible before tryouts for a team will be allowed to try out, but they cannot participate once the team has been chosen.
- D. Athletes who are ineligible may begin practicing with their team (no games) one week prior to the end of a grading period. They must turn in a signed form to the Athletic Administrator, stating the student is in good standing with all their teachers. This allows for proper conditioning before participation in games.
- E. An incomplete will not count as a passing grade for credit. Catastrophic illness or injury accounting for an incomplete may require special consideration by the Principal or Athletic Administrator. A withdrawal failure recorded on the permanent record will count as a failure for academic eligibility.
- F. Fourth quarter grades from the previous academic year will be used to establish eligibility for the next Fall athletic season.
- G. This policy will apply to all athletic activities sponsored by Windham School Department.
- H. ***Special Consideration:*** With Administrative approval, special consideration could be given to individuals with extenuating circumstances. An appeal may be made to the Principal or Assistant Principal if a student believes extenuating circumstances have impacted their ability to pass a (one) course. Students must be able to document a learning difficulty, efforts to access assistance and/or other interventions.

II. ATHLETE'S CODE OF ETHICS

The Windham athlete must always keep in mind that an athletic contest is only a game, designed and conducted to promote the physical, mental, moral, social and emotional well being of the individual player. The player must also realize that it is a privilege to participate in athletic programs and they must always remember they are representing their family, school, and community both on and off athletic courts and fields. The Windham athletes agrees to adhere to the following code of ethics.

- A. Officials, coaches, opponents, and teammates will be treated with respect.
- B. Victory will be accepted modestly, defeat gracefully, and the Windham athlete will never quit.
- C. The athlete will, at all times, control their emotions and never argue with officials.
- D. Decisions will be accepted as they are made and the athlete will abide by them.
- E. The athlete will keep physically and mentally fit and agree to observe all training rules set by their coach.
- F. The athlete will never conduct himself/herself in a manner unbecoming of a gentleman or a lady.
- G. The Windham athlete will never use profanities, whether in games or at practices.
- H. No athlete will ever instigate or willfully involve themselves in a fight with opposing teams.

At any time a Windham athlete does not abide by the above Code of Ethics they can expect various forms of discipline at the discretion of the coach, Athletic Administrator, or School Administration. This discipline can take many different forms up to and including suspension from athletics for severe violations or repeat offenders.

III. GENERAL RULES OF WINDHAM ATHLETICS

- A. All athletes must meet the eligibility requirements as set by the Windham School Department and the M.P.A.
- B. All athletes must have permission to play by parent or guardian.
- C. All athletes must have a medical examination prior to initial participation and once every three years thereafter. It is recommended that athletes get their physical exams prior to their 7th and 10th grade years.
- D. All athletes must have proof of insurance before participating in athletics.
- E. All athletes must abide by the training and participation rules set up by the coach.

- F. As representatives of your team, school, and community, the athlete's appearance will be neat at all times. The appropriateness of an athlete's dress or appearance will be left to the coach and school administration.
- G. All athletes must travel to and from the game with the team. An exception to this will be permitted for valid reasons, but only under the following conditions: the parent or guardian must present themselves personally to the coach to pick up the student, the parent or guardian must sign the Athletic Transportation release form. These conditions must be met by all athletes regardless of the age of the athlete. It is the intent of the School Committee that this privilege not be misused, but the School Committee recognizes that there are times when team bus travel from a game could cause a hardship.

IV. INSURANCE

- A. No student in the Windham schools can participate in an authorized athletic activity without adequate coverage as provided by a protective accident insurance policy.
- B. Windham school has an available accident insurance plan, for a small cost, which will provide the required coverage.
- C. The athlete is presently protected by an adequate insurance policy which contains the necessary requirements and provides coverage for injuries resulting from participation in the athletic activity named: therefore, the Windham School Department's available insurance plan is not needed or desired.
- D. In the event that the necessary coverage for the athlete contained in the insurance policy presently in existence terminates or ceases to provide the required protective coverage, the principal of the schools shall be notified immediately.
- E. It is agreed that the State of Maine and the Windham schools shall not be responsible or liable for injuries to the student resulting from the participation in the athletic activity.

