

MONMOUTH ACADEMY
Established, 1803

Home of the Mustangs



**STUDENT – PARENT/GUARDIAN
HANDBOOK
2017 – 2018**

MONMOUTH ACADEMY STUDENT – PARENT/GUARDIAN HANDBOOK 2017 – 2018

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Regional School Unit #2 Vision Statement

The vision of RSU #2 is to be a system of student-centered learning. Student-centered learning:

- Embraces student voice and choice through varied learning opportunities that occur year-round and take place inside, as well as outside of schools; project-based learning, internships, experiential learning, career technical education, peer learning, technology and apprenticeships.
- Shows students learn in a variety of environments, from a variety of sources, and at different paces based on individual learning needs.
- Presents opportunities for students to analyze and think critically, write and speak effectively, and collaboratively solve complex problems today and in the future.
- Includes the community and its resources as an important part of the learning process.
- Integrates a rigorous, focused curriculum with instruction and standards-linked assessments.

- Enables students to clearly understand what they should know and be able to do as a result of their learning.
- Incorporates demonstrations as well as traditional tests to measure when a student has mastered the skills and content, thus providing an accurate gauge of how well students are learning and when advancement to the next stage is appropriate.
- Develops in the learner a sense of self-worth, cultural awareness, and ethical and social responsibility.
- Ensures that students are able to set goals, manage time, and demonstrate an effective work ethic.

GENERAL INFORMATION AND RSU #2 POLICIES

ACCIDENT INSURANCE: Insurance may be purchased through an independent insurance company or through a group policy offered through school approved Commercial Travelers Student Insurance Plan. Forms are available in the main office and the athletic office. Participation in the program is optional with parents/guardians assuming the responsibility for the cost of the coverage. **Please note: Students who participate in athletic programs at Monmouth Academy are required to demonstrate proof of insurance.**

ADMINISTRATION OF MEDICATION TO STUDENTS: Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short- term illness, injury, or disabling condition may require the administration of medication during the school day.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens and any other medication prescribed by a physician and supported by the school nurse. The Board encourages collaboration between parents/guardians and the schools in these efforts.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider.

"Self-administration" is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements. Students may not possess medication, as defined above, at anytime on school grounds, school transportation, field trips, co-curricular events, etc.

Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.

2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.

3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.

4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

Sharing, borrowing, or distribution of medication is strictly prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary and/or legal consequences for violation of this policy. The entire Administration of Medication to Students policy (JLCD) can be found here: <http://www.kidsrsu.org/jlcd-administration-of-medication-to-students/>.

AFTER SCHOOL ACADEMIC ASSISTANCE ("AAA"): If a student is not demonstrating progress towards meeting proficiency, a teacher may request him/her to attend after school academic assistance (or before when mutually arranged). During this time a teacher or staff member is able to focus more individual assistance with a student. Students will be provided a 24-hour notice from the teacher requesting the student to attend after school academic assistance.

Please note: Not meeting deadlines for assessments, not preparing for class (this includes: pre-requisite reading for a class, preparing for labs, preparing for quizzes/exams, etc.), not completing required foundational work, missed classes and/or tardiness to classes, and not taking advantage of assistance during the class period are all valid reasons for a teacher to request a student to attend after school academic assistance.

Consequences for not attending after school academic assistance are detailed on page 30 of this Handbook.

AFTER SCHOOL EVENTS: In order to attend any after school event (ie. basketball game, dance, play, practice/meeting for any team/club, etc.) students must be in attendance during the day of the event **and arrive at school before the start of the first period, 7:45 a.m.** (unless it is an excused tardy as outlined on page 17 in this Handbook.) Students dismissed from school **may not attend** any school event on the day of dismissal. Any student who is currently serving an in-school suspension or off-campus school suspension is not eligible to attend any school event. All RSU2 and Monmouth Academy policies and rules apply to school events, including those held off campus.

CAFETERIA: Students may purchase meals at school or bring their own. Eating in the cafeteria is a privilege and an important part of the school day (students are required to eat lunch in the cafeteria unless approved by the principal). It provides an opportunity to become refreshed and socialize with friends. To help make the lunch break enjoyable and efficient for the staff, students should cooperate by exhibiting good manners and courtesy. The school nutrition program utilizes a computerized numbering system. Students are assigned an account number and are required to pre-pay on this account. This account covers both morning break and lunch. Confidential applications are available for students who qualify for free and reduced meals.

CAPITAL AREA TECHNICAL CENTER (CATC): The Capital Area Technical Center (CATC) offers hands-on, career-oriented technical education in multiple programs that provide entry-level skills for the workforce and/or post-secondary technical education. CATC is a member of Maine's network of career and technical education (CTE) schools. The following is CATC'S mission statement: "The Capital Area Technical Center is committed to developing technical and academic skills and promoting the student attitudes and achievement that will prepare all students for further education and careers in the 21st century." The Capital Area Technical Center encourages partnerships with business and industry to enhance the education and training opportunities for students. CATC is located in Augusta on the Cony High School campus and serves eight area high schools. *Note: Participation is not guaranteed. Selection is based on a review of the student's academic record, attendance record, and disciplinary history.* For more information about CATC, please visit, <http://capitalarea.maine.cte.org>.

The program is open to Monmouth Academy Juniors and Seniors. Students travel daily to CATC to attend a half-day program. **Students are required to travel to and from CATC via school-provided transportation.** Under certain

circumstances an individual student may drive him/herself to and from CATC for the following reasons: a.) he/she needs to return to M.A. to meet a bus that is leaving early for an athletic contest (or co-curricular event – i.e. math meet); b.) he/she works in Augusta immediately following dismissal at CATC; and c.) a pre-approved excusable circumstance (i.e. doctor appointment that would prevent the student making the bus on time. If a student must drive to and from CATC for reasons “a, b, or c” above, he/she must do the following **at least three days in advance**: a.) complete a parking permit from CATC; b.) complete a permission to drive to and from CATC form; c.) parent/guardian must confirm permission with the M.A. administrative assistant or principal; d.) student must sign-out in the M.A. main office with the administrative assistant or principal; and e.) in the case of a work reason, must provide employer information and a weekly work schedule. **Students may NEVER drive other students.** Failure to obtain prior permission and/or to follow letters “a-e” will result in consequences outlined in this Handbook and may jeopardize the student's continued enrollment at CATC.

CHILD FIND: RSU2 seeks to ensure that all children within its jurisdiction are identified, located and evaluated who are school-age 5 through the school year in which they turn 20 and who are in need of special education and supportive assistance, including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade.

RSU2 is responsible for child find for resident students attending private or public schools through public tuition payments or public contract and shall meet this duty either through appropriate arrangements with the receiving unit or school or through direct child find services by unit personnel or contracted personnel.

The RSU child find responsibility shall be accomplished through a unit-wide process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the IEP Team.

This child find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. RSU2 may schedule child find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. If screening occurs in the spring prior to school entry, the RSU will refer the child to the regional CDS site within 10 school days.

If the child find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services.

School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the RSU's pre-referral and referral policy. (08/08/13)

CLASS, CLUB, AND/OR TEAM ACTIVITIES AND FUNDRAISERS: Any class activity, social event, or fundraiser must be **pre-approved** by the building principal and superintendent. Forms indicating the nature of the activity, the advisor, and the dates of the activity must be submitted and approved before any activity can take place. Forms may be downloaded from the school webpage.

COMPETITIVE CO-CURRICULAR ACTIVITIES: Competitive co-curricular activities include academic teams that represent Monmouth Academy in academic competitions. These include: Academic Decathlon, Math Team, MPA One-Act Play Festival (“One Acts”), and Envirothon (as well as any newly formed academic teams that are approved and compete in the present school year).

Participation in co-curricular activities is a privilege, not a right. Students who volunteer to participate in co-curricular activities assume obligations to their team, their coach, their school, their community, and, most importantly, to themselves and their families. Students who participate in co-curricular activities are in the spotlight and thus have

the eyes of the entire community focused on them. This is an important responsibility, as important as winning, because there is an expectation to emulate the highest qualities of honesty, courtesy, dedication, self-sacrifice, and good sportsmanship, both in and out of school.

Co-curricular activities are designed to provide instruction and encourage maximum participation in diverse activities that are not part of the required curriculum. Co-curricular activities play an important role in enhancing the overall educational experience and provide benefits difficult to achieve in other areas of education. However, at no time should co-curricular activities supersede academics.

Students and parents should be aware of all expectations, rules, and policies before deciding to become a member of any academic team. Again, participation in any co-curricular activity (competitive academic team) is a privilege and with this comes the responsibility of adhering to all Monmouth Academy, RSU2, individual team expectations, rules, regulations, and policies, as well as the rules and policies of the governing body of the academic competition. The advisor/coach or principal may remove a student's privilege of participating in any co-curricular event and/or team, if the student does not conduct himself/herself in a manner that reflects favorably on him/herself, the team, M.A., the greater community.

CO-CURRICULAR ELIGIBILITY GUIDELINES FOR PARTICIPATION: In order to participate in any co-curricular activity at Monmouth Academy, the student must:

1. Meet **all** pupil eligibility requirements of the Maine Principals' Association as well as the conference (or organization) that govern the particular competitive event (s).

2. Be regularly **and** fully enrolled at Monmouth Academy. To be regularly enrolled the student must be in attendance and pursuing a program of studies approved by the principal and superintendent of schools. To be fully enrolled, the student must always be enrolled in, and successfully meeting academic standards, in a minimum of six learning experiences per semester. **Or**, is a documented home-schooled student (as stated in RSU2 Board Policy IHBG) who resides in Monmouth or North Monmouth. In addition, home-schooled students must meet the following requirements:

a. Students receiving home-school instruction are eligible to try out for co-curricular activities sponsored by the school unit (Monmouth Academy) provided the parent/guardian of the student applies in writing and the following requirements (in addition to #1 above) are satisfied.

b. The student agrees to abide by equivalent rules of participation as are applicable to regularly enrolled students participating in the activity and provides evidence that the rules of participation are being met.

c. The student complies with the same physical examination, immunization, insurance, age, and semester eligibility requirements as regularly enrolled students participating in the activity. All required documentation must be made available upon request by the school unit. The school principal is authorized to collect from the student's parent/guardian actual samples of coursework (e.g., homework, examinations, etc.) as he/she deems necessary in order to make the determination that the necessary academic standards have been met.

d. The student meets equivalent academic standards as those established for regularly enrolled students participating in the activity and provides evidence that the academic standards are being met.

e. The student abides by the same transportation policy as regularly enrolled students participating in the activity.

