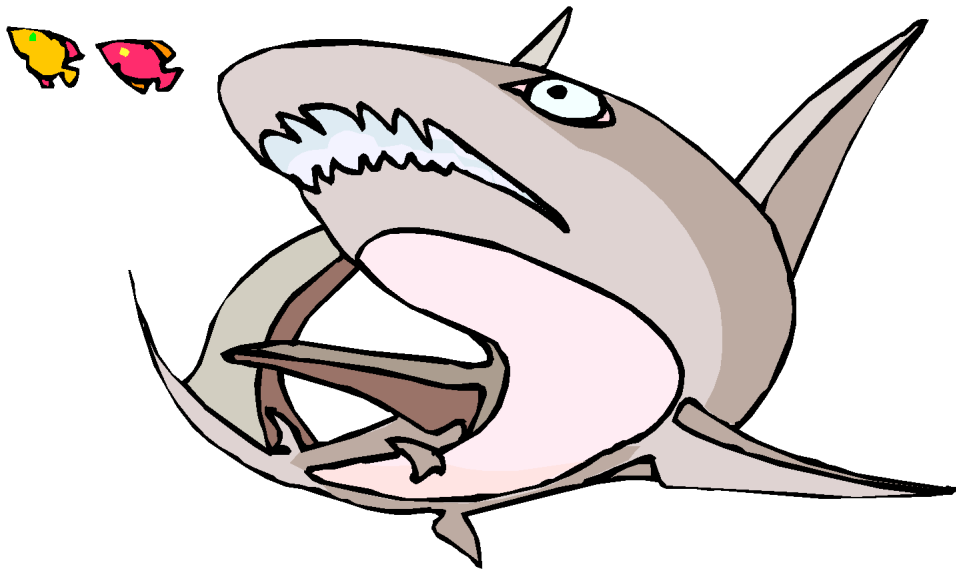


**SHAPLEIGH MIDDLE SCHOOL**

**STUDENT/PARENT HANDBOOK**

**2007 - 2008 SCHOOL YEAR**



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# Our mission at Shapleigh Middle School is to help students grow in mind, body and spirit in a caring and safe environment.

September 04, 2007

Dear Parents/Guardians,

Welcome to a new year at Shapleigh Middle School (SMS). During these middle level years, our children are undergoing dramatic changes in physical, emotional, social, and intellectual growth. Our challenge is to help them integrate these changes with the knowledge, skills, and attitudes they need to succeed in school and later in life. We are looking forward to working with you as your children continue on their journey to becoming productive citizens, lifelong learners, and healthy, caring, and intellectually reflective individuals.

This handbook was designed to assist you in understanding the educational organization and operation of our school as we strive to provide the best possible education for your child. To help students focus on life skills and effective academic habits, this year the agenda book is based on Sean Covey's book, *The 7 Habits of Highly Effective Teens*. Students will explore planning, making choices, and personal leadership. They will learn effective organizational skills and study techniques. Your son/daughter will be using the agenda book to record assignments. Checking the agenda book regularly will help your child to remain current with his/her work.

Also contained in the agenda book are the guidelines and procedures used at SMS. Please review and discuss the Student/Parent Handbook and Bus Transportation Handbook with your child. We hope that this information will clarify our expectations as together we provide a caring and safe environment for all members of our learning community.

Research shows that when families and schools work together to nurture emotional and social growth, to hold and act upon high expectations, and to cultivate a caring and safe environment, they promote a sense of community that encourages success. Please sign below to acknowledge that you and your child have reviewed the handbook. We look forward to working collaboratively with you while your children are entrusted to our care. If you have questions or concerns, please contact me, our guidance counselor, MaryBeth Carbine, or your child's teachers at 439-2572. We look forward to working with you throughout the 2007-2008 school year.