V. ATTENDANCE TO SCHOOL

- A. No student shall take part in a practice or game on a day when they have been tardy, absent or dismissed from school.
 - 1. Since it is understandable that emergencies do occur the following adjustment to the this rule have been made:
 - a. A student will be allowed one tardy per sport season, for any reason other than illness, if the student arrives before the end of Block 1.
 - b. Any tardy that occurs after Block 1 will result in a student not being able to participate on that day.
- B. Exceptions to the above rule will take place if the reason for the infraction is a professional appointment that must be scheduled during the school day. (doctor, dentist, drivers license test, senior pictures, etc.) An appointment card must be turned in at the office for any such appointment.

- C. The Athletic Administrator has the right to adjust for extenuating circumstances when necessary.

VI. STUDENT DISCIPLINE – ATHLETIC POLICY

It is the philosophy of the Athletic Department that all athletes are students first, athletes second. If students cannot conduct themselves properly in the school academic environment, they cannot expect to participate in Athletics without some form of consequences. The following infractions are listed with the athletic consequence.

- A. **Written Referral** – The athlete may not be allowed to participate on the day of the next prior scheduled contest. A decision will be made by the Athletic Administrator and the Assistant Principal on athlete’s status.
- B. **Cutting Classes** – The athlete will not be allowed to participate on the day of the next prior scheduled contest.
- C. **Thursday Detention** – A Thursday detention for any reason other than A or B will result in the Athlete not being allowed to participate on the day of the next prior scheduled contest.
- D. **Multiple Offenses** – A second offense of A, B, or C will result in the athlete not being allowed to participate in prior scheduled events for a one week period. Any following offenses will result in dismissal from the team.
- E. **Suspensions** – Since one-day suspensions will most likely result from a referral, they will carry the same punishment as in A, B, or C. Any suspension of more than one day will result in the athlete not being allowed to participate in contests for a two-week period. A second suspension of more than one day will result in team dismissal.
- F. It is required that all athletes be in attendance with their team at all contests from which they have been suspended. Athletes will be allowed to practice during any time they are not being allowed to participate in contests.
- G. **Substance Abuse Violation** – A violation of the substance abuse policy will result in immediate removal of the athlete from the team for the remainder of the season. A violation at the end of a sport’s season will result in the athlete being removed from athletic eligibility for the next season.

First Reading: 11/19/97

Second Reading: 12/17/97

Revised: May 29, 2002 (to be implemented 2nd quarter 2002 – 2003 school year)

PUBLIC CONDUCT ON SCHOOL PROPERTY

Any person who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from school property. Examples of unsportsmanlike conduct include, but are not limited to:

- A. Using vulgar or obscene language or gestures;
- B. Possessing or being under the influence of any alcoholic beverage or illegal substance;
- C. Possessing a weapon
- D. Fighting or otherwise striking, injuring, or threatening another person; and
- E. Engaging in any activity that is illegal, disruptive, or may result in criminal charges

Visitors to the schools shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave school grounds. The building administrator/designee has the authority to refuse entry 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 as necessary to deal with unauthorized persons or violations of the law by visitors.

The Superintendent or building administrator/designee is required to report incidents involving violence, threats of bodily harm (including bomb threats), possession of a weapon, possession, selling, distribution, or use of illegal substances, or other activity that is illegal or which disrupts the operation of the school or school activities, and to furnish information concerning such incidents to law enforcement officials.

First Reading December 18, 2002

Adopted January 15, 2003

UNACCEPTABLE BEHAVIOR / CONSEQUENCES

The Windham School Committee authorizes the Superintendent/designee to modify consequences, in instances where there are mitigating circumstances or in which the prescribed consequence would lead to an unreasonable or manifestly unjust result. Annually the School committee will review unacceptable Behavior/Consequences through the adoption of each school's handbook.

