

**Policy Committee Meeting
Central Office – Library
March 18, 2019 – 4:30 PM
AGENDA**

Committee Members:

Nathan Carlow	Alan Dube
Ellen DeCotiis	Arthur Payeur

- Attendance
- EEA-R – Transportation Field Trips (10 minutes)
- IJOA – Foreign Travel (10 minutes)
- IMB – Teaching About Controversial/Sensitive Issues (5 mins)
- JFC – Dropout Prevention, Student Withdrawal from School (5 mins)
- JFC-R – Student Withdrawal from School Administrative Procedure (5 mins)
- JFC-E – BEHS Withdrawal/Transfer Form (5 mins)
- JIC – Student Code of Conduct (10 mins)
- JICC – Conduct on School Buses (10 mins)
- JICC-R – Conduct on School Buses Administrative Procedure (5 mins)

Next Meeting: April 1, 2019 @ 4:30

MSAD 6

**School Bus Transportation – Field Trips
Administrative Procedure**

The Board believes in the educational benefits of curriculum-connected field trips and agrees that such field trips can promote learning and foster better attitudes toward school, curricula, and the learning process.

Field Trip Definition:

A field trip is a planned school-sponsored educational activity in which a class or group of students leaves school grounds for the purpose of continuing, extending or enriching the instructional program. Field trips will be encouraged in accordance with the following:

School Day Field Trips: Field trips that require students to be away during regular school hours, between first and last bell, require prior approval of the principal. Regular school hours are specified in the student handbook.

Extended Day Field Trips: Field trips that require extended hours away from school must be approved by the principal.

Overnight Field Trips: All overnight trips require approval of the superintendent, who will notify the Board in advance in a public meeting. Notice of an overnight trip must have at least one month's advance notice.

Foreign Field Trip: Either an extended day field trip or an overnight field trip occurring in a country other than the United States.

Field Trip Plan:

The superintendent will approve and notify the Board of all in-state overnight and out-of-state field trips. The Board will approve all out-of-state overnight field trips.

All field trips will have a detailed plan (on approved district forms) to be included with the request to the administration. The plan will include:

1. Number and grade(s) of students (student roster)
2. Cost per pupil
3. How funds will be raised
4. Transportation to be used

5. Itinerary
6. Dates of trip
7. Times of departure and return
8. Arrangements for meals and lodging
9. Names of proposed adult chaperones
10. Plans for providing parents and chaperones with information
11. Plans for emergencies
12. Plans for inclement weather
13. Plans for parental approval
14. Plans for student's accountability for behavior
15. Plans for administration of medication as per JLCD

Additional Plans for Foreign Field Trips

16. No trip will be approved that includes travel to a country that appears on the U. S. Department of State Travel Warning or Public Announcement list. The list will be checked regularly up to the day of departure for the trip.

Foreign field trips must be approved by the Board.

Field Trip Criteria:

1. Plans must include relevancy to the curriculum, pre-trip student preparation, objective and an after trip evaluation. All plans must be submitted to the principal.
 - All day and extended day field trip plans must be submitted at least two weeks prior to the date of the scheduled field trip.
 - All overnight field trip plans must be submitted at least 15 days in advance.
 - All Foreign Field Trip plans must be submitted at least two months in advance.
 - All plans, permission slips and medication forms must be submitted to the school nurse for notification (as per JLCD) at least two weeks prior to the date of the scheduled field trip for day trips and 15 days prior for overnight and foreign field trips.

2. The Board grants the building principal and/or the superintendent the authority to waive the deadlines stated in No. 1 above if, after consultation with the classroom teacher and school nurse, it is deemed to be in the best interest of the student and/or district.
3. The number of chaperones required for any field trip will be determined by the superintendent or principal.
4. Equal opportunity educational experiences and proper supervision will be supplied for any pupils whose parents do not wish them to participate in a field trip.
5. Field trips will be established within the regular curriculum and will be fully funded through the operating budget of the school system, through services available to the administration including grants and contributions from groups and organizations or foundations or through voluntary parent contributions. No student will be excluded from a field trip for financial reasons.

Field Trip Exceptions:

Any class trips that do not adhere to the above criteria require approval of the School Board.