Sincerely,

Wanda Avery, Principal

Please Note: This handbook has been developed within the framework of the Kittery School Department policies. In case of a conflict between a School Committee policy and the rules in this handbook, the policy will prevail. The Kittery School Department reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of students, parents, and staff. The Kittery School Department to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

## STUDENT HANDBOOK

Teacher's Initials: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## KITTERY SCHOOL COMMITTEE MEMBERS

Jeffrey Pelletier, Chairperson  
109 Brave Boat Harbor Road  
Kittery Point, ME 03905  
[braveboat@comcast.net](mailto:braveboat@comcast.net)

(207) 439-3231 (H)  
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(207) 439-2117 (H)

Wanda Avery, Principal  
MaryBeth Carbine, Guidance Counselor

Abrams, Jim.....	Custodian
Berube-Nelson, Pauline.....	Special Education Aide
Bowen, Agnes.....	Grade 6
Burke, Betsy.....	School Nurse
Cady, Peter.....	Grade 6
Carlson, Carol.....	Special Educator
Carson, Doreen.....	Grade 6
Casey, Miranda.....	RTI Literacy
Collins, Wendy.....	Food Service Bookkeeper
Cole, Jen.....	Special Education Aide
Dorey, Dennis.....	Custodian
Dupont, Francine.....	Speech/Language
Embry, Nancy.....	Secretary/Bookkeeper
Fickett, Janice.....	RTI Math
Foye, Cathy.....	Special Education Aide
Frost, Steven.....	Technology Education
Gentile, Kristen.....	Grade 6
Gunter, Mark.....	Grade 7
Hamer, Tara.....	Grade 8
Hawkins, Rachel.....	Grade 8
Hill, Sue.....	Food Service
Holland, Stephanie.....	Special Educator
LaClair, Patricia.....	Food Service Manager
McBrierty, Misty.....	Grade 8
Paradis, Melissa.....	Grade 8
Regan, Kathleen.....	Librarian
Rhames, Wesley.....	Health/Physical Education
Robinson, Ellen.....	Health/Physical Education
Roth, Jonathan.....	Music
Rubino, Diane.....	Food Service Director
Schuman, Diana.....	Technologist
Scott, Jean.....	Special Education Aide
Sebert, Nancy.....	Grade 7
Sheldon, Kate.....	Grade 7
Sutherland, Aimee.....	Art Educator
Sylvia, Karyn.....	Grade 7
Thayer, Jennifer.....	Special Education Aide
Voltaire, Joanne.....	Grade 8
West, Barbara.....	Secretary
Winn, Terrilee.....	Special Education Aide
Woodman, Cheryl.....	Food Service





Shapleigh Middle School - Kittery, Maine

**Kittery School Department  
Strategic Vision and Mission**

**“EDUCATING FOR LIFE”**

**Kittery’s Belief Statement for Learning, Teaching, and Community**

Concerning students and learning...

1. We believe each student can and wants to learn.
2. We believe each student learns differently.
3. We believe students thrive when learning experiences are relevant and connected.

Concerning teachers and teaching...

1. We believe effective teaching requires enthusiasm and competency.
2. We believe teachers model purposeful learning and the desire to learn.
3. We believe teachers accept opportunities for empowerment and increasing effectiveness.

Concerning the community...

1. We believe the community plays an important role in educating Kittery’s students.
2. We believe the community provides a safe, respectful, supportive environment for all learners.
3. We believe the community finds needed resources for optimum learning.
4. We believe the community seeks to hire and retain the best staff.

**To be “Educated for Life”...a Kittery graduate needs to be:**

- A competent, healthy individual
- A self-directed learner
- A collaborative, caring individual
- A culturally aware individual
- A responsible consumer and producer
- A participating United States citizen
- A global citizen

**CORE VALUES**

In carrying out our mission, the members of the **Shapleigh Middle School Learning Community** adhere to the following core values:

- |                    |  |
|--------------------|--|
| <b>HONESTY</b>     | An honest person behaves with truthfulness and sincerity.  |
| <b>INTEGRITY</b>   | A person with integrity does the right thing even when no one is looking.  |
| <b>FAIRNESS</b>    | A fair person pursues justice, commits themselves to the equitable treatment of individuals, and displays tolerance and acceptance of diversity.                                   |
| <b>CARING</b>      | A caring person shows concern for the well-being of self, others, and the environment. He or she acts with compassion, generosity, kindness, and a commitment to service.          |
| <b>RESPECT</b>     | A respectful person abides by his or her own beliefs and values while also acknowledging, understanding, and supporting the rights of others to express and live by their beliefs. |
| <b>CITIZENSHIP</b> | A responsible citizen contributes to the community in active, positive, and creative ways, and encourages the participation of others.   |
| <b>COURAGE</b>     | A courageous person possesses the strength and willingness to act on core values and their beliefs.  |

# Shapleigh Sharks Swim the 7 Cs

We believe that effective communication and collaboration among and between students, staff, families, and community members provide the conditions to ensure student success.