SCHOOL ATTENDANCE AND PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Daily Attendance to School

Students who choose to participate in co-curricular activities must display regular attendance. Students must be in attendance the day of the scheduled activity in order to participate. Students absent from school **will not participate** (or attend) in the practice/competition scheduled for that day unless the absence is considered excusable (page 17) and they have received permission from the Principal or Athletic Director to participate.

Tardiness to School: If a student arrives to school after the start of the first period class (or study hall) – **7:45 a.m.**, the student **will not participate** (or attend) in the scheduled practice/competition for that day. Excused tardiness (as defined on page 17) shall be examined on an individual basis by the Principal or Athletic Director.

Dismissal from School: Students who are dismissed from school for any reason **will not participate** (or attend) the practice/competition scheduled for that day without prior approval from the Principal or Athletic Director.

ACADEMIC ELIGIBILITY POLICY: In order to compete in competitive co-curricular activities, the student must be successfully performing at, or ahead of, “teacher-pace”, according to the individual teacher’s pacing calendar for the student, in **all** courses (and/or learning experiences) that he/she is enrolled. For the purposes of this policy, “pacing calendar” and “teacher-pace” are defined as follows:

a.) Pacing Calendar: Yearly (or semester) plan of when Measurement Topics and Learning Targets are taught. The pacing calendar guides teachers to complete all the measurement topics for a particular course in one school year (or semester).

b.) Teacher-Pace: For a student to be at “teacher-pace”, the student must be successfully performing at where he/she should be in relation to the pacing calendar for the particular course. “Successfully performing” may involve some level of teacher professional discretion. For example, if a student is regularly attending **AND** putting effort forth, at before and/or after school academic assistance, **AND** is putting forth effort at home (and, thus, comes prepared to take an assessment), **AND** is demonstrating marked progress towards meeting proficiency, the teacher may determine that the student is doing everything in his/her power to meet proficiency and thus remain eligible.

Eligibility checks will be ongoing and conducted approximately* every three weeks throughout the school year (*Some eligibility checks are slightly longer than three weeks due to vacations, holidays, and to correlate to the end of Semester 1).

If a student is not successfully performing at “teacher pace” in all courses that he/she is enrolled, the student will become ineligible to compete. **The student shall remain ineligible until he/she is successfully performing at teacher-pace in all courses.**

Eligibility Flowchart

a.) Teachers document students who are behind teacher-pace on the school’s “Behind Pace List” (which is an up-to-date shared staff Google Doc). Teachers will denote whether the student meets the criteria to be considered ineligible. The Athletic Director will view this list to determine which students are behind teacher-pace.

b.) At the three-week mark, the Athletic Director will inform each student and his/her coach that the student is ineligible to compete. In fairness to the team and coach affected, the student may compete on that particular Monday (or Tuesday when an eligibility check date is on a Tuesday) only (i.e. if an event gets postponed, the student will not be eligible to participate).

c.) Student places greater emphasis on his/her academics, during class, before and/or after school, and at home to perform at teacher-pace and make marked progress towards meeting proficiency. Again, this process comprises more than “just showing up” for academic assistance – see “B” above. Simply “showing up” for academic assistance will not make the student eligible.

d.) Once student is at teacher-pace, he/she will bring a signed note from the teacher to the Athletic Director. The Athletic Director will confirm this with the teacher and inform the coach that the student has regained his/her eligibility.

Taking, Re-taking & Submitting Assessments to Regain Eligibility: Please note that teachers cannot be expected to immediately assess a student’s work. Teachers will have 48 hours to assess a student’s work. Therefore, the student will have no expectation of taking or submitting an assessment and immediately becoming eligible.

If a Student Becomes Ineligible, the Following Guidelines Apply

a.) Student cannot participate in any “countable” competition (i.e. league meet, festival, etc.).

b.) Student is expected to attend and participate in all practices, unless it interferes with after school academic assistance. If the student attends after school academic assistance, he/she should bring written documentation from the teacher he/she stayed with and give this to his/her coach (if applicable).

c.) **Student is not permitted to attend** any away competitions that are held on school nights. The student should utilize this valuable time to focus on his/her studies and work to be successfully performing at teacher-pace in all of his/her courses.

d.) Student is expected to be with the team at all home competitions.

Incomplete Scores for a Course (s) at the End of the Semester 1: Any student who has not successfully completed a course (s) at the conclusion of Semester 1 is ineligible to compete until he/she has successfully completed the course (s).

Incomplete Scores for a Course (s) at the Semester 2 or End of the Academic School Year: Any student who has not successfully completed a course at the conclusion of the Semester 2 and/or school year is ineligible until he/she has successfully completed the course (s).

Three-Week* Eligibility Check Dates: (Athletic Director will check the “Behind Pace Document” each Monday or Tuesday as noted below)

Athletic Director 3-Week Student-Athlete Eligibility Check Dates
9/25 (Note: Many teachers will be unavailable the week before due to Big Week staffing commitments.)
10/16
11/06
11/27
12/18
1/22 (Tuesday - Longer time period due Winter Break and date of when Semester 1 grades due) NOTE: This is end of Semester 1!!
2/26
3/19
4/9
5/7 (Longer time period due to Spring Break)
5/28
6/18 (Year-end & Semester 2 Incompletes for fall eligibility – possible spring eligibility)
6/25

* Note: A few eligibility checks are slightly longer than three weeks due to vacations, holidays, and to correlate to the end of Semester 1.

Academic Integrity Violation: Any student who violates the M.A. academic integrity policy will be **ineligible to compete for a minimum of one week (six days excluding Sunday)**. After the one-week period of ineligibility the student will remain ineligible until he/she has successfully completed all alternative assessments and is back on teacher pace. Any student who demonstrates an academic integrity infraction while competing (i.e. taking an exam) or preparing to compete (i.e. speech, essay, project) will be deemed ineligible **and will be removed from the academic team**.

Completion of Missed Learning Activities/Assignments/Assessments: Any student dismissed early from school to attend a co-curricular activity will be responsible for all learning activities, assignments, labs, and assessments missed. All assignments should be obtained in advance so that the student is prepared for the next time the class meets.

DANCES: When any recognized school organization hosts a school dance, it will be held from 7 p.m. to 10:00 p.m. and is open to all M.A. students **in attendance and who arrive at school before 7:45 a.m. (unless it is an excused tardy as outlined on page 17 in this Handbook day of the dance)**. Students will not be admitted to the dance after 7:30 p.m. without prior permission by the principal. Non-M.A. students will be permitted to attend at the discretion of the administration, but they must be enrolled in (and in good standing) at a high school and/or under the age of 20 and a guest of an M.A. student in attendance. Guests must be registered by 2:30 p.m. on the Wednesday prior to the dance with the principal. All school rules (including those pertaining to the use of alcohol, tobacco or other illicit drugs) apply to school dances. The M.A. Dress Code will be enforced at school dances. In cases of dances designated as “Semi-formal”, appropriate semi-formal attire must be worn. Finally, all dancing must be appropriate for an educational setting (for example – “front to back”, “dirty dancing”, “grinding”, etc. is not allowed).

18-YEAR OLD STUDENTS: Students 18 years of age or older are subject to all RSU2 and Monmouth Academy rules, regulations, and policies. An 18-year old student may **not** sign him/herself in or out of school, **or** sign any documents and/or forms that require a parent/guardian signature.

EXTRA AND CO-CURRICULAR ACTIVITIES: Co-curricular activities at Monmouth Academy exist for the educational benefit of our students. Participation in such co-curricular activities is a privilege (not a right), voluntary and limited to Monmouth Academy students and those students who meet home-school guidelines. The "Monmouth Academy Student-Parent/Guardian Co-Curricular (Athletics) Handbook" outlines all the rules, regulations, and policies pertaining to participation in athletics.

GRADUATION CEREMONIES: A senior must successfully complete **all** requirements to receive a Monmouth Academy diploma by 3 p.m. on Tuesday, June 6, 2017, in order to participate in any M.A. graduation ceremonies (Senior Reception, Class Day, and Graduation). Seniors are required to attend all marching practices and the M.A. Alumni Breakfast in order to participate in M.A. graduation ceremonies (work is not an excused absence). M.A. Senior Reception, Class Day, and Graduation ceremonies are formal events, which require participating Seniors to adhere to a clearly defined dress code. Seniors receive details regarding this and other commencement protocol prior to the end of their senior year.

HIGHLY QUALIFIED TEACHER STATUS: RSU2 is providing you this information as one way to fulfill our obligations under the "Parents' Right to Know" requirements of the federal **Every Student Succeeds Act** (ESSA). The **Every Student Succeeds Act** (ESSA) has been designed to help your child achieve more in school. The law requires that all teachers must meet a specific, federal definition of "Highly Qualified" in order to teach in schools that receive federal funding. As you know, our school receives federal funds to support the programs we offer to your child. Additional information on the ESSA Act, as well as on the qualifications of your child's teacher is available on request. Please contact the Office of the Superintendent at 622-6351 if you have questions or would like further information.

FIRST PERIOD PROCEDURES: All students must report to their first period assignment by 7:45 a.m. for attendance and morning announcements. **Students who arrive to school after 7:45 a.m. must sign-in at the main office before reporting to their first period class.** When announcements are being read, students are expected to be courteous and not talk while announcements are being made. Each classroom shall salute the flag each morning.

LIBRARY/MEDIA CENTER/#MAKerspace: Monmouth Academy Library/Media/#MAKerspace Center - Hours: 7:30 a.m. to 2:30 p.m.

Student and Class Use: Students are welcome anytime with a Library/media pass. Please be respectful and flexible regarding other activities that may be scheduled in the LMC from week to week. A maximum of five students from any class or study hall may visit at one time. Classes/groups are welcome to use the library with advanced notice. Help is always available to assist in locating and evaluating appropriate print or web based materials for research.

Loan periods, fines, and lost and/or damaged materials: Books are checked out for three weeks, videos or DVDs for one week and magazines for two days. Special due dates or reference materials (encyclopedias, dictionaries, etc.) may also be specially requested. Materials can be renewed once by email or in person, as long as no one else is waiting.

Students will be charged overdue or damage fines this year. If materials are not returned within **six weeks** of the check out date, **ten cents** per day will accrue. Fines and damages will be charged on student's school account.