Cross Reference: JLCD - Administering Medication to Students

Effective: August 17, 2015

FOREIGN TRAVEL

School-Sponsored Trips

The Superintendent recognizes that educational field trips are important authentic experiences that contribute to a strong program of instruction in many areas of curricula.

In addition, approval of educational trips to foreign countries is contingent upon:

1. Demonstrated relevance to curricular objectives;
2. A showing of adequate adult supervision (as determined by the Superintendent),
3. Written parental consent and release for the student's participation on a form supplied by the District and or vendor of the trip,
4. That the country or countries being visited are not on the U. S. Department of State Travel Warning List, Public Announcement lists or the Centers for Disease Control (CDC) Warning List due to infectious disease. The staff member planning the trip will regularly check the U. S. Department of State Travel Warning List, Public Announcement lists or CDC Warning List for changes in status of countries being visited. A final check will be completed within 24 hours prior to departure; and
5. Will confirm to their building principal that the country/countries being visited are not on the above-mentioned lists.

Organizers, sponsors, parents, and students will not make binding commitments for travel, lodging, and/or incur other expenses until the Superintendent has approved the trip. Such activity will be the sole responsibility of the organizers, sponsors, parents, and students. No money will be raised and/or collected from students until the Superintendent has approved the trip. Requests for trip approval must be made six months before the date of departure.

All requests for consideration of school-sponsored, foreign educational trips must include the following:

1. Objective for the proposed trip and the expected learning outcomes;

2. Learning activities to be experienced and exercised during the trip;
3. The estimated number of and grade level for each participating student;
4. The estimated cost per pupil and per chaperone;
5. The expected sources(s) of funds, including estimated student contributions;
6. Means of transportation;
7. Itinerary, including the start and ending dates of the trip detailed by the time of departure and anticipated time of return;
8. Arrangements for meals and lodging;
9. Names of proposed chaperones. Chaperones are subject to approval by the Principal and the Superintendent and must meet a Maine State background check;
10. Plans for providing information to parents and chaperones;
11. Plans for emergencies;
12. Plans for inclement weather;
13. Behavioral expectations for all participants, including staff, chaperones, and students;
14. Student accountability for behavior must include all District rules that are ordinarily applicable to all students in school and during school activities;
15. Staff chaperones, and all other participants' accountability for behavior must include all District rules that are ordinarily applicable to all staff and participants; and
16. Health information from the school nurse on medications and any student who may be on a 504 Plan, and
17. It is the parents' responsibility to check the legality of the prescription to the country they are traveling to or intermediate countries.

Recruiting and organizing school trips are prohibited during instructional time or under the direction of a building administrator.

The Superintendent recognizes that educational field trips impact other programs, services and the general operation of the schools. To minimize the impact, the Superintendent strongly encourages organizers and/or sponsors to schedule sanctioned trips during weekends and/or vacation periods.

Non-School-Sponsored Trips

Foreign travel that has not been approved by the Superintendent will be considered a non-school-sponsored trip.

All responsibilities for non-school-sponsored trips and/or excursions lie with the individual(s) or group(s) sponsoring and organizing such activities.

Furthermore, non-school-sponsored trips are trips and/or excursions that act independently of the schools. These trips involve students on a voluntary and self-supporting basis, are not approved by the Superintendent, and are not associated with the curricula, co-curricular, and/or extracurricular activities.

The Superintendent recognizes that student and staff travel may impact other programs, services, and the general operations of the schools. To minimize the impact, the Superintendent does not approve absences for non-school-approved trips that require students or staff to miss school and/or work days.

Individuals, including employees, or groups who wish to use the schools for the purpose of publicizing trips, distributing information, recruiting participants, and/or organizing trips must comply with Policy KF – Non-School Use of MSAD 6 Facilities.

Recruiting and organizing non-school-sponsored trips are prohibited during instructional time and during the employee's workday.

For non-school-sponsored trips, use of school equipment, including but not limited to fax machines, photocopiers, telephones, computers, letterhead, and other supplies, is prohibited.

Non-school-sponsored trips may not be represented as school functions or as related to, or an extension of the school's instructional, co-curricular, and/or extracurricular activities. To minimize any misrepresentation, school employees or other persons who organize non-school-sponsored trips must state the following in organizational meetings and literature:

“This trip is not sponsored or approved by the MSAD 6 Superintendent of Schools. Authorized school administrators have not reviewed or approved the trip’s itinerary or trip supervision.”