LEVELS OF INTERVENTION

I	II	III	IV	V
<u>Faculty Intervention</u>	<u>Parent Involvement</u>	<u>Reallocation of Time</u>	<u>Exclusion from Activities</u>	<u>Board/Legal Intervention</u>
Discussion/Verbal Reprimand	Phone call to parent/guardian	Detention	Restricted access to school Grounds	PET Referral
Time-out (in or out of class)	Written notification to parent/guardian	Thursday night detention	Limited school day	Safety / Risk Assessment
Loss of privileges	Conference with parent/guardian	In-school suspension	Out-of-school suspension	Referral for outside evaluation
Administrator Conference w/ student	Development of behavior plan	Restitution for damages	Alternative placement	Police/criminal justice involvement
Contact with parent / guardian	Restitution for damages		Restitution for damages	Restitution for damages
				Expulsion

Unacceptable Behavior and Recommended Interventions

Grades K - 5

Unacceptable Behavior

Levels of Interventions

◆ Absences (unexcused)	I, II
◆ Arson	I, II, III, IV, V
◆ Assault	I, II, III, IV
◆ Bomb threat	I, II, III, IV, V
◆ Burglary	I, II, III, IV, V
◆ Bus misbehavior	I, II, III, IV
◆ Cheating / plagiarism or academic dishonesty	I, II, III
◆ Computer / Internet misuse	I, II, III, IV
◆ Defamation	I, II, III
◆ Disrespect toward adults	I, II, III
◆ Dress Code violation	I, II, III
◆ False fire alarms / 9-1-1 calls	I, II, III, IV, V
◆ Fighting	I, II, III, IV
◆ Forgery	I, II, III, IV
◆ Harassment	I, II, III, IV, V
◆ Insubordination	I, II, III
◆ Theft	I, II, III, IV, V
◆ Threatening behavior	I, II, III, IV, V
◆ Vandalism	I, II, III, IV, V
◆ Weapons violations	I, II, III, IV, V

Unacceptable Behavior and Recommended Interventions

Grades 6 - 8

Unacceptable Behavior

Levels of Interventions

◆ Absences (unexcused)	I, II, III
◆ Alcohol violations	I, II, III, IV, V
◆ Arson	I, II, III, IV, V
◆ Assault	I, II, III, IV
◆ Bomb threat	I, II, III, IV, V
◆ Burglary	I, II, III, IV, V
◆ Bus misbehavior	I, II, III, IV
◆ Cheating / plagiarism or academic dishonesty	I, II, III
◆ Computer / Internet misuse	I, II, III, IV, V
◆ Cutting class	I, II, III, IV
◆ Defamation	I, II, III, IV
◆ Disrespect toward adults	I, II, III, IV
◆ Dress Code violation	I, II, III, IV
◆ Drug violation	I, II, III, IV, V
◆ Extortion	I, II, III, IV, V
◆ False fire alarms / 9-1-1 calls	I, II, III, IV, V
◆ Fighting	I, II, III, IV, V
◆ Fireworks or possession of explosives	I, II, III, IV, V
◆ Forgery	I, II, III, IV
◆ Gambling	I, II, III, IV
◆ Harassment	I, II, III, IV, V
◆ Hate crimes	I, II, III, IV, V
◆ Hazing	I, II, III, IV, V
◆ Insubordination	I, II, III, IV
◆ Leaving school grounds without permission	I, II, III, IV
◆ Use of nuisance objects (pagers, cell phones, etc.)	I, II
◆ Pornography, profanity / abusive language	I, II, III, IV, V
◆ Theft	I, II, III, IV, V

Unacceptable Behavior and Recommended Interventions

Grades 6 – 8

(continued)

Unacceptable Behavior

Levels of Interventions

◆ Threatening behavior	I, II, III, IV, V
◆ Tobacco possession / sale	I, II, III, IV, V
◆ Trespassing	I, II, III, IV, V
◆ Truancy	I, II, III
◆ Vandalism	I, II, III, IV, V
◆ Weapons violations	I, II, III, IV, V

Unacceptable Behavior and Recommended Interventions

Grades 9 - 12

Unacceptable Behavior

Levels of Interventions

◆ Absences (unexcused)	I, II, III, IV
◆ Alcohol violations	I, II, III, IV, V
◆ Arson	I, II, III, IV, V
◆ Assault	I, II, III, IV, V
◆ Bomb threat	I, II, III, IV, V
◆ Burglary	I, II, III, IV, V
◆ Bus misbehavior	I, II, III, IV
◆ Cheating / plagiarism or academic dishonesty	I, II, III, IV
◆ Computer / Internet misuse	I, II, III, IV, V
◆ Cutting class	I, II, III, IV, V
◆ Defamation	I, II, III, IV, V
◆ Disrespect toward adults	I, II, III, IV
◆ Disruptive behavior	I, II, III
◆ Dress Code violation	I, II, III, IV
◆ Drug violation	I, II, III, IV, V
◆ Extortion	I, II, III, IV, V
◆ False fire alarms / 9-1-1 calls	I, II, III, IV, V
◆ Fighting	I, II, III, IV, V
◆ Fireworks or possession of explosives	I, II, III, IV, V
◆ Forgery	I, II, III, IV
◆ Gambling	I, II, III, IV
◆ Harassment	I, II, III, IV, V
◆ Hate crimes	I, II, III, IV, V