We believe all students have the power to learn, to be successful, and to be a responsible and involved citizen.



We believe all students should be active participants in our school community because an active mind and a healthy body foster success and influence attitude, motivation, and self-esteem.



We believe all students can meet high standards of performance in a rigorous, relevant, and meaningful curriculum.



We believe teaching and learning must reflect the best practices and current research on cognition and developmental needs of adolescents.



We believe the learning culture must be student-centered, engaging, interactive, and cooperative, offering voice and choice that support students as diverse learners.



We believe all members of our learning community should feel safe, supported, and respected in a positive and productive environment.

## SHAPLEIGH MIDDLE SCHOOL

**Our mission at Shapleigh Middle School is to help students grow in mind, body and spirit in a caring and safe environment.**

The ages from ten to fourteen represent a time of great change, physically, socially, emotionally, and intellectually. We are a community, and we must have guidelines and expectations that are clear. We each have a responsibility to make Shapleigh Middle School a safe and comfortable learning environment, and our handbook has outlined these expectations for you.

### **ABSENCE/ARRIVAL/ATTENDANCE/TARDINESS**

**The staff of Shapleigh Middle School believes that the learning culture must be student-centered, engaging, interactive, and cooperative, offering voice and choice that support students as diverse learners.** Regular school attendance is important for academic success. Because of the importance of the classroom experience, students are expected to be present, prompt, and prepared on a daily basis. Shapleigh Middle School participates in "Operation Child Watch". If your child will be absent or tardy, the parent or guardian must call the Principal's office at 439-2572 by 7:45 am. For your convenience, our answering machine is on 24 hours a day. If your child's absence is not reported, we will try to reach you at home or at work. If we are unsuccessful, we will contact the Kittery Police Department. These measures are set up to guarantee your child's safety. Should your child be absent for more than one day, please send a written explanation to the office on the morning of his/her return to school.

Arrivals: Students who do not ride the bus should plan to arrive at school no earlier than 7:05 am, when supervision in the cafeteria begins. Upon arrival, no student may leave the school grounds. Between the times of 7:00 am and 7:30 am, please refrain from dropping students at the front door as this is the designated bus drop-off area. Students who do not ride the bus should be dropped off at the end of the walkway nearest the gymnasium.

Tardiness: Being on time is important so that students do not miss valuable class time. Students who arrive after 7:30 am are late for school and should report to the main office. If a student is late due to a medical or dental appointment, he/she should bring a note from the medical personnel to the office. Chronic tardiness may result in disciplinary action.

### **ANIMALS**

Please get permission from the principal before bringing animals to school or onto the school grounds.

### **ASSEMBLIES**

Assemblies are scheduled periodically throughout the year and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior, and courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or the movies, the performers are very aware of their audience. Talking, whispering, stamping of feet and booing violate the rights of the audience and are therefore unacceptable behavior.

### **ATHLETICS and EXTRACURRICULAR**

REGULATIONS: Any student at the Shapleigh Middle School who participates in any athletic /extra -curricular sport is expected to abide by the following regulations:

1. **Have a parent or guardian's written approval to participate.**
2. **Have a complete physical examination by the family physician, the school physician, or a private physician.**
3. **Have proof of insurance on file with the school.**
4. Participate in one school sport per season.
5. Conditioning and training:
  - a. All student athletes have a responsibility to keep themselves in condition. Those known by a staff member to use tobacco in any form, to drink alcoholic beverages, or use drugs illegally while enrolled on an athletic team will undergo disciplinary procedures. The willingness of an athlete to stay in condition is a very important factor to a coach in his/her decision to accept or cut an athlete at early season tryouts.
  - b. All athletes will find a minimum of nine hours of sleep each night beneficial while participating in a sport. Each coach may have specific regulations regarding curfew for his/her sport. Violations of curfew may involve suspension from the team.
  - c. Athletes are expected not to attend any social affair which includes drinking or any illegal activity. Proof of such may include suspension from the team.