Cross-Reference: EEA – School Bus Transportation
JJE – Student Fundraising Activities
JJE-R – Solicitations & Fundraising Activities

First Reading: May 2, 2016
Adopted: June 6, 2016
Reviewed:
Revised:

Domestic Non-School-Sponsored Trips

All responsibilities for non-school-sponsored trips and/or excursions lie with the individual(s) or group(s) sponsoring and organizing such activities.

Furthermore, non-school-sponsored trips are trips and/or excursions that act independently of the schools. These trips involve students on a voluntary and self-supporting basis, are not approved by the Superintendent, and are not associated with the curricula, co-curricular, and/or extracurricular activities.

The Superintendent recognizes that student and staff travel may impact other programs, services, and the general operations of the schools. To minimize the impact, the Superintendent does not approve absences for non-school-approved trips that require students or staff to miss school and/or work days.

Individuals, including employees, or groups who wish to use the schools for the purpose of publicizing trips, distributing information, recruiting participants, and/or organizing trips must comply with Policy KF – Non-School Use of MSAD 6 Facilities.

Recruiting and organizing non-school-sponsored trips are prohibited during instructional time and during the employee's workday.

For non-school-sponsored trips, use of school equipment, including but not limited to fax machines, photocopiers, telephones, computers, letterhead, and other supplies, is prohibited.

Non-school-sponsored trips may not be represented as school functions or as related to, or an extension of the school's instructional, co-curricular, and/or extracurricular activities. To minimize any misrepresentation, school employees or other persons who organize non-school-sponsored trips must state the following in organizational meetings and literature:

“This trip is not sponsored or approved by the MSAD 6 Superintendent of Schools. Authorized school administrators have not reviewed or approved the trip's itinerary or trip supervision.”

Non-school sponsored trips that require travel outside of the country are covered under Policy IJOA – Foreign Travel.

Cross-Reference: EEA – School Bus Transportation
GCSA – Employee Computer and Internet Use
IJOA – Foreign Travel
JJE – Student Fundraising Activities
JJE-R – Solicitations & Fundraising Activities
KF – Non-School Use of MSAD 6 Facilities

First Reading: February 5, 2018
Adopted: March 5, 2018
Reviewed:
Revised:

Teaching About Controversial/Sensitive Issues

American academic tradition stresses the free contest of ideas as a vital element both in the development of curriculum and in classroom teaching.

Teaching Controversial Issues

Training in reflective and responsive thinking, may be incorporated in course offerings at all grade levels. This training is impossible, or at least severely hampered, if the community does not respect the principles of freedom and recognize that dissent does not necessarily mean disloyalty. However, one form of dissent which is incompatible with freedom is that which attempts to end freedom. Irrational fears do just this, and thereby may block the school in its efforts to handle controversial issues in an atmosphere of freedom and thoroughness.

- A. It is the responsibility of the schools to make provision for the study of controversial issues.
 - 1. The policy on controversial issues should be defined in terms of the rights of students rather than in terms of the rights of teachers.
 - 2. The study should be emphasized in the high school, when most students are mature enough to study the significant controversial issues facing our society.
 - 3. The study should be objective and scholarly with a minimum emphasis on opinion and a maximum emphasis on facts.

- B. In the study of controversial issues the students have the following rights:
 - 1. The right to study any controversial issue which has political, economic, or social significance and concerning which (at the appropriate level) he/she should begin to have an opinion;

2. The right to have free access to all relevant information;
 3. The right to express opinions on controversial issues without thereby jeopardizing relations with the teacher or the school; and
 4. The right to study under competent instruction in an atmosphere free from bias and prejudice.
- C. The teacher employs the same methods in handling controversial issues as characterized through the best teaching.
1. The teacher, in selecting both the content and the method of instruction, is mindful of the maturity level of the students.
 2. The teacher has assured him/herself that the controversial subject to be discussed belongs within the framework of the curriculum to be covered, that the subject is significant as well as meaningful for the students, and that through the discussion, students will have the opportunity to grow.
 3. The teacher handles the classroom presentation in ways that will ensure a wide range of information and interpretation for the students' consideration and strives to present a balance among many points of view.
 4. The teacher does not use the classroom as a personal forum. He/she does not employ the techniques of the demagogue or the propagandist for attention, for control, or simply for color.