Lost materials will be charged to the student's school account for the full replacement value. A quality replacement will be considered in exchange if presented within a reasonable amount of time (Amazon or eBay may be an affordable option versus book store pricing).

Library/Media Center Behavior and Laptop and Desktop Use: It is understood that the library is a place to study, read, collaborate or use media to enrich and support the academic endeavors of all M.A. students.

LOCKERS: Hall lockers are provided for the convenience of students. The storage and security of articles are the responsibility of each student. The major causes of losing items from hall lockers are: a.) students failing to lock their lockers, and b.) students giving their lock combination to others.

Physical education and athletic team locks and lockers are provided for the storage of students' personal belongings

during P.E. classes and/or members of M.A. athletic teams. Locker-room lockers must be kept clean and odor-free by routinely replacing clothing, towels, etc. Monmouth Academy is not responsible for lost, misplaced, or stolen articles. Students must secure lockers by making sure their locker is locked with a school-approved lock. Lockers are school property. The school retains the right to open and to inspect lockers and their contents at any time for any reason. Therefore, students should not expect that items stored in their lockers will be kept private.

NATIONAL HONOR SOCIETY: The Monmouth Academy Chapter of the National Honor Society recognizes Sophomores and Juniors who have demonstrated excellence in each of the following four categories: a. Scholarship, b. Leadership, c. Service, and d.) Character. To be **considered** for induction to NHS, students must:

1. Have a minimum cumulative GPA 3.33 (non-weighted) at the mid-way point of the second semester of their qualifying year.
2. Have no "incomplete" scores in any course.
3. Been enrolled at Monmouth Academy as a full-time student for at least three semesters.
4. Return a "NHS Student Activity Information Form" signed by both the student and his/her parent/guardian (s). *(selection process being reviewed for 2018-19 school year)

The NHS advisor will provide a "NHS Student Activity Nomination Form" to all students who have met the criteria stated above. On this form, potential NHS inductees will document evidence of their "Leadership", "Service", and "Character" and return the form to the NHS Advisor by the stated deadline. At that point in the process, the Monmouth Academy staff will review each student's information and score each candidate in regards to his/her leadership, service, and character (if the staff member determines he/she knows the candidate well enough). Finally, a confidential faculty council will meet and discuss each candidate's information and vote to induct. Please note, the NHS advisor and principal does not select potential members.

As part of the NHS selection process a confidential review of each student's behavioral records will take place. Violations to RSU2 and M.A. rules and policies, as described in this Handbook, will be noted and may eliminate the student from selection to NHS. In addition, current members of NHS may be removed from NHS due to violations of the RSU2 and M.A. rules and policies and/or infractions of the M.A. NHS Chapter's constitution.

NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION: The RSU2 Board is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment.

In accordance with applicable Federal and/or State laws and regulations, RSU2 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. For the purpose of this policy, "sexual orientation" means a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

[NOTE: The Maine Human Rights Act (5 M.R.S.A. § 4551 et seq.) prohibits discrimination on the basis of sexual orientation. This policy includes the definition of "sexual orientation" provided in 5 M.R.S.A. § 4553(9-C).]

The Board delegates to the Superintendent the responsibility for implementing this policy. The RSU #2 Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all Federal and State requirements related to nondiscrimination. The Affirmative Action Officer will be appointed by the Superintendent and will be a person with direct access to the Superintendent.

The Superintendent/Affirmative Action Officer shall be responsible for ensuring that notice of compliance with Federal and State civil rights laws is provided to all applicants for employment, employees, students, parents and others, as appropriate.

The Affirmative Action Officer at Monmouth Academy is Mr. Richard Amero, Jr., M.A. Principal.

NOTIFICATION OF RIGHTS UNDER FERPA: The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

A. The right to inspect and review the student's education records within 45 days of the day the Superintendent receives a request for access.

Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Superintendent to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the Superintendent/designee decides not to amend the record as requested by the parent or eligible student, the Superintendent will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the Superintendent/designee discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RSU#2 administrators to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

E. The Superintendent/designee may make public at his/her discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, and honors and awards received.

Such information will not be disclosed if the parent of the student informs the school unit in writing within 10 days of the first student day of the school year or within 10 days after enrollment, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address:

Office of the Superintendent of Schools
7 Reed Street
Hallowell, ME 04347

F. Federal law permits military recruiters and institutions of higher learning to request and receive the names, addresses and telephone numbers of high school students upon request, unless the student's parent or eligible student notifies the school unit that he/she does not want such information released. Such information will not be disclosed if the student's parent or eligible student notifies the school unit, in writing, that such information should not be released without his/her written consent. Any such notice should be sent to: Mr. William Zima, RSU#2 Superintendent, or Mr. Richard Amero Jr., Monmouth Academy Principal.

G. Under Maine law, RSU #2 shall not publish on the Internet without written parental consent any information whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names.

SIGNS (POSTERS, ADVERTISEMENTS, MESSAGES, ETC.): All signs (posters, advertisements, messages etc.) must be pre-approved by the Principal before they can be displayed in the building. This includes, but is not limited to posters for clubs, events, dances, fundraisers, and motivational messages. Since we are in the process of repainting areas of the building, designated areas for signs will be determined.

SPORTSMANSHIP POLICY: Athletic competition should be a healthful, positive and safe experience for everyone involved, conducted in an environment that teaches values and ethics, strengthens the community, promotes competition without conflict and enriches the lives of athletes. Players should learn to handle success with grace and losing with dignity. In order to promote core values such as discipline, fairness, responsibility, trustworthiness and citizenship, everyone associated with athletics, including players, coaches, parents and spectators, is expected to exhibit good sportsmanship during athletic competitions.

A. Participants – In exhibiting sportsmanship, student athletes are expected to:

1. Understand and follow the rules of the sport;
2. Recognize skilled performance of others, regardless of the player's team;
3. Display respect for teammates, opponents, coaches and officials;
4. Respect the judgment of officials and accept their decisions;
5. Refrain from antics, taunting opponents and using insulting language or swearing;
6. Be modest when successful and gracious in defeat; and
7. Recognize that their conduct reflects on their school.

B. Coaches – In exhibiting sportsmanship, coaches are expected to:

1. Recognize that they are role models for students and set a good example for athletes and fans to follow;
2. Abide by the rules of the sport, in letter and in spirit;
3. Treat all participants with respect;
4. Behave with dignity and self-control;
5. Respect the judgment of officials and accept their decisions;
6. Take corrective action toward any player who intimidates or shows disrespect toward an official or displays unsportsmanlike behavior; and
7. Be modest when successful and gracious in defeat.

C. Spectators, Including Parents, Students, and Community Members – Spectators attending athletic events are expected to:

1. Realize that the main purpose of the competition is the play of the game and that the role of the spectator is one of support;
2. Show positive support to the teams and players for outstanding performances;
3. Show concern for injured players, regardless of which team they are on;
4. Refrain from angry or abusive language or actions toward any player, official, coach or other spectators;
5. Refrain from endangering participants or spectators by throwing objects;
6. Refrain from heckling, taunting or berating players, officials, coaches or other spectators; and
7. Follow all Board policies and rules pertaining to conduct on school property, including but not limited to those pertaining to tobacco, alcohol, drugs and weapons.

School athletic events are school activities that are part of the educational program. An athletic event is not a public forum. The public is invited to attend athletic events for the purpose of supporting the participants on both teams and the schools they represent. Appropriate behavior by spectators, especially adults, provides a positive model for students and contributes to the value and educational purposes of athletic activities. Negative comments and behavior by spectators are inconsistent with the purposes of athletic activities. School administrators and officials have the authority and discretion to remove any spectators who do not comply with rules of sportsmanship.

D. Penalties for Inappropriate Behavior

Student-Athlete (Competitor, Team Member): Any student-athlete who engages in unsportsmanlike behavior may be suspended or removed from the team by the Coach (Advisor), Athletic Director, or Principal. If the conduct constitutes a violation of RSU#2 Board policy, Monmouth Academy policies (M.A. Student-Parent/Guardian Handbook) additional appropriate disciplinary consequences will be issued.

Student Spectators: Student spectators whose behavior constitutes a violation of RSU#2 Board policy, Monmouth Academy policies (M.A. Student-Parent/Guardian Handbook) will be subject to appropriate disciplinary consequences.

Adult Spectators: Adult spectators who engage in unsportsmanlike behavior or conduct that violates Board policy may be asked to leave the premises and may be excluded from future events. The administrator in charge of the event may seek the assistance of law enforcement authorities if necessary to ensure the safety of participants, coaches, officials or other spectators or to prevent damage to school property.

STUDENT WELLNESS: The Board recognizes that student wellness and good nutrition are related to students' physical and psychological well being to ensure they are healthy, safe, and ready to learn. The Board is committed to providing a school environment that supports student wellness, healthy food choices, nutrition education, physical education, and regular physical activity while recognizing individual differences and medical necessities. The Board believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults, practice healthy habits, and reduce their risk of obesity, diabetes, and other chronic diseases. Entire Student Wellness policy (JL) can be found here: <http://www.kidsrsu.org/jl-student-wellness/>.

SURVEILLANCE: Students, employees, and visitors should be aware that Monmouth Academy (and Monmouth Middle School) utilizes video cameras in public areas to assist in maintaining safety and security within the school and in the areas immediately surrounding the school.

STUDENT PASSES: Students are expected to be in an assigned area at all times during the school day. In the event of an emergency, the school staff needs to be able to quickly locate students; therefore, each student is expected to sign-out of the classroom and must have an authorized pass with them at all times.

TEACHER & STAFF DETENTION: In addition to the rules and policies outlined in this Handbook, teachers and staff may assign detention to students as a consequence for behavior that disrupts or interferes with the teaching and learning process (the educational process) and/or safety of the school community (including defiance). Students who have been assigned a teacher detention will be given a 24-hour notice to make provisions for transportation, work, or other possible conflicts. Failure to report for detention will result in administrative referral and further action.

VISITORS TO SCHOOL: The School Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, **visitors must be pre-approved by the principal.** Visits to M.A. should serve an educational purpose and not be intrusive upon the operation of educational programming.

Visitors are required to enter school through the doors located next to the main office, sign-in at the main office, and obtain a visitor's pass. Once they have completed their visit, visitors must sign-out in the main office. Visitors shall comply with all applicable Board policies, M.A. rules, and State and Federal laws. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.