- d. Athletes who are suspended twice for breaking training rules forfeit their athletic eligibility for a calendar year from the date of the second violation.
- e. The rules of eligibility will be enforced from the beginning of fall practice to the end of the school year.
6. Team members must be in school during the day of a contest unless excused by the administration.
7. Each player is responsible for the care of the equipment which is issued to him/her. Restitution must be made for loss or willful damage of equipment which has been issued to a player.
8. Students in poor academic standing should discuss their problem with their coaches before committing themselves to a program in athletics. It is better to improve grades and then participate than to leave the sport because of poor grades.
9. Violations of school regulations will not be tolerated. If a student is unwilling to work and behave in school, he/she will lose the privilege of athletic participation.

## AWARDS

Academic achievement and participation in activities are recognized throughout the year and at the end of the school year. Among the awards given are:

Principal's List	Activity Awards
Academic Achievement	Muriel Getchell Award (Grade 8)
Perfect Attendance	Tressa Morse Award (Grade 8)
Music Festival Participation	David Morrison Social Studies Award (Grade 8)
Student of the Month	David Potter "The Word Is the Word" Award (Grade 8)
Spelling Bee Champions	Promotion Certificates (Grade 8)

## BOOKS/EQUIPMENT

All laptops, textbooks, library books, and equipment are loaned to students for use during the school year. Students are responsible for returning books and equipment at the appropriate times, in a condition similar to when they were issued. Students will be required to pay for any lost or damaged books or equipment. Textbooks should be handled carefully and kept covered at all times.

## BUS NOTES

Students must have a note signed by their parent or guardian in order to ride the bus to anywhere other than their usual stop. Students should bring bus notes to the office first thing in the morning.

## CAFETERIA

Our cafeteria staff works diligently to prepare nutritious and tasty meals. Students are invited to purchase meals at school or bring their own lunch. Eating in the cafeteria is a privilege and an important part of the student's day. It's an opportunity to become refreshed and to socialize with friends. To help make the lunch break enjoyable, we ask that students adhere to the following guidelines:

Please...

- Sit with your friends.
- Use your best table manners.
- Ask a faculty member before leaving the cafeteria.
- Use quiet, appropriate voices.
- Stack your tray neatly and dispose of your trash when you have finished your lunch.
- Be sure the area around your table is clean before you are dismissed.
- Exit the cafeteria quietly and orderly.

Milk is included with all lunches. Prices are :

Hot Lunch - \$2.00/day

Reduced Lunch - \$ .40/day

White Milk - \$ .60

Chocolate Milk - \$ .60

Checks should be made payable to: Kittery School Nutrition Program. Students will be issued an identification number for use in the debit register system. Breakfast items are available at 7:00 a.m. and again during morning snack times. Free or reduced meals are available for qualifying students. The Shapleigh menu is printed in local newspapers and is distributed monthly for students to take home. Parents and students are encouraged to communicate with the Lunch Director at 439-4846 if they have any concerns, questions or comments.

## **CANCELLATION/POSTPONEMENT OF AFTER SCHOOL ACTIVITIES**

In the event that a scheduled activity or event needs to be canceled or postponed every effort will be made to notify affected parties at least one day in advance. If there are extenuating circumstances (inclement weather, illness, etc.), students will be allowed the opportunity to call a parent or guardian as soon as possible.

## **CURRICULUM**

The staff of Shapleigh Middle School believes that teaching and learning must reflect the best practices and current research on cognition and developmental needs of adolescents. We strive to provide learning experiences that nurture intellectual, social, physical, emotional, and creative growth as outlined in the *Maine Learning Results*. All students are instructed in reading, language arts, mathematics, science and social studies on a regular basis. In addition, students receive instruction in physical education, health, technology education, art, library skills (grade 6 only), world languages (grades 7 and 8 only), and music (chorus and band for interested students).