5. The teacher emphasizes keeping an open mind, basing one's judgment on known facts, looking closely at facts to evaluate them in terms of the subject under discussion, and being ready to change one's opinion should new facts come into light.
6. The emphasis always is on the method of forming an opinion as much as on the opinion formed.

Cross Reference: IMBB-Exemption from Required Instruction
KE-Public Concerns and Complaints

Adopted: Unknown
Revised: March 4, 1985; December 1992; January 21, 2014

msma = same

NEPN/NSBA Code: JFC

DROPOUT PREVENTION STUDENT WITHDRAWAL FROM SCHOOL

The Board believes that a high school diploma signifies the minimum preparation for success in life. Therefore, the Board strongly urges school administrators, staff, parents, and members of the community to encourage students to remain in school through high school. Any student who is credit deficient at the end of the year will be identified by the guidance counselor who will notify the dean of students, building administrator and superintendent. Credit deficiency will be defined as the inability to earn 6 credits per year.

Dropout Prevention Committee

In order to reduce the school dropout rate, the Superintendent will establish a Dropout Prevention Committee to study the problem of dropouts, habitual truancy, and the need for alternative programs, kindergarten to grade 12. The Committee will meet at least annually, make recommendations for addressing the problem, and submit a plan of action to the Board in accordance with the provisions in Maine law.

The Committee will consider the following when developing its plan: reasons why students drop out of school; maintenance of continuing contacts with recent dropouts in order to extend opportunities for alternate educational programs, counseling, and referral; education of teachers and administrators about the dropout problem; use of human services programs to help dropouts; the Board's policies on suspension, expulsion, and other disciplinary action; and discriminatory practices and attitudes within the District.

Committee Membership

As required by law, the Dropout Prevention Committee will be composed of the following members:

- A. A member of the Board selected by the Board;
- B. A school administrator selected by the Superintendent;
- C. A teacher and a school counselor selected by the teachers' organization;

- D. A parent selected by the local organized parent group or by the Board if no such group exists;
- E. A school attendance coordinator from the school system selected by the Superintendent; and
- F. A high school student, a dropout and a community resident selected by the Dropout Prevention Committee members selected in paragraphs A to E.

The Board recognizes the importance of success as a motivator and as a factor in a student's commitment to education. Students who have been identified as being at risk of dropping out will be encouraged to participate in the alternative educational programs that are offered in this school unit or in other instructional, vocational or social service programs for which they may be eligible.

Student Withdrawal from School

School administrators will arrange for contact to be made with students who have withdrawn from school for the purpose of informing them of the process for readmission, making them aware of alternatives in the community for continuing their education and stating MSAD 6's willingness to assist them in their educational efforts.

Legal Reference: 20-A MRSA §§ 5001-A; 5051-A; 5102-5104-A

Cross Reference: IKFB – Participation in Graduation
JEA - Compulsory Attendance
JFC-E – Bonny Eagle High School Withdrawal From School
JFC-R – Student Withdrawal From School Administrative Procedure
JHB - Truancy

Adopted: April 23, 2001

Revised: May 19, 2014

Reviewed:

Student Withdrawal from School Administrative Procedure

Below are the steps to be taken when a student withdraws from Bonny Eagle High School.

Step 1 – Student Meets with the Guidance Counselor

1. Special Education Students need to have an IEP meeting.
2. If agreement is reached for the student to pursue withdrawing, move to Step 2

Step 2 – Guidance Counselor Schedules a Meeting

1. A meeting with the following participants will be scheduled by the guidance counselor:
 - a. Student,
 - b. Teachers,
 - c. Dean of Students,
 - d. Parents, and
 - e. Other as appropriate.
2. If agreement is reached for the student to withdraw, move to Step 3

Step 3 – The Parent/Student Schedules a Meeting with the Assistant Principal and Principal

1. If agreement is reached for the student to withdraw, the parent/student needs to meet with Adult Education to explore educational options. If the decision is to pursue educational services through Adult Education, the parent/student returns to the high school for the Principal's signature on the Withdrawal Form (JFC-E).
2. A copy of the student's high school transcript will then be sent to Adult Education.