WORK PERMITS: Students who are eligible may obtain work permits at the main office. The following information is needed to obtain a work permit:

1. The name and address of the company where you are planning to work.
2. The type of work you will be performing.
3. A copy of your birth certificate.
4. Social Security Number.

Without this information, a permit cannot be issued. A parent must sign the permit before it can be sent to the Department of Labor for approval/disapproval.

STUDENT BEHAVIOR, CONDUCT, & ACCOUNTABILITY:

It is the responsibility of all stakeholders – students, staff, parents, and guests to be aware of, and abide by, all Monmouth Academy and RSU#2 rules, regulations, and policies as well as State and Federal laws. If a student keeps the information in this Handbook at the forefront of his/her mind at all times, he/she will most likely never have a reason to endure a consequence to a violation of the policies and rules. Better yet, if students strive to hold others accountable to a respectful culture, we will benefit from a school environment that each of us desires!

Finally, school administrators, teachers, staff, and RSU#2 Board members are responsible for maintaining a safe, optimal learning environment for all students. Anyone or anything that “disrupts the educational process” cannot, and will not, be tolerated.

When reviewing the policies, rules, and procedures, please note the following:

A. It is impossible for this Handbook to predict, identify, and/or describe all potential inappropriate student behavior and its potential consequence. If incidents, even though not specifically stated and/or described in this Handbook, “disrupt the educational process” and/or violate any federal or state law, each incident will be investigated and the appropriate consequence (s) will be issued on an individual basis according to the severity of the act. The “appropriate consequence (s) could include “up to and including suspension and expulsion”.

B. Infractions of inappropriate student behavior, as outlined in this Handbook, may affect a student’s candidacy to or membership in the M.A. chapter of the National Honor Society, participation in athletics, co-curricular activities, clubs, leadership positions, and other school privileges.

C. Description of notations:

1. SP (Social Probation): Loss of school privileges for a designated period of time. These privileges may include, but are not limited to: Morning Break, eating lunch in the cafeteria (not loss of lunch), parking on school grounds, participation in Winter Carnival (Spring Fling, etc.), suspension or removal from co-curricular activities (athletic and academic teams, clubs, student government), Senior Privileges, attendance at after school events (games, dances, etc.).
2. ISS (In-school Suspension): Student reports directly to a designated location on the M.A. or M.M.S. campus. The student will not have Morning Break, interact with other students, or eat lunch in the cafeteria. The student will work on school assignments without the use of a laptop. The student may not participate in or attend any after school event (practice, game, dance, performance, etc.) each day he/she is suspended. Suspension is recorded on the student’s permanent file.
3. OCS (Off-campus Suspension): The student is not permitted to be on RSU#2 school grounds for a designated number of days. The student may not participate in or attend any after school event (practice, game, dance, performance, etc.) each day of the suspension. Suspension is recorded on the student’s permanent file.
4. Expulsion: Principal recommends to the Superintendent that the student be expelled. Student participates in an expulsion hearing before the RSU2 School Board. The Board decides whether or not to expel the student, the length of time of expulsion, and possible conditions to be met for the student to be considered to return. Expulsion is recorded on a student’s permanent file.

ACADEMIC INTEGRITY POLICY: In brief, **academic integrity can be defined as exhibiting honesty in all academic endeavors.**

A student’s academic scores are posted to his/her permanent academic record (transcript). At M.A. a student’s transcript is used for a variety of purposes including but limited to, determining academic honors, co-curricular eligibility, class rank, consideration for the National Honor Society, and M.A. Trustees’ scholarships. College admissions directors, military recruiters, potential employers, internship providers, and organizations that provide scholarships also utilize a student’s academic transcript for the purpose of selecting the best candidate. When academic scores are misrepresented because a student gained them through dishonest means, it is not an accurate portrayal of the student’s academic achievement. Furthermore, academic dishonesty negatively affects other students who earned scores honestly, by, in essence, devaluing their academic scores and the accompanying opportunities lost. Finally, a student’s reputation in the school community is negatively affected.

The following academic integrity policy and guidelines are based on “A Student’s Guide to Academic Integrity” by Breea D. Clark, J.D., Associate Director of Academic Integrity Programs, at The University of Oklahoma.

Ms. Clark provided expressed permission for M.A. to modify and publish.

Academic Misconduct: “Academic misconduct is any act which improperly affects the evaluation of a student’s academic performance. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. “I didn’t mean to” is never an excuse for academic misconduct” (Clark).

The following examples are considered academic misconduct, and thus violate the academic integrity policy.

- A. Cheating on tests, quizzes, and other assessments:** Tests, quizzes, and other assessments are to be completed by the student without assistance of any kind. This includes aid given or received by another person (verbal or non-verbal); the use of books, notes, or other materials; the use of electronic devices including but not limited to laptops, cellphones, Ipods, etc.; and, when a calculator is permitted, no other information may be stored on it (i.e. formulas, etc.).
- B. Assisting Others to Cheat:** Helping someone else cheat is a violation of the academic integrity policy. If a student provides (in any manner including digitally) another student with academic work (essay, lab, Keynote, project, homework, etc.) and knows, or reasonably should know that the other student will use it to cheat, that student (the provider) has violated the academic integrity policy.
- C. Attempting to Cheat or Commit Academic Fraud:** If a student attempts to cheat, even if the student did not complete the attempt, it is a violation of the academic integrity policy. For example, if a student is in possession of materials during a test, quiz or other assessment, he/she is in violation, even if he/she did not use the notes. In addition, if the student asks another student for an answer during a test, quiz, or other assessment, and no one responds, he/she is in violation of the academic integrity policy.
- D. Improper Collaboration:** It is common for students to work together (partner or as a member of a group) during class periods and occasionally outside of the scheduled class period. However, working with a partner and/or group does not mean that the student can simply get answers from his/her partner (group members) and present it as his/her own. “Unless the teacher specifies otherwise, it is assumed that all work submitted for a grade will be the product of the student’s own understanding, and thus expressed in the student’s own words, calculations, computer codes, etc. When a student’s work is identical or very similar to someone else’s at points where individual variations in expression would be expected, it is reasonable for the teacher to conclude that academic misconduct has occurred” (Clark).
- E. Theft, Hacking of Student and/or Teacher Material (s):** Taking (stealing, hacking, etc.) another student’s work (including print/digital/electronic), taking (stealing, hacking, etc.) a teacher’s material (including print/digital/electronic) are all violations of the academic integrity policy.
- F. Online courses:** Online courses are held to the same academic integrity standards as regular classroom courses.
- G. Plagiarism:** The “basic assumption about writing is that all written assignments show the student’s own understanding in the student’s own words. That means all writing assignments, in class or out, are assumed to be composed entirely of words generated (not simply found) by the student, except where words written by someone else are specifically marked as such with proper citation. Including other people’s words in your paper is helpful when you do it honestly and correctly. When you don’t, it’s plagiarism” (Clark). In regards to plagiarism, the following rules apply:
 - 1. It is plagiarism to copy words and present them as your own writing:** It is the worst form of plagiarism to copy part or all of a paper from the Internet, from a book, or from another source without indicating in any way that the words are someone else’s. To avoid this form of plagiarism, the paper must BOTH place the quoted material in quotation marks AND use an acceptable form of citation to indicate where the words come from.
 - 2. It is plagiarism to copy words, even if you give the source, unless you also indicate that the copied words are a direct quotation.** Simply documenting the source in a footnote or bibliography isn’t good enough. You must also indicate that the words themselves are quoted from someone else. To avoid this form of plagiarism, put all quoted words in quotation marks or use equivalent punctuation.
 - 3. It is plagiarism to copy words and then change them a little, even if you give the source.** Putting someone else’s ideas into your own words so it’s not a direct quotation is called “paraphrasing.” Paraphrasing is fine when you cite the source and indicate the new expression is actually your own. When it’s not -- when the expression remains substantially similar to the source as a whole or in one of its parts -- it’s plagiarism. Even if not specifically prohibited by the instructor, “writing” a paper by copying words and then altering them violates the basic assumption about writing and may easily result in a charge of academic misconduct. To count as “your own words,” your paper must be so significantly different from your sources that a reasonable reader would consider it a new piece of writing. If it’s not -- if “your writing”

is substantially similar to somebody else's where individual variations would be expected, it's plagiarism.

4. **Even if you express them in your own words, it is plagiarism to present someone else's ideas as your own.** It is plagiarism to present someone else's original arguments, lines of reasoning, or factual discoveries as your own, even if you put the material in your own words. To avoid this form of plagiarism, cite the source.
5. **The rules against plagiarism apply to all assignments (Clark)."** Assignments including, but not limited to essays, labs, research papers, opinion papers, projects, Keynotes, etc. in all content areas are subject to all plagiarism rules.

Source: Clark, B.D. "A Student's Guide to Academic Integrity". The University of Oklahoma. http://integrity.ou.edu/students_guide.html. September 29, 2015

Infraction	Consequence (s)
Academic Misconduct (Violation of the Academic Integrity Policy)	Consequence (s) (listed below) will be determined and applied according to the level of academic misconduct. <ul style="list-style-type: none"> • Student will complete an alternative assessment. (If violation occurs in a college credit course – AP or Dual Enrollment -, student will receive a score of zero on the assignment. If violation occurs in a dual enrollment course, the university will be notified and that university's policy will be followed in addition to M.A.'s.) • 60-minute detention with classroom teacher. • Investigation of past assessments and/or assignments completed by student with possibility of additional consequences. • Incident noted on student's file. • National Honor Society advisor notified (which may lead to possible non selection to NHS or removal from NHS) • Ineligible for academic honors for current semester and/or year. • Ineligible to compete in co-curricular contests for six "playable dates" (if applicable). • Social Probation. • Removal from leadership positions (i.e. student government, class or club office, team captain, etc.). • Parent notification or conference.

ASSAULT & BATTERY: The use of physical force against any other person. This includes but is not limited to attacking, striking, hitting, spitting upon, tearing clothes, etc.

Offense	Consequence
Assault & Battery	Up to and including suspension and expulsion. Possible notification to law enforcement. Social Probation. Referral to school counselor or social worker. Parent notification or conference.

ATTENDANCE (Compulsory Attendance): Under Maine state law, persons between seven years of age and under 17 years of age must attend a public day school during the time it is in regular session. More information regarding compulsory attendance can be found here: <http://www.kidsrsu.org/jea-compulsory-attendance/>.