## **DISMISSAL**

No student is allowed to leave school without authorized permission. If your child must be dismissed early, please have him/her take a note to the office first thing in the morning. When you arrive to pick up your child, please go to the office and sign your child out. Students will not be released to anyone except a parent or guardian, unless prior arrangements have been made with the office. Students who walk or ride a bicycle must have a note from a parent or guardian on file. Please do not block bus pickup areas when dismissing your child between 1:30 and 1:55 pm. Students who walk, ride a bicycle, or are picked up will be dismissed after the busses have gone.

## **EARLY RELEASE DAYS**

There are several days during the year when students will be dismissed early to provide teachers with time to meet collectively for professional obligations. During the 2007-2008 school year, students will be released at 11:20 am on the following days :

September 27	March 18
January 9	May 14
February 5	June 13 (or the last day of school)

## **EXPECTATION FOR SHAPLEIGH STUDENTS DRESS**

Students of Shapleigh Middle School should dress in a manner that promotes a safe and orderly atmosphere and a positive climate for learning. In the event that a student is attired in a manner that is in violation of our expectations, we will request him/her to change. Usually the student or a friend has something that can be worn. If the student is unable to find suitable attire, he/she may call home. If the parent or guardian is unable to bring in clothing, the student will need to complete his/her schoolwork for the day in the office. Because different families have different expectations for what is appropriate attire, we have tried to create expectations that are reasonable and fair for everyone. The prime responsibility for dress and grooming rests with the parent(s) or guardian(s) and their child. Generally clothing that is not acceptable falls into one of the three areas listed below. Should you have a question about whether a particular fashion is acceptable at school, please refer to the following guidelines:

1. Inappropriate for the educational environment:
  - Clothing that exposes midriffs/chests (i.e. belly shirts)
  - Exposed underwear/undergarments
  - Revealingly tight and/or see through clothing; tube tops, halter tops, tops that are off the shoulder, backless or have spaghetti straps
  - Shorts that do not reach the middle knuckle of the middle finger when a student stands in a normal position with arms relaxed at the sides.
  - Skirt lengths that do not reach the tip of the middle finger when a student stands in a normal position with arms relaxed at the sides.
  - Slippers, pajamas or pajama-type outfits (this includes pajama-style pants)
  - Clothing that depicts profanity, alcohol, or drugs or that is derogatory, sexual in nature, or gang related
  - Headgear: hats, bandanas, scarves, dew rags, sweatbands, visors, etc.
  - Coats and jackets (These must be placed in lockers during the day.)
  - Sunglasses
2. Clothing that is unhealthy, unsafe, and/or causes maintenance problems:
  - Clothing that is excessively long (drags on the floor)
  - Shoes that have soles/heels over 2" in height
  - Excessive cologne/perfume
  - Clothing, including chains and footwear that could mar or scratch floors, furniture, or other school equipment

3. Areas with specific safety rules to which students must adhere, tech. ed., physical education, science labs, home ec. room

### **FAMILY VACATIONS**

A parent or guardian who wishes to remove a child from school for a family vacation should notify the principal in writing at least two weeks prior to the vacation. It is not the practice of the Shapleigh staff to provide work ahead of time; arrangements must be made with the individual teacher for make-up work. The administration or team of teachers may discourage a parent or guardian from taking a child out of school, based on the child's poor attendance record and/or the negative effect a prolonged absence may have on a student's academic performance.

### **FIELD TRIPS and EXCURSIONS**

The overall purpose of field trips and excursions is to enhance and enrich curricular, co-curricular and extracurricular offerings of the total K-12 educational program. Students must have submitted permission forms signed by a parent or guardian in order to participate in field trips and excursions.

### **FIRE DRILLS**

Fire drills are held throughout the school year. Each classroom teacher will outline the proper route and meeting place from his/her room.

These rules apply to all citizens of Shapleigh:

1. Check the posted instructions in each classroom, indicating how to leave the building.
2. WALK! No talking or horseplay when going to the assembly point or returning to the building.
3. Everyone must leave the building; there are no exceptions.
4. All staff and students will assemble on the athletic field.