Cross Reference: JFC – Dropout Prevention Student Withdrawal From School
JFC-E – Bonny Eagle High School Withdrawal/Transfer Form

Effective: May 19, 2014

Bonny Eagle High School
Withdrawal/Transfer Form

NEPN/NSBA Code: C-E

Student's Name _____ Date of Birth _____ Year of graduation _____

Last date present _____ (per Attendance Record in Student Information System.)

PARENT OR LEGAL GUARDIAN REQUESTS WITHDRAWAL

Name of legal guardian _____ Age of student as of today _____

Reason for Withdrawal: **Transfer to Another District** **Discontinuing Schooling** **Transfer to Adult Ed ***
 Moving Out of State **Other** _____

If enrolling in another school district, please provide new school name: _____

* I hereby certify that the above information is accurate, and I have given permission for my son/daughter to withdraw from Bonny Eagle High School. I have been informed about the opportunity to enroll in the Bonny Eagle Adult Education Program to pursue the Adult Education Diploma or take the *HiSET*® exam. By withdrawing from Bonny Eagle High School I understand that I will forfeit my opportunity to participate in the Bonny Eagle High School Graduation Ceremony or Senior Activities.

Signature _____ Date _____
(Parent/legal guardian/student if 18 yrs old)

SCHOOL ADMINISTRATOR REQUESTS WITHDRAWAL DUE TO EXTENDED PERIOD OF NON-ATTENDANCE

Document attempts to contact parent/legal guardian:

**Bonny Eagle High School
Withdrawal/Transfer Form**

NEPN/NSBA Code: JFC-E

Student's Name _____ Date of Birth _____ Year of graduation _____

Block	Course Name	Withdrawal Grade	Book Returned	Teacher Signature
1				
2				
3				
4				
5				

Item Returned/Fees Paid	Staff Signature	Item Returned/Fees Paid	Staff Signature
Laptop (Technology)		Elevator Key (Health Center)	
Uniform (Athletics)		Library Fees (Library)	
Calculator (Math Teacher)		Lunch Program (Cafeteria)	

(Counselor's Signature) (Date) (Principal Signature) (Date)

Effective: September 22, 2016

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Student Code of Conduct

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the MSAD 6 School Board has developed this system-wide Code of Conduct with input from school staff, students, parents, and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly, and respectful learning environment.

Article 1 - Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

Article 2 - Code of Conduct

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- On school property;
- While in attendance at school or at any school-sponsored activity; or
- At any time or place that such conduct directly interferes with the operations, discipline, or general welfare of the school.

Article 3 - General Behavior Expectations and Discipline Policies

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

- A. Be courteous to fellow students, staff, and visitors;
- B. Respect the rights and privileges of other students and school staff;
- C. Obey all Board policies and school rules governing student conduct;
- D. Follow directions from school staff;
- E. Cooperate with staff in maintaining school safety, order, and discipline;
- F. Attend school regularly;
- G. Meet school standards for grooming and dress;

- H. Respect the property of others, including school property and facilities;
- I. Refrain from cheating or plagiarizing the work of others; and
- J. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record.

Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

Article 4 - Expectations

The following is a summary of MSAD 6 expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents, and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

A. Violence and Threats

Students will not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

B. Weapons

Students will not possess or use weapons of any kind (examples include but are not limited to firearms, explosives, and knives). Students also will not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools, and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

C. Hazing

Hazing is prohibited. Maine law defines injurious hazing as any action or situation, including harassing behavior that recklessly or intentionally endangers

the mental or physical health of any school personnel or a student enrolled in a public school. No student will plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular, and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion, and/or other appropriate disciplinary measures.

D. Discrimination and Harassment/Sexual Harassment

Students will not discriminate against other students on the basis of race, color, sexual orientation, religion, ancestry, national origin or disability. Nor will students harass one another on the basis of race, color, religion, ancestry, national origin, sexual orientation, or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

E. Drug and Alcohol Use

Students will not distribute, possess, use, or be under the influence of any alcoholic beverage, drug, or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

F. Tobacco/Nicotine Use

Students will not smoke, use, possess, sell, or distribute any tobacco/nicotine products. Violations of this policy may result in disciplinary action up to and including suspension from school.