The State of Maine recognizes the following reasons as **excusable (with proper documentation)**:

- A. Personal illness;
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency;
- E. A planned absence for a personal or educational purpose that has been **pre-approved** by school administration;
- F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned

hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family absence for planned hospitalization or recovery.

The following reasons for absences are examples (not limited to these examples) of **non-excusable** absences according to Maine state law:

- Missed school bus, no ride to school, car issues;
- Trips not approved in advance;
- Went, hunting, fishing, etc.;
- Shopping;
- Birthday or similar celebrations;
- Work.

Parents are responsible for the school attendance of students who are under 17 years of age.

- **Students may not be dismissed from school when they have study halls during the school day. Monmouth Academy does not have an "open campus".**
- **Students who are tardy, absent, or dismissed from school may not attend any after-school event without prior permission from the principal.**

PROCEDURE FOR AN EXCUSED ABSENCE – "A" through "D", and "F" Page 17:

- A. Parent (guardian) calls the school to report his/her child's absence by 8:30 a.m. on the morning of the absence. 933-4416 **or**
- B. Email Mrs. Pat Goff, pgoff@kidsrsu.org to report absence by 8:30 a.m. on the morning of the absence. **or**
- C. Parent (guardian) must submit written documentation to the main office immediately upon the child's return to school.

NOTE: If child's absence is not reported by "A, B, or C" above, he/she will be marked as unexcused. Multiple unexcused absences may cause the child to become truant under Maine state law.

PROCEDURE FOR A PLANNED ABSENCE – "E" Page 17:

- A. A "Planned Absence Form" must be completed and signed by each of the student's classroom teachers and the principal
- B. The principal will approve (or not approve) the planned absence request

Students who are granted a pre-approved absence for a personal or educational purpose may receive some assignments in advance. In such cases, students are expected to submit completed work to their teachers immediately upon their return unless other arrangements are made with the teacher. The "Planned Absence Form" notifies M.A. of the planned absence, gives our teachers an opportunity to advise the student as to the possible impact on academic performance, and provides an opportunity to give information relative to missing assignments. It is important to note that the learner is responsible for making up all missed learning.

Despite everyone's best efforts and intentions, it is simply not possible to recreate the class discussions, labs and lectures that learners miss when they are out of class for an extended time. For most students, an extended absence has a negative academic impact. In the case of vacations taken outside of normal school vacation times, the student and his/her parent (s) must assume full responsibility.

TARDINESS TO SCHOOL: Students who report to school late (**after 7:45 a.m.**) without an excused reason are considered tardy. Excused reasons for tardiness are provided under "A" through "D" on Page 17. Missing the bus, car problems, overslept, etc., are **not** considered excused reasons for being tardy. Multiple illnesses will require medical documentation. The school provides transportation to all students (except students who attend via a superintendent's agreement); therefore, private transportation that causes a student to be late is not excusable.

PROCEDURE FOR STUDENTS WHO ARRIVE TARDY TO SCHOOL:

A. **A student who is late to school must first report to the main office to sign in.** A note stating the reason for an excused tardiness must be presented to the office and will be placed in the student’s attendance file.

1. Students with a study hall first period of the morning are expected to be at school on time.
2. Student-athletes (and any member of an academic competitive team, i.e. Academic Decathlon) **must be in attendance by 7:45 a.m. in order to participate in that day’s practice, game (meet, match, event, etc.).**
3. In order to attend any school event (i.e. club, dance, spectator at an athletic or performance event, etc.) students must be in attendance by **7:45 a.m.**

B. The main office will issue a pass for the student to present to his/her classroom teacher.

C. After the third “strike” (unexcused tardy), the student will be issued a 30-minute detention each time he/she is unexcused tardy (for the remainder of the semester).

D. After the seventh and future unexcused tardiness per semester, the student will lose parking privileges for a minimum of five consecutive school days for each day of tardiness after the seventh tardy (if student drives a vehicle to school). Student can regain parking privileges upon one consecutive week of attending school on time; however, once the student arrives tardy to school, he/she will once again losing parking privileges.

Infraction	Per Semester – First three have no consequence			
	First	Second	Third	Fourth and Future Tardiness Consequence
Unexcused tardy to school	Strike 1	Strike 2	Strike 3	30-minute Office Detention Loss of parking privileges for a minimum of five consecutive school days per tardy after the seventh unexcused tardiness.

DISMISSAL FROM SCHOOL: Students are permitted to leave school only for those legitimate reasons outlined in Maine State Law (“A” through “E” on Page 17) **AND if a note stating the reason and signed by the parent (guardian) is presented to the main office prior to the start of the school day OR if the parent (guardian) comes to M.A. and signs out his/her child.**

- **Students will NOT be dismissed via a phone call to the school.**

PROCEDURE FOR DISMISSAL FROM SCHOOL – “A” through “E” (Page 17):

- A. Prior to the beginning of school day, student presents a note signed by his/her parent (guardian) stating **the purpose and the specific time** student needs to be dismissed.
- B. Student will receive a dismissal note (from the main office) and must present this note to his/her classroom teacher to be dismissed.
- C. Student must report to the main office and sign out **before** leaving.
- D. **OR**, the student’s parent (guardian) arrives to M.A. and signs his/her child out. (For a legitimate reason - “A” through “E” listed on Page 17).

Procedure for signing out of school due to illness (non-emergency):

- A. Students who must leave school due to illness must report to the main office and have the administrative assistant (or designee) contact the school nurse. The school nurse will examine the student before the student contacts his/her parent (guardian).
- B. The school nurse (designee) will contact the student’s parent (guardian). If the parent (guardian) is unavailable, then a person listed on the student’s emergency information will be contacted.
- C. Parent (guardian) or emergency contact will come to M.A. to sign the student out.
- D. If contact is not made, the student will remain at school. The school will make necessary arrangements at school in accordance to the student’s needs and per nurse’s recommendation.

If a student does not follow dismissal procedures outlined above, he or she will be considered to have left school without permission and will be issued the consequences on the following page (page 20).

Infraction	First Offense Consequence	Future Offense (s) Consequence
Leaving school without permission	Two, 60-minute office detentions. Parent notified.	Social Probation. Up to 1 day OCS. Parent Conference.

BOMB THREATS: (EBCC - BOMB THREATS)

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

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

A. Conduct Prohibited

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

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

B. Definitions

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. “School premises” means any school property and any location where any school activities may take place.

D. Reporting of Bomb Threats

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

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

E. Student Disciplinary Consequences

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

F. Aiding Other Students in Making Bomb Threats

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

G. Failure to Report a Bomb Threat

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

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate/practicable opportunity as determined by the Superintendent in consultation with the Board. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

BOMB THREATS: (as outlined in "Bomb Threats" policy stated above)

Infraction	Consequence
Bomb Threats (making, aiding)	Notify law enforcement. Immediate OCS. Recommend expulsion. Restitution. Parent conference.

BREAKING and ENTERING: To forcibly enter secured areas on school or vehicles on school property. (NEPN/NSBA Code: JICIA)

Infraction	Consequence
Breaking & Entering	Notify law enforcement. Up to and including suspension and expulsion. Restitution. Parent conference.

BULLYING AND CYBERBULLYING PREVENTION IN SCHOOLS (JICK)

Introduction: It is our goal for our schools to be a safe and secure learning environment for all students. It is the intent of the RSU #2 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

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

1. **Prohibited Behavior:** The following behaviors are prohibited:
 1. Bullying;
 2. Cyberbullying;
 3. Harassment and Sexual Harassment (as defined in board policy ACAA);
 4. Retaliation against those reporting such defined behaviors; and
 5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

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

1. “Bullying” includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:
 - (1) Has, or a reasonable person would expect it to have, the effect of:
 - Physically harming a student or damaging a student’s property; or
 - Placing a student in reasonable fear of physical harm or damage to the student’s property; **OR**
 - (2) Interferes with the rights of a student by:
 - Creating an intimidating or hostile educational environment for the student; or
 - Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; **OR**
 - (3) Is based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student’s association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.) Examples of conduct that may constitute bullying include, but are not limited to:
 1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
 2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
 3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
 4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
 5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
 6. Blocking access to school property or facilities;
 7. Stealing or hiding books, backpacks, or other possessions;
 8. Stalking; and
 9. Physical contact or injury to another person or his/her property

“Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant. Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or representing another student through the use of that other student’s electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target’s e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students

“Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes knowingly falsely reporting an act of bullying. “Substantiated” means that the outcomes of the investigation on the Responding Form (JICK-E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur. “Alternative discipline” means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student’s specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student’s misbehavior.

Application of Policy: This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

Reporting: Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

1. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report alleged incidents of bullying to the school principal or other school personnel designated by the superintendent. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the superintendent.
2. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.
3. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.
4. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

Responding: The school principal or a superintendent's designee will:

1. Promptly investigate and respond to allegations of bullying behavior; Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the superintendent;
2. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;
3. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;
4. Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;
5. Communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

Remediation: The school principal or a superintendent's designee will: 1.) Identify the specific nature(s) of the incident. 2.) Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. 3.) Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

BULLYING AND CYBERBULLYING: (as outlined in "Bullying and Cyberbullying" policy stated above)

Infraction	Consequence
Bullying & Cyberbullying	Up to and including suspension and expulsion. Possible notification to local or state law enforcement. Social Probation. Referral to school counselor or social worker. Parent notification or conference.

BUS MISCONDUCT (NEPN/NSBA Code: JICC): In view of the fact that a bus is an extension of the classroom, the School Board requires students to conduct themselves in the bus in a manner consistent with established standards for classroom behavior. In cases when a student does not conduct him/herself properly on a bus, such instances are to be brought to the attention of Transportation Director and/or the building Principal by the bus driver. The

Transportation Director and/or the building Principal will inform the parents of the misconduct and request their cooperation in addressing the student's behavior.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Transportation Director and/or Principal. In such cases, the parent (s) of the student involved become responsible for seeing that his/her son/daughter get to and from school safely. **NOTE: All RSU2 and Monmouth Academy rules and policies outlined in the Monmouth Academy Student-Parent/Guardian Handbook, as well as state and federal laws, are in effect at all times on school-provided transportation.**

Infraction	Consequence
Bus	Suspension from bus transportation up to and including one year. Parent notification or conference.
Misconduct	Consequences as appropriate for M.A./RSU#2 rules/policies violation (s).

STUDENT USE OF CELLULAR TELEPHONES AND OTHER EMERGING ELECTRONIC DEVICES (JFCK): The School Board recognizes that many students possess cellular telephones and other emerging electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. RSU2/Monmouth Academy is not responsible for damage, loss, or theft of such devices.