### **GUIDANCE**

Guidance is an important part of our community of learning, and services are available to all students. Parents who are in need of services or information for their child should call the guidance office at 439-2572. Our counselor MaryBeth Carbine is an active member of each grade level team. Guidance services include:

- Orientation to Shapleigh and Traip for parents and students.
- Program planning and scheduling.
- Individual and group counseling. (The counselor does not provide individual or group therapy sessions.)
- Consulting time with all grade level teams for self-esteem, decision making, career-awareness, suicide, child abuse and peer interaction.

### **HOMEWORK**

Generally speaking, middle school students may expect homework on a regular basis, generally about ten minutes of work per grade level, i.e., a sixth grader would have about 60 minutes of homework and a seventh grader about 70 minutes. Homework should be viewed as an extension of the school day. Assignments are designed for students to practice skills learned in class, to prepare for the next day's work, or to provide enrichment. Classroom teachers will carefully outline their requirements for homework assignments, and throughout the year they will help students develop study skills. Homework is due on the date specified, and arrangements for missing or late homework will be defined by individual teachers. Parents requesting homework for a student who is absent from school should make arrangements with their child's teachers. Following are some tips for parents and students to insure the development of good homework habits:

- Provide a quiet place with appropriate supplies for homework to take place.
- Create a consistent time for completing homework, for example, 7 - 8 o'clock each evening.
- Monitor your child's assignment book.
- Speak of education and its benefits in a positive manner.
- Insure that your child asks for additional help if needed.
- Compliment your child's good study habits.

### **LIBRARY/MEDIA CENTER**

Students are encouraged to use the library/media center frequently to help with studies and to select books for leisure reading. The library enables students to have a more comprehensive educational experience and to appreciate the library as a source of pleasure and information to be used throughout their lives. Guidelines for library use will be explained at the beginning of the school year.

## **LOST AND FOUND**

Lost items should be reported to the library/media center, and any found items should be brought to the library/media center. Items such as money, jewelry, eyeglasses, keys, etc. should be turned in to the desk in the library. The school is not responsible for lost, stolen or broken personal property of students.

## **LOCKERS**

Each student is issued a hall locker and a gym locker for their convenience. These lockers are the property of the school and need to be treated as such. Damage to lockers is considered vandalism. Lockers are subject to search at any time for any reason by a member or members of the school staff or authorized designees. A five dollar fee is required for the use of the lock that accompanies the gym locker. This fee is returned to the student at the end of the eighth grade year, or when a student leaves our school, unless the student owes any school provided supplies and/or equipment (library books, textbooks, lunch program, etc.). Only school provided locks are permitted on any locker.

## **MOVING/WITHDRAWAL FROM SCHOOL**

If your family is moving, please notify the school (439-2572) several days in advance. Your child will be given a withdrawal form to be completed by each teacher, with grades to date of leaving included. Your child will also be asked to have the technologist, librarian, and cafeteria manager indicate that all materials have been returned and all accounts are balanced. Records will be sent when the new school sends a formal request.

## **PHYSICAL EDUCATION CLASSES**

Students must have suitable clothing and sneakers at school on the day(s) they have physical education classes. A doctor's note is necessary to be excused from physical education classes for any extended period of time. A Physical Education Program can be adapted for long-term injuries, illnesses or disabilities.

## **PROJECT CHILDFIND**

If you are aware of a child or young adult with a disability, who is between the ages of 3 years and 20 years, who is not receiving services, please contact: Director of Special Services, 200 Rogers Road, Kittery, Maine 03904 Telephone (207) 439-5304 (Voice/TDD). The Kittery School Department, in cooperation with Project Childfind, maintains a listing of all individuals between the ages of 3 to 20 years with a disability and will provide or direct the provision of screening, identification and evaluation.

## **REPORT CARDS**

**The staff of Shapleigh Middle School believes that all students can meet high standards of performance in a rigorous, relevant, and meaningful curriculum.** Report cards are issued to students four times each year, during the week following the close of the quarter as shown on the district calendar. Mid-term progress reports are also issued quarterly. Conferences are scheduled twice during the school year, but parents are always encouraged to contact the school as questions arise.

## **RETENTION**

Retention is an action of last resort. However, in some cases, promotion puts a child in a situation where even minimal success is in doubt. If a student is at risk for retention, his/her parents will be notified by the end of the second marking period (January), or as soon thereafter as the need is apparent. If a student is recommended for retention, parents have the right to meet with the teachers and administrator to discuss the situation. After that conference, if parents still do not agree with the recommendation, they have the further right to meet with the Superintendent of Schools for a final decision.