G. Conduct on School Buses

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

H. Computer/Internet Use

Students may use school computers, networks, and Internet services only for educational purposes. Students will comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

I. Athletic/Extra Curricular Activities

Students must follow all Board policies and school rules while participating in athletics and extracurricular activities. Students who violate Board policies and/or school rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

Article 5 - Removal of Disruptive/Violent/Threatening Students

- A. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
- B. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who will respond promptly.
- C. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
- D. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school's crisis response plan if appropriate. See:
 - 20-A M.R.S.A. § 4009 – Protection from Liability, and
 - Crisis Response Plan.

Article 6 - Special Services

A. Referral

MSAD 6 has adopted policies and procedures for determining when a student will be referred for special services.

B. Review of Individual Educational Plan

The school will schedule an IEP meeting to review the IEP of a student who has been removed from class when: (a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; (b) the class removals are sufficient to constitute a change in the student's special education program; or (c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

C. Time Out Rooms and Therapeutic Restraint

MSAD 6 also has established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute.

Article 7 - Referrals to Law Enforcement Authorities

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state, or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

Article 8 - Dissemination of System-Wide Student Code of Conduct

The system-wide Student Code of Conduct will be distributed to staff, students, and parents through handbooks and/or other means selected by the Superintendent and building administrators.

Legal References: 20-A M.R.S.A. §§ 254 (11); 1001 (15)

Cross Reference: *Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities* (Report of the Commission for Ethical and Responsible Behavior, February 2001)

ACAA – Harassment and Sexual Harassment of Students

ACAD – Hazing

ADAA – Ethical and Responsible Behavior

ADC – Use of Tobacco/Nicotine Products

EBCC– Bomb Threats
IHBAA –Model Referral and General Education Interventions
Policy
IHBAB – Special Education Referral/Pre-Referral/Individual
Educational Plans
IJNDB – Student Computer and Internet Use and Internet Safety
JICC –Conduct on School Buses
JICH – Drug and Alcohol
JICIA – Weapons, Violence and School Safety
JICK – Bullying and Cyberbullying in Schools
JK – Student Discipline
JKAA – Use of Physical Restraint and Seclusion
JKD – Suspension of Students
JKE – Expulsion of Students
JKF – Model Policy on Disciplinary Removals of Students with
Disabilities

First Reading: February 3, 2003
Adopted: March 3, 2003
Revised: February 3, 2013, March 3, 2014

Student Conduct On School Buses

Parents are responsible for the supervision of their child before the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a student boards the bus, he/she becomes the responsibility of MSAD 6. Such responsibility will end when the student is delivered to the designated bus stop at the close of the school day.

The Board expects students to conduct themselves at the bus stop and on the bus in a manner consistent with school and bus rules and the Student Code of Conduct.

Instances in which a student does not conduct him/herself properly on a bus are to be brought to the attention of the building principal by the bus driver. The building principal will inform parents of the misconduct and request their cooperation in correcting the student's behavior.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the building principal and/or the Transportation Manager. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Legal Reference: 20-A MRS A § 5401

Cross Reference: ACAA - Harassment and Sexual Harassment of Students
ACAD - Hazing
ADC - Use of Tobacco Products EEA - Student Transportation Services
JIC - Student Code of Conduct
JICH - Drug and Alcohol
JICIA - Weapons, Violence and School Safety

First Reading: November 16, 1998
Adopted: December 7, 1998
Reviewed: December 2, 2002
Revised: December 16, 2002, December 15, 2014

Conduct on School Buses Administrative Procedure

Purpose

The purpose of this administrative procedure is to ensure that students conduct themselves in a mature and responsible manner, not only in school but also on buses. Failure to meet expected conduct will result in disciplinary action consistent with established Policies and Procedures of the District and relative state laws.

Student Conduct and Corrective Action

While the law requires MSAD 6 to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the school bus and after the child leaves the school bus at the end of the school day.

Once a student boards the school bus, and only at that time, does he/she become the responsibility of the District. Such responsibility will end when the student is delivered to his/her designated bus stop at the end of the school day.

In view of the fact that a school bus is an extension of the classroom, MSAD 6 will require students to conduct themselves, on the vehicle, in a manner consistent with established standards for classroom behavior.