RULES FOR STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES (JFCK-R):

1. Students are **prohibited** from using privately owned electronic devices, including but not limited to laptops, tablets, Kindles, Nooks, iPads, iTouch, iPod, MP3 players and electronic games (including assemblies and field trips).
2. Use of cell phones is **strictly limited** to the following times: a.) Before 7:45 a.m. (before school); After 2:20 p.m. (dismissal); b.) During Morning Break; c.) During the student's assigned lunch period; and, d.) Between class periods.

At all other times cell phones are to be turned off (or silenced/non-vibrate) and put away (not in sight of any staff member) and remain in that location until the bell rings signifying the end of the period. Or, students may place and lock their cell phone in their assigned locker. Cell phones may not be used during assemblies, etc.; thus, students must turn off (silenced/non vibrate) and put their cell phone away (not in sight of any staff member) before going to an assembly.

3. Students may use electronic devices on field trips and during extracurricular activities only if authorized by the staff member in charge.
4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms and classrooms.

a. In other locations where students are allowed to use electronic devices, students are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social media site or other Internet site such as YouTube.

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

6. Student cellular telephones and other electronic devices **may be subject to search** if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules.

a. A building administrator **may maintain possession** of an electronic device as long as is reasonably necessary for evidentiary purposes.

7. Students violating these rules will be subject to discipline, which may include:
 - a. Not being allowed to bring electronic devices to school;
 - b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.

8. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities and a building administrator may give a device to law enforcement authorities upon request.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Cell phone (or other electronic device) visible to a teacher/staff member during non-permitted times.	Student brings cell phone or electronic device to the main office to be stored with administrative assistant for remainder of the school day. Student picks up phone or device at end of school day. 60 minute detention	Cell phone or electronic device confiscated and sent to main office. 60 minute detention Parent (guardian) must come to school to pick up phone or device. After third occurrence, student will not be permitted to bring phone or device to school for a period of time to be determined by school administration.

CUTTING ASSIGNED CLASS PERIOD (not leaving school grounds): Not attending class or assigned period (including class, study halls, lunch, advisory/PLP, etc.), without a valid communicated reason via the main office.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Cutting Assigned Class Period	60-minute office detention per period missed plus missed class time made up after school with classroom teacher.	Social Probation. Up to and including 1 day OCS. Parent notification or conference.

DEFIANCE: The act of being defiant (disobedient, insubordinate) to a person in a position of authority (this includes administrators, teachers, staff, and substitutes), or not following rules and policies outlined in this Handbook.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Defiance	Up to 3-day OCS. Social Probation.	Up to and including suspension and expulsion. Social Probation. Examination of academic program. Parent Conference.

DRESS CODE: During May 2015, Ms. Littlefield’s Gender Studies class completed a project in which students examined M.A.’s existing dress code policy and met with school administrators to develop the following dress code for M.A. Much of the wording in the following dress code comes directly from their suggested policy.

Students and staff are responsible for wearing clothing that is appropriate for a school environment.

“Wearing clothes with drug, alcohol, hate speech, racist, homophobic, sexist, profane, violent, sexual and discriminatory, or inappropriate language is under no circumstances permitted at Monmouth Academy” (M.A. Students – Gender Studies Class, May, 2015).

Examples of inappropriate clothing for a school environment include, but are not limited to: clothing that exposes excessive flesh (including clothing that is modified – i.e. t-shirt converted to a tank top), undergarments, bathing suits, pajamas, or other similar clothing (MA. Students – Gender Studies Class, May, 2015). Finally, any article of clothing that disrupts the educational process is not permitted.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Dress Code Violation	Student must change particular item (s) of clothing. Student is not permitted to wear that item (s), or similar item (s) in the future.	Same as first offense plus: 60-minute office detention and notification to parent (guardian). If violations continue, behavior will be considered defiance.

DRIVING TO CATC WITHOUT PRIOR PERMISSION AND/OR FOLLOWING PROCEDURE:

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Driving to CATC without permission and/or	Loss of parking privileges at M.A. and CATC for two	Up to and including loss of parking privileges at M.A. and CATC up to and including remainder of school year, and

following procedure	weeks.	loss of possibility of driving to CATC for any reason. Parent notification.
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DRUG, TOBACCO, ALCOHOL USE BY STUDENTS: (JICH - DRUG, TOBACCO, ALCOHOL USE BY STUDENTS)

The School Board and staff of RSU #2 support a safe and healthy learning environment for students, which is free of the detrimental effects of drugs, tobacco and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs, tobacco 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, tobacco 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 (unless prescribed by a physician), any look-alike substance, or any substance that is represented to be 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.

Smoking and the use, possession, provision and sale of tobacco products are prohibited by school policy in school buildings, on school grounds, on school busses, and at school-sponsored functions at all times by all persons.

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 shall be referred to law enforcement authorities for investigation and/or prosecution.

Prevention/Education

The RSU will provide students with appropriate information and activities focused on educating students about drugs, tobacco and alcohol and preventing abuse of these substances.

Intervention

The RSU will establish a team approach (Principal, Counselor, Nurse, etc.) to intervene with students with drug/tobacco/alcohol problems. Students will be assisted in addressing their drug/tobacco/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.

TOBACCO USE AND POSSESSION (NEPN/NSBA Code: ADC): In order to promote the health, welfare and safety of students, staff and visitors and to promote the cleanliness of RSU#2 facilities, the Board prohibits smoking and all other use of tobacco products including e-cigarettes, in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons. In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE (NEPN/NSBA Code: ADC-R): The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this Board's "Tobacco Use and Possession" policy.

Definitions: For purposes of this policy, “tobacco” is defined to include any lit or unlit cigarette, cigar, pipe, blunt, bidi, dissolvable, orbs, snus, clove cigarette and any other tobacco product, and spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form. For purposes of this policy, “tobacco use” includes smoking, which means carrying or having in one’s possession: a lighted cigarette, cigar, pipe or other object giving off smoke or vapor and chewing spit tobacco – also known as smokeless tobacco, dip, chew, snuff, snus, and dissolvable, in any form.

Prohibited Conduct: The use, possession, sale, dispensing or distribution of tobacco products, including e cigarettes and vapor, by all students is prohibited in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds. Students are also prohibited from wearing and/or displaying any type of tobacco promotional materials.

Use and/or Possession: The RSU, inclusive of all its buildings and property, shall be tobacco-free 24 hours a day, 365 days per year. This includes all days when school is not in session and all functions taking place on school grounds including buildings, walkways, parking lots, playing fields, and within vehicles. This includes all athletic functions and other activities sponsored by the school. Possession and/or use of tobacco products by students on district property, in district vehicles, and at school-sponsored events are prohibited.

Enforcement: If a prohibited conduct occurs, the Principal of the school must report to the Superintendent any violations of this Policy, as promptly as practicable.

Student Violations – Disciplinary Procedures: Incident of use and/or possession of tobacco products or incident of providing or sale of tobacco products will allow school officials to:

1. Confiscate material
2. Notify parent/guardian; hold conference with principal or assistant principal
3. Meet with school counselor or designated staff
4. Mandatory tobacco prevention education component with school nurse or pre-approved, outside organization
5. Disciplinary consequences as outlined below

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

TOBACCO USE AND/OR POSSESSION (INCLUDING USE AND/OR POSSESSION OF VAPOR PRODUCTS): The possession or use of tobacco, or tobacco related items as defined in “Tobacco Use and Possession Administrative Procedure” (NEPN/NSBA Code: ADC-R).

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Tobacco use and/or possession of tobacco products (including vapor)	Minimum 2 day OCS. Possible notification to law enforcement. Referral to school counselor or social worker. Parent notification.	Three to 5-day OCS. Possible notification to law enforcement. Social Probation. Parent conference.

SALE OR DISTRIBUTION OF A CONTROLLED SUBSTANCE: To sell or provide drugs and/or alcohol (selling, exchanging, and/or giving drugs, alcohol, etc.)

Infraction	Consequence
Sale or distribution of a controlled substance	Minimum OCS (from date of infraction through results of expulsion hearing) and referral to Superintendent for expulsion. Notification to law enforcement. Parent conference.

SALE OR DISTRIBUTION OF PARAPHERNALIA: Unlawfully offered, arranged, or negotiated to sell and/or provide drug paraphernalia (selling, exchanging, and/or giving of paraphernalia).

Infraction	Consequence
Sale or distribution of paraphernalia	Minimum 10 day OCS up to and including referral to Superintendent for expulsion. Notification to law enforcement. Social Probation. Parent conference.

PARAPHERNALIA POSSESSION: Unlawfully possessed drug paraphernalia.

Infraction	First Infraction Consequence	Future Offense (s) Consequence
Unlawfully possessed drug paraphernalia	2-5 day OCS. Notification to law enforcement. Referral to school counselor or social worker. Parent notification or conference.	Up to and including 10-day OCS. Notification to law enforcement. Social Probation. Parent notification or conference.

CONTROLLED SUBSTANCE, USE OR POSSESSION: To be under the influence of, or in the possession of, drugs and/or alcohol.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Controlled substance, use and/or possession of	10-day OCS (reduced to 5 days with completion of substance abuse prevention program). Notification to law enforcement. Social Probation. Referral to school counselor or social worker. Parent conference.	OCS up to and including referral to Superintendent for expulsion. Notification to law enforcement. Parent conference.

FIGHTING: Mutual contact (hitting, shoving, pushing, kicking, etc.) between students involved in a physical altercation (regardless of whom starts the fight).

Infraction	Consequence
Fighting	3-Day OCS (minimum) up to and including referral to Superintendent for expulsion. Notification to law enforcement. Social Probation. Referral to school counselor or social worker. Parent notification or conference.

FORGERY, FALSE ID, ALTERING DOCUMENTS: To imitate/alter a signature or use an identification belonging to another (including electronic signatures, impersonating another’s email, etc.)

Infraction	Consequence
Forgery, false ID, altering documents	Up to and including 10-day OCS. Possible notification to law enforcement. Social Probation. Parent notification or conference.

HARASSMENT AND SEXUAL HARASSMENT: (ACAA - Harassment and Sexual Harassment of Students)

As defined by the Merriam-Webster dictionary “harass” is: to persistently create an unpleasant or hostile situation for especially uninvited and welcome verbal or physical conduct.