Unacceptable Behavior and Recommended Interventions

Grades 9 - 12 (continued)

Unacceptable Behavior

Levels of Interventions

◆ Hazing	I, II, III, IV, V
◆ Insubordination	I, II, III, IV
◆ Leaving school grounds without permission	I, II, III, IV
◆ Use of nuisance objects (pagers, cell phones, etc.)	I, II
◆ Pornography, profanity / abusive language	I, II, III, IV, V
◆ Theft	I, II, III, IV, V
◆ Threatening behavior	I, II, III, IV, V
◆ Tobacco possession / sale	I, II, III, IV, V
◆ Trespassing	I, II, III, IV, V
◆ Truancy	I, II, III
◆ Vandalism	I, II, III, IV, V
◆ Weapons violations	I, II, III, IV, V

NOTE: See previous pages for consequences associated with each range.

OFFENSE	DEFINITION	RANGE
Absence (unexcused)	An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence.	I to IV
Alcohol Violation	Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute	I to V
Arson / Fire	Attempting to, aiding in, or setting fire to a building or other property	I to V
Assault	Aggressive action with physical contact directed at another person, student, staff, while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity	I to V
Bomb Threat	Initiating a report warning of a bomb, fire, or other catastrophe without valid cause	I to V
Bus Misbehavior	Any violation of school system policy or bus driver rules or policy occurring on a school bus	I to IV
Cheating/Plagiarism or Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions	I to IV
Computer / Internet Misuse	Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet, accessing inappropriate websites, misuse of a website, internet/intranet account or internet/intranet resource	I to V
Cutting Class	Unexcused absence from a class or school activity	I to V
Defamation	False or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them	I to V
Disrespect toward Adults	Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community	I to IV
Disruptive Behavior	Behavior that interferes with the learning of others in any learning environment; behavior disturbing the atmosphere or order; behavior that interferes with the safe and orderly environment of the school or school activity.	I to IV
Drug Violation	Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, controlled dangerous substances, including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia	I to V
Extortion/Strong-arming/Blackmail	The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fear, or threat	I to V
False fire alarms / 9-1-1 calls	Initiating a report of fire without valid cause; misuse of 9-1-1; or discharging a fire extinguisher	I to V
Fireworks or Possession of Explosives	Possession, use, and/or threat to use, firecrackers, smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.	I to V
Forgery	To use, make, or reproduce another's signature for deceptive purposes	I to IV
Gambling	Wagering money or property	I to IV
Harassment	A sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as, ridiculing or demeaning	I to V
Hate Crimes		I to V
Hazing	Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team	I to V

OFFENSE	DEFINITION	RANGE
Insubordination	Refusing to follow reasonable directions of teachers, staff, administration, including failure to identify self	I to IV
Leaving School Grounds without Permission	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.	I to IV
Use of Nuisance Objects (pagers, cell phones, etc.)	Carrying, wearing, or using an unauthorized portable electronic communications device	I to II
Pornography, profanity/abusive language	Possession of pornographic materials; using vulgar or abuse language, cursing or swearing	I to V
Theft	Taking or obtaining property of another without permission or knowledge of the owner	I to V
Threatening Behavior	Expression, conveyed by word or action, of intent to do physical harm to another student, staff member or other adults in the school community	I to V
Tobacco Possession/Use/Sale	Possession of, use of, or sale of, any tobacco or tobacco products, including possession with the intent to sell, give, deliver, or distribute	I to V
Trespassing	Unauthorized presence on school property, including while on a restrictive trespass, suspension, or expulsion	I to V
Truancy	Unexcused absence without parental knowledge	I to III
Vandalism	Damage, destruction, or defacement of property belonging to the school or others	I to V
Weapons Violations	Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, knives, and any implement, visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon.	I to V