Safe Bus Riding Behaviors

Safe, responsible and respectful bus riding behaviors include, but are not limited to, the following:

1. Talk quietly and speak kindly to others.
2. Sit properly for safe transportation.
3. * Sit in assigned seat.
4. Keep hands to oneself.
5. Use appropriate and respectful language and gestures.
6. Keep body parts and articles inside the bus.
7. Arrive to the bus stop five minutes prior to scheduled time.
8. Follow the Safe Crossing Procedure.
9. Get on and off the bus at authorized bus stop.
10. Keep cell phone and other electronic devices silenced.
11. Refrain from talking on the cell phone.
12. Refrain from recording or taking pictures with any device.
13. Refrain from eating and drinking on the bus (water permitted with driver's approval).

14. Respect individual differences and include everyone.

* All students in grades Pre-K – 12 will have an assigned seat.

Prohibited Items

The following are not allowed on the bus at any time:

1. Glass items or containers;
2. Animals, insects, reptiles, birds, etc.; or
3. Skateboards, roller blades/skates and sleds.

For everyone's safety, rolling objects such as cars and balls will remain in the student's backpack at all times.

The bus driver will work together with the student and parent/guardian to teach appropriate bus riding behaviors. A conduct report will be submitted to the school administrator if the student's behavior does not improve or if a major offense occurs. Steps 1-5 in the Corrective Action Code may be omitted if a student is insubordinate.

Major Offenses

Major offenses include, but are not limited to:

1. Drugs (including, but not limited to, controlled substances, alcohol, cigarettes and chewing tobacco);
2. Fighting with other students or assaulting the driver (physical or verbal);
3. Weapons, dangerous objects, explosive devices and flammable/hazardous materials;
4. Vandalism;
5. Bullying (direct or indirect);
6. Sexual Harassment;
7. Throwing objects at the bus or inside/outside bus windows;
8. Profane or abusive language/behavior toward the bus driver; and
9. Unauthorized use of emergency exits

Corrective Action Code

Any student who does not demonstrate safe, responsible and respectful behaviors while riding the MSAD 6 bus will be subject to the following corrective action process:

1. Verbal reminder,

2. Talk between the bus driver and student,
3. Seat reassignment,
4. Courtesy telephone call to parent/guardian,
5. Parent Notification Form sent home with student, and
6. Bus Conduct Report submitted to school administrator.

In cases where students do not conduct themselves properly on the school bus, such instances are to be brought to the attention of the student's school administrator by the driver or the Transportation Manager. The school administrator, or their designee, will notify the parents of the misconduct and request their cooperation in order to ensure proper behavior.

Students who become a serious discipline/safety problem on a transportation vehicle may have their riding privileges denied by the school administrator or Transportation Manager. In such cases, the parents of the student involved become responsible for seeing that their child gets to and from school safely.

The school administrator or Transportation Manager will issue consequences and may use the guidelines below. If a student is suspended from the bus, it is the responsibility of the parent/guardian to transport the student to and from school. Any action resulting in denial of transportation privileges includes all MSAD 6 buses including activity buses, athletic trips, field trips and after school transportation to any school related activity.

	Elementary School	Middle School	High School
1 st Referral	1 Day Bus Suspension	3 Day Bus Suspension	5 Day Bus Suspension
2 nd Referral	3 Day Bus Suspension	5 Day Bus Suspension	10 Day Bus Suspension
3 rd Referral	5 Day Bus Suspension	10 Day Bus Suspension	15 Day Bus Suspension
4 th Referral	10 Day Bus Suspension	15 Day Bus Suspension	20 Day Bus Suspension
5 th Referral	Bus Suspension for Remainder of School Year	Bus Suspension for Remainder of School Year	Bus Suspension for Remainder of School Year

Motion to Review

Any unresolved transportation issue may be reviewed by submitting a request in writing to the next higher authority. Request for reviews will involve the following chain of command:

1. Transportation Manager,
2. Business Manager, and
3. Superintendent.

The reviewing authority will render a written decision on Motions to Review within (5) business days. All decisions rendered will remain in effect unless changed by a higher authority. The decision of the superintendent is final.

Cross Reference: JICC - Conduct on School Buses
 JIC - Student Code of Conduct

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