Harassment of students because of race, color, sex, sexual orientation, 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, sexual orientation, 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.

Infraction	Consequence
Harassment	Up to and including OCS suspension to referral to Superintendent for expulsion. Possible notification to law enforcement. Social Probation. Referral to school counselor or social worker. Parent notification or conference.

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests 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 students 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 Affirmative Action Officer (the principal in each building) 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.

Infraction	Consequence
Sexual Harassment	Up to and including OCS suspension to referral to Superintendent for expulsion. Possible notification to legal authorities. Social Probation. Referral to school counselor or social worker. Parent notification or conference.

HATS/HEAD COVERINGS (INCLUDING HOODS) (All Genders): Hats and head coverings (including hoods) may be worn but are **strictly limited** to the following times: a.) Before 7:45 a.m.; After 2:20 p.m. (dismissal); b.) Morning Break; c.) During the student’s assigned lunch period; and, d.) Between class periods. Hats and head coverings (including hoods) shall be removed, and put away at all other times during the school day (including assemblies, field trips, office detentions, etc.).

During **any** period, hats and head coverings (including hoods) must be off and put away for the entire period and not worn until the student has exited the classroom.

Infraction	First Offense Consequence	Future Offense (s) Consequence
Hats, head coverings (including hoods)	60-minute detention	Consequence (s) for defiance. Loss of wearing hat/head covering privilege.

HAZING: (ACAD – 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.”

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.

“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member.

“Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft.

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.

Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

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

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.

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

The Superintendent/designee shall be responsible 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/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board with respect to the provisions of this policy shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

Infraction	Consequence
Hazing	Up to and including OCS suspension to referral to Superintendent for expulsion. Possible notification to law enforcement. Social Probation. Referral to school counselor or social worker. Parent notification or conference.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION: Leaving school grounds without permission (not following the dismissal procedure).

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Leaving school without permission	Two 60 minute office detentions. Parent notified.	Social Probation. Up to and including 3-day OCS. Parent Conference.

LITTERING: To scatter or leave objects or trash.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Littering	Up to one, 60-minute detention.	Consequence (s) for defiance. Social Probation.

LOITERING ON SCHOOL CAMPUS – (INCLUDING BUILDING, PARKING LOTS AND STAYING IN VEHICLE), OR ACCESSING VEHICLE DURING SCHOOL HOURS: Waiting or loitering on school campus (including parking lots, building, staying in vehicles, etc.) and/or accessing vehicle during the school day is prohibited. Upon arrival to school (via any means – private vehicle, bus, parent drop-off, walking, etc.), students must directly enter and remain in the building. At the close of school, students must leave the school campus unless they are receiving academic assistance and/or are participating in a co-curricular activity. Students may not go to any vehicle at anytime during the school day.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Loitering on school campus (including building, parking lots and staying inside vehicle) or accessing vehicle during school day	60-minute detention. Loss of parking privilege for period of time to be determined (if student parks a vehicle on campus). Possible notification to law enforcement.	Up to 1 day OCS. Social Probation. Loss of parking privilege for period of time to be determined (if student parks a vehicle on school campus). Possible notification to law enforcement. Parent notification.

LOST AND/OR DAMAGED TEXTBOOKS OR OTHER SCHOOL PROPERTY (NOT LAPTOPS): Textbooks, graphing calculators, and materials are loaned to students free of charge (excluding laptops – see laptop policies). These materials are to be stored carefully and returned in good condition upon request. Parents (guardians) are liable, under State Statutes, for replacement of any material lost, defaced, or damaged by the student, unless it can be proven that the responsible party is another person.

Infraction	Consequence
Lost and/or damaged textbooks or other school property (excluding laptops)	Restitution. Non-participation in graduation ceremonies until restitution is paid in full.

MISSED AFTER SCHOOL ACADEMIC ASSISTANCE (AAA):

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Missed After School Academic Assistance (AAA)	Must stay for original teacher request plus serve an additional 30-minute office detention to be served on the next office detention date. Parent notification from teacher who requested the student to stay for academic assistance.	Same as first offense up to and including Social Probation. Parent conference with classroom teacher.

MISSED ASSIGNED DETENTION (Teacher or Office): Failure to attend assigned teacher or office detention. NOTE: Athletic practices/games, work, taking care of siblings, etc., are **not** excusable absences for detention. Having to work after school or attend a team practice should be a motivator to make good choices to not earn a detention in the first place. Office detentions are held on Monday, Tuesday, and Thursdays.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Unexcused absence from an assigned teacher or office detention	Original detention time doubles. (i.e. 60-minute detention (for an original 30-minute detention), two 60-minute detentions (for an original one 60-minute detention).	Up to 1-day OCS for defiance. Social Probation. Parent notification or conference.

OFFICE DETENTION PROCEDURES AND RULES: Students assigned office detention will report to Room 201, Mr. Warren's room, at 2:30 p.m. and remain until 3 p.m. (30-minute detention) or 3:30 p.m. (60-minute detention). Students will be given 24 hours notice so that they may make arrangements for transportation. The school will **not** be responsible for transporting students home from detention. All policies and rules outlined in the Monmouth Academy Parent/Student Handbook must be followed during detention.

Rules for an Office Detention – Room 201

1. Be on time. Detention is from 2:30-3 p.m. (30-minute detention) or 2:30-3:30 p.m. (60-minute detention). Students will not be permitted to stay if they are late; thus, tardiness will be considered a "missed assigned detention".
2. Upon arriving to the detention room, students should check in with the teacher, so that their name may be marked off, **AND** leave cell phone on teacher's desk (please label your phone with name).
3. Students are expected to read or complete schoolwork during the entire half-hour or hour. All needed materials (books, paper, pencil, etc.) should be brought to detention. However, since the student received a detention for inappropriate behavior, and laptops can serve as a source of entertainment, **a student may not use his/her laptop during detention.**
4. Students cannot leave the room (use the restroom, go to their lockers, or go see another teacher) once the detention period has started. Students should take care of these matters before arriving to the detention room.
5. No whispering/talking, writing notes, or trying to communicate in any other way with any other student during the detention period (or disturbing any other student).
6. No sleeping, slouching, or putting head on desk.
7. No eating or drinking.
8. No student will be permitted to leave early.
9. No leaving assigned seat without permission.
10. Students may **not** use any electronic device (iPad, iTouch, cell phone, tablet, iPod, electronic games, etc.) – including Smart Watches, Fit Bits, etc.

11. The teacher will dismiss the students when it is time to leave.

12. Because the student is serving a consequence for breaking an M.A. rule and/or policy, he/she may not sign out of detention to work with another teacher during an assigned office detention.

Failure to comply with the rules will result in a "Student Accountability Form" sent to a principal and additional consequences will be issued.

PARKING AND DRIVING VEHICLES ON SCHOOL CAMPUS: Parking a vehicle on any school grounds is a privilege, not a right. **Students should note that a vehicle parked on school property is subject to search by school administration if there is reasonable suspicion that the vehicle contains any items that violate RSU2 and/or Monmouth Academy policies, any state or federal laws, and/or create a threat to the safety and orderly operation of the Monmouth schools.** If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administration 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/designee. All RSU2 and Monmouth Academy rules and policies are in effect at all times on school property. Violations of M.A. and/or RSU2 policies may result in loss of parking privileges. In incidents involving violation of any state and/or federal law (s), law enforcement will be notified.

* Monmouth Academy (RSU2) is not responsible for any damage to and/or theft of, or from, any vehicle.

Parking Regulations

1. Any vehicle parked on school grounds must be registered in the main office.
2. Students must park in designated parking spots (between designated yellow lines). Student parking area is located in the lower M.A. parking lot entrance area through behind the entrance to the gymnasium. Students may not park in staff parking area or the upper M.A. entrance area.
3. Students must lock their vehicle while it is on school grounds.
4. Unregistered and/or vehicles parked in non-designated areas may be towed at the owner's expense.
5. Students may not loiter in their vehicle before or after school. Upon arrival to school, students must immediately leave their vehicle and enter the building. Students may not exit and go back to their vehicle. Students may not access their vehicle during school hours.
6. Any violation of RSU2, Monmouth Academy, state and/or federal laws will result in loss of parking privileges on school grounds for a period of time up to and including a calendar year.
7. Law enforcement will be notified when incidents involving violation of any state and/or federal law (s) occur.

Infraction	Infraction (s) Consequence
Not following Parking Regulations	Up to and including loss of parking privileges for a period of time up to a calendar year. Possible notification to law enforcement. Vehicle towed at owner's expense. Parent notification.

Driving Regulations

It is critical that all drivers exhibit caution and safe driving when entering, exiting, and driving on school campus. Not only are parking lots filled with vehicles moving around, but also students (including middle school students) and visitors routinely walk through the school campus. In addition to all Maine State Vehicle Driving Laws, please note the following:

1. The maximum speed limit on school grounds is 10 mph, but drivers must drive slower pending people and vehicle traffic and weather conditions.
2. When a driver is requested by a M.A. staff member not to leave (or enter) the M.A. campus, he/she must abide.
3. At all times, students must operate any vehicle (entering campus, on campus, and exiting campus – RSU2 property including the M.A. and M.M.S. campus) in a manner that does not endanger the safety of people or property.

RECKLESS DRIVING (ENTERING ANY RSU2 CAMPUS, ON CAMPUS, EXITING CAMPUS): Driving in a manner that endangers the safety of people or property. Speed limit is 10 miles per hour on campus.

Infraction	Infraction Consequence
Reckless Driving	Up to and including referral to Superintendent for expulsion. Notification to law enforcement. Loss of parking privilege for period of time to be determined. Social Probation. Parent notification or conference.

PROFANITY/OBSCENE GESTURES: Language or acts offensive to current accepted standards of morality, modesty, or decency.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Profanity/ Obscene Gestures	Up to 1-day OCS. Possible notification to law enforcement. (If speech or gesture violates civil rights laws, additional consequences will apply per appropriate policy.)	Up to 5-day OCS. (If speech or gesture violates civil rights laws, additional consequences will apply per appropriate policy.) Social Probation. Possible notification to law enforcement. Parent notification or conference.

PUBLIC DISPLAY OF AFFECTION (PDA – not sexual harassment): Inappropriate welcomed physical contact of a sexual an/or romantic nature. Examples of PDA include, but are not limited to holding hands, hugging, rubbing, hands on other person, kissing, etc.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Public Display of Affection	60-minute detention. Conference with involved students.	Two, 60-minute detentions. Social Probation. Parent notification or conference.