## **SAT- STUDENT ASSISTANT TEAM**

**The staff of Shapleigh Middle School believes that all students have the power to learn, to be successful, and to be a responsible and involved citizen.** The SAT reviews students who have been referred by identifying those who are at risk academically, socially, or emotionally. The SAT is comprised of professional staff who assess, identify, and intervene on behalf of students to develop a plan for success using school and community resources.

## **SCHOOL CLOSING/DELAYED OPENING PROCEDURE**

Announcement of "NO SCHOOL" or delayed opening on stormy days or for any other reason will be posted on the school department website @[www.kitteryschools.org](http://www.kitteryschools.org) and made over the following radio and television stations:

WOKQ 97.5 FM (Dover)

WHEB 100.3 FM (Portsmouth)

WTSN 1270 AM (Dover)  
WERZ 107.1 FM (Portsmouth)  
WPOR 560 AM (Portland)

Channel 6 (Portland)  
Channel 8 (Poland Springs)  
Channel 13 (Portland)

## SCHOOL DANCES

**Dance hours are 7:00 PM to 9:00 PM.**

1. Only dances sponsored by Shapleigh Middle School will be advertised at the school.
2. Students must attend school on the day of the dance or have an absence approved by the principal.
3. Only Shapleigh students may attend.
4. Shapleigh staff members and parents will chaperone.
5. Students may not be in any area of the building except the cafeteria, adjacent restrooms, and the hallway beside the cafeteria.
6. Appropriate behavior is expected at all times (running, pushing, public displays of affection, fighting, inappropriate language, etc. are unacceptable.)
7. Parents will be contacted by phone to pick up a student whose behavior is deemed inappropriate.
8. No slam-dancing or other dangerous types of dancing/activities.
9. Students may not leave the building at any time during the dance. Once a student leaves the dance he/she may not return, and parents will be called.
10. No inappropriate clothing.
11. No weapons.
12. Food or beverages may not be brought into the dance by students.
18. Drop-off and pickup will be at the main entrance door only.
14. Arrangements for prompt transportation home at the end of the dance must be made in advance.

## SCHOOL HOURS

Shapleigh's academic day begins at 7:30 am and ends at 1:50 pm. Upon completion of their school day, students are expected to leave the school grounds. Students who remain after school for an activity, help from a teacher, or disciplinary action, must report directly to their supervising coach, activity director, or faculty member at 1:55 pm. A late bus, provided for students who are involved in after school activities, leaves Shapleigh at 3:30 pm. Any other arrangements involving students remaining after school hours must be made by parents with the Principal.

## SCHOOL NURSE

A Health Aide/School Nurse is available on a daily basis to provide health services to our students. The school nurse's office is located near the main office. Students who become ill should receive a pass from their teacher and report directly to the nurse's office. In case of illness or accident, the school will contact the parent or guardian using the information provided on the student's Emergency Information Form. **Parents are responsible for updating or amending information when there is an address or phone number change or temporary out of town status.** The Emergency Information Form also provides the opportunity for parents to consent to the administration of school stock over the counter medications per the discretion of the school nurse.

Illness/Communicable Diseases: Children should not be sent to school if there is an illness. This is to assure the quick recovery of the child and to protect other children and adults. If your child is to be excused for medical reasons from any school related activity, a written note from the parent, guardian, or medical care provider is required, including duration of exclusion from the activity. All communicable diseases are to be reported to the school nurse. Any student out of school with such a disease shall be readmitted to the school only after a physician or school nurse has certified that the danger of conveying the disease has passed. The following are a few examples of common communicable diseases:

*Chicken Pox	*Whooping Cough	*Pinkeye/Conjunctivitis	*Fifth's Disease
*Strep Throat	*Impetigo	*Ringworm	*Scabies

Immunizations: ALL students in K-12 must meet minimum immunization requirements mandated by the State of Maine. Parents should check with their health care provider or school nurse for further information. Failure to meet these requirements within 90 days will cause exclusion from school until requirements are met. Students who are exempt must submit an annual note of declination to be kept in the child's health file.

Insurance: Each family is responsible for its own accident insurance. Information about insurance will be available for purchase through the school early in the school year.

School Sport Physical Eligibility Requirements: Proof of physical exam must be provided in order to determine health eligibility for sports participation. Exams are valid for one calendar year. The school physician will perform school physicals

with the nurse in attendance. The exams are scheduled yearly for Shapleigh and Traip students. They will be advertised in advance and require parental permission and a \$5.00 fee.

Students are evaluated for:

1. Height and Weight: annually
2. Vision and Hearing: K, and grades 1, 2, 3, 4, 5, 7 & 9.
3. Scoliosis: grades 6 & 8.

We wish to take this opportunity to extend an open invitation for you to call the nurse any time you have a health question or concern about your child. We work best as a team, and together we will make your child's school experience healthy and productive.

## **SELLING**

Students are not permitted to sell items on school premises for personal gain or for non-school organizations, unless permission has been given by the principal.

## **SPECIAL EDUCATION REFERRAL PROCESS**

A referral may be made to the Special Services Department by anyone with information about the student. The principal or Director of Special Services should be contacted for specific information and for appropriate forms. School-based referrals should be brought to the *Student Assistance Team* (SAT). Pre-referral strategies may be suggested. The referral form must be signed by the principal once completed; it is then forwarded to the Director of Special Services. Once accepted, a Consent to Evaluate will be forwarded to the family. Upon signed return of this document, evaluators will complete testing within 45 school days. Upon completion of testing a meeting will be scheduled to review testing results.

## **STUDENT ACTIVITIES**

**The staff of Shapleigh Middle School believes that all students should be active participants in our school community because an active mind and a healthy body foster success and influence attitude, motivation, and self-esteem.** We encourage students to be involved in school activities.

Yearbook: Students who choose to participate in this activity will compile and edit information collected from classmates and staff members and share with their advisors in any decisions that must be made.

Interscholastic: Cross country (6,7 & 8), field hockey (6,7 & 8), soccer (7 & 8), cheering (6,7 & 8), basketball (7 & 8), wrestling (6,7 & 8), and track (6,7 & 8) are available for students. Tryouts are held prior to each season. **Physicals and insurance are required for participation.**

Intramural: After-school intramural sports are offered at various times throughout the year. All students are invited to participate.

Student Council: Student Council is open to all students. The council coordinates and organizes various school events such as dances, social events, school service projects, and the school store.

Drama Club: The Drama Club is open to all students. Every club member participates at some level in every production. Members who prefer to help backstage rather than appear before an audience are welcome too!

Music: Shapleigh offers a wide variety of music activities - chorus and band, as well as jazz band, stage band, Little Amps, and Flute Choir. Students' interests and skill levels determine which activities are offered, as numbers and time permit.

Japan Homestay Program: This activity encourages enthusiasm and support for Shapleigh's ongoing sister school relationship with five schools in three cities in the Aomori Prefecture in Japan.

Other clubs and activities are offered in response to student interest and supervisor availability.

## **STUDENT CONDUCT AND DISCIPLINE**

### **Discipline Philosophy**

**The staff of Shapleigh Middle School believes all members of our learning community should feel safe, supported, and respected in a positive and productive environment.** Our mission is to help students learn about their behavior, their choices, and their impact on others by accepting responsibility for their actions and decisions. Staff has the responsibility to establish and maintain the rules of our school and the authority to apply consequences when these expectations are not met. Students must follow the rules of conduct in or on school property and at all school-related functions. Disciplinary consequences shall be meaningful, useful activities, applied creatively and consistently for maximum benefit. The ultimate responsibility for student behavior rests with the student. Parents or guardians will be informed of serious or chronic behavior problems and be advised of the necessary disciplinary procedures.

## **Student Behavior**

### **Shapleigh Middle School students are expected to:**

1. Demonstrate self control and self respect.
2. Respect others, their property, their right to an education and their privacy.
3. Protect school buildings, grounds, and instructional materials from misuse.
4. Behave honestly with a sense of fair play.
5. Cooperate with others to promote the goals of the school.
6. Arrive