QUESTIONING AND SEARCHES OF STUDENTS AND SCHOOL PROPERTY: (JIH)

The School Board seeks to maintain a safe and orderly environment in the schools. Principals 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.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities and/or school property. Principals (designee) have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Principals/designee have the authority to search students and/or personal property in the student’s immediate possession when, in their judgment, a reasonable suspicion that a violation exists.

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 principals 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/designee.

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/designee.

REMOVAL FROM CLASS FOR DISRUPTION TO THE EDUCATIONAL PROCESS: Student sent to office by classroom teacher during a class, advisory/PLP, and/or study hall. Continuous disruptions in a class, advisory/PLP, or study hall interfere with the learning environment (educational process) and will not be tolerated. Students who are continuously disruptive may be removed from the class for the remainder of the school year.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Removal from class or study hall for Disruption to the Educational Process	Removal from class for remainder of period. Class time and academic work missed made up with classroom teacher after school for a minimum of 30 minutes. Plus, 60-minute office detention.	Removal from class for remainder of period up to removal from class for remainder of the year. Class time and academic work missed made up with classroom teacher after school (minimum 30 minutes). Plus, two, 60-minute office detention. Social Probation. Parent notification or conference.

STUDENT COMPUTER AND INTERNET USE: (IJNDB - STUDENT COMPUTER AND INTERNET USE)

Kennebec Intra-District Schools (RSU #2) computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to laptops and desktop computers and/or other emerging technologies issued directly to students, whether in use at school or off school premises.

RSU #2 defines “computer” to mean any electronic computing device including but not limited to a laptop, desktop, smart phone, portable game station, game console.

Student access to computing devices and school networks will be provided when necessary, therefore, students are not allowed to use privately-owned computers at school unless authorized and defined in an IEP, for medical reasons or directed to do so by an administrator or the information technology director. A privately-owned computing or network broadcasting device brought to school without authorization may be confiscated.

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

KIDS RSU #2 computers remain under the control, custody and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property. This policy and the related rules (IJNDB-R) and the acceptable use policy apply to district computer use by students while on or outside of school grounds.

The KIDS RSU #2 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. KIDS RSU #2 takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that the KIDS RSU #2 cannot reasonably prevent all instances of inappropriate computer use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school.

STUDENT COMPUTER AND INTERNET RULES: (IJNDB-R - STUDENT COMPUTER AND INTERNET RULES)

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. The use of school computing devices, networks and other infrastructure by students is a privilege, not a right. These rules provide general guidance concerning the use of the school unit’s computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or information technology director. These rules apply to all school computing devices (see definition for computer in policy IJNDB) and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

1. The school unit’s computers, network and Internet services are provided for educational purposes and research consistent with the school unit’s educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers and network whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit’s computers and must read and sign an acceptable use policy.

B. Prohibited Uses

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

2. **Illegal Activities and Digital Citizenship** – Students must practice good digital citizenship and may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.

3. **Violating Copyrights or Software Licenses** – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the information technology director. Unauthorized copying of software or other copyrighted material such as movies, etc. is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.

4. **Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.

5. **Use for Non-School-Related Purposes** - Using the school unit's computers, network and Internet services for any personal reasons not connected with the educational program, authorized after-school activities or school assignments.

6. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

7. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the school unit's computing devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses. Students shall take every precaution to ensure that the computing devices are protected and safe from damage, including liquid spills, drops, etc.

8. **Avoiding School Filters** – Students may not attempt to or use any software, utilities, proxy servers, peer-to-peer networks or other means to access Internet sites or content blocked by the school filters. Students may not bypass school networks by broadcasting a personal network device from a cell phone or other personal device.

9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** –Students may not access blogs, social networking sites, etc. to which student access is prohibited by filters or other means. Occasionally access to such sites or tools may be permissible when authorized by a teacher or administrator for educational purposes.

11. **Mass Email** – Students must not send mass email or SPAM from a school unit computing device or network.

12. **Inventory Asset Tags** - Students are not permitted to remove or deface asset tags from computing devices.

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the school unit for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using school unit computing devices or network, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers or network.

D. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of the school unit's computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Computing Devices Issued to Students

1. Computing devices are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.
2. Parents are encouraged to attend an informational meeting before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form and acceptable use policy.
3. Students and their families are responsible for the proper care of district computing devices at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. RSU#2 offers a protection plan for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who choose not to purchase the protection plan should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.
4. A laptop that is, or suspected to be, lost or stolen must be reported to the building administrator or IT department immediately. If a laptop is stolen, a report shall be made to the local police and the DOE (if required) immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops or district-owned computing devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of computing devices issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use or vandalism of a computing device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
7. Students will provide the laptop login password to their parents. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home and away from school.
8. The laptop may only be used by the student to whom it is assigned and his or her parents to the extent permitted by the MLTI program.
9. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules and Acceptable Use Policy.
10. Computing devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

G. Additional Rules for Use of Privately-Owned Computing Devices by Students

1. A student's privately owned computing device, cell phone, etc. in school must adhere to all Student Computer Use Policies and Rules and the Acceptable Use Policy. There must be an educational basis for the use of any computing device brought from home.
2. The Technology Director or staff will determine whether a student's privately-owned computing device meets the school unit's network requirements and will determine if that device may be used in the school buildings.
3. Use of these devices may be prohibited if it is determined that there is not a suitable educational basis and/or if the demands on the school unit's network or staff would be unreasonable.
4. The student is responsible for proper care and security of his/her privately-owned computing device, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The school unit is not responsible for damage, loss or theft of any privately owned devices.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computing devices at school.
7. Students have no expectation of privacy in their use of a privately owned computing device while at school. The school unit reserves the right to search a student's privately-owned device if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the device.

8. Violation of any Board policies, administrative procedures or school rules involving a student’s privately-owned computing device may result in the revocation of the privilege of using the device at school and/or disciplinary action.

9. The school unit may confiscate any privately owned computing device used by a student in school without authorization as required by these rules. The contents of the device may be searched in accordance with applicable laws and policies.

VIOLATION OF STUDENT COMPUTER AND INTERNET RULES POLICY:

Infraction	Infraction Consequence
Violation of student computer and internet rules policy	Loss of school-issued laptop or desktop for a period of time to be determined. Possible notification to law enforcement. Possible restitution. Investigation of other RSU2, M.A., and MLTI policy violation (s), possible investigation of violation of state and/or federal laws. Parent notification or conference.

SUNGLASSES: Due to school safety concerns, students may not wear sunglasses in the building at any time.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Sunglasses worn in school building	60-minute detention	Consequence for defiance. Parent notification.

SKATEBOARDS (AND/OR LONGBOARDS, ETC.): Due to safety concerns, skateboards and/or longboards (etc.) may not be used on school property. Skateboards, longboards, etc. must be immediately placed in student’s locker upon arrival to school.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Using skateboards and/or longboards and/or not placing in locker	Skateboard, longboard, etc. confiscated and sent to the main office. Student picks up at the end of the day.	Skateboard or longboard confiscated and sent to main office. Parent (guardian) must come to school to pick up. After second occurrence (for the year), student will not be permitted to bring a skateboard (or longboard) on campus.

TARDINESS TO A SCHEDULED PERIOD CLASS, STUDY HALL, ADVISORY/PLP AND/OR LUNCH: Arriving to class, study hall, assisted learning, or lunch after the second bell has rung. If a student is tardy to class because another teacher delays him/her, he/she should obtain a late pass from that teacher. Without a late pass, the receiving teacher shall detain the student after school.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Tardiness to class, study hall, lunch	30-minute detention served with classroom teacher.	60-minute detention served with classroom teacher.

THEFT/POSSESSION OF STOLEN PROPERTY: Taking or possessing property belonging to another. (NEPN/NSBA Code: JICIA)

Infraction	Consequence
Theft/Possession of stolen property	1-Day ISS (minimum) up to and including referral to Superintendent for expulsion. Possible notification to law enforcement. Social Probation. Restitution. Parent notification or conference.

THREATENING: Communicating (including, but not limited to: verbal, non-verbal, electronic devices, web-based platforms, etc.) a threat (including, but not limited to: harm, injure, attack, strike, etc.) a student, staff member, or the general school community.

Infraction	Consequence
Threatening	Up to and including suspension and referral to Superintendent for expulsion. Possible notification to law enforcement. Social Probation. Referral to school counselor or social worker. Parent notification or conference.

UNAUTHORIZED USE OF ELEVATOR: Using the school elevator (including riding, randomly pushing elevator buttons) without permission from a staff member or the main office. It is critical for the elevator to remain in optimal operating condition for the people who depend on it! Pushing the elevator’s buttons, jumping in or onto its floor, etc. cause damage. The purpose of the evaluator is to make our building accessible to all people; thus, it must remain operational.

Infraction	First Infraction Consequence	Future Infraction (s) Consequence
Unauthorized use of elevator	30-minute detention. Possible “Vandalism/destruction of Property” violation (in addition)	Consequence (s) for defiance. Possible “Vandalism/destruction of Property” violation (in addition)

VANDALISM/DESTRUCTION OF PROPERTY: The willful or malicious destruction of any real or personal property belonging to another or the school district. . (NEPN/NSBA Code: JICIA)

Infraction	Consequence
Vandalism/Destruction of property	Up to and including suspension and referral to Superintendent for expulsion. Possible notification to law enforcement. Restitution. Social Probation. Parent notification or conference.

WEAPONS: Possession or use of a weapon in a school building or on school grounds is prohibited. **(This includes possession in a private vehicle on school grounds.)** A student found to be in possession of a weapon on school property (RSU2 property) at anytime (including school vehicles) or at any school sponsored activity is subject to administrative and/or legal action. (NEPN/NSBA Code: JICIA)

1. Weapons are identified in two categories:
 - 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 (including fireworks), 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);

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 on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Infraction	Consequence
Weapons “A” Possession of	Up to and including suspension and expulsion. Possible notification to law enforcement. Social Probation. Parent conference.
Weapons “B” Use of	Up to and including suspension and expulsion. Possible notification to law enforcement. Social Probation. Parent conference.

Right to Revise: Monmouth Academy reserves the right to change, without prior notice, items set forth in this publication. Such items include, but are not limited to, newly enacted RSU#2 School Board policies, newly enacted State and Federal laws, Monmouth Academy rules and policies affecting school climate and safety, and typographical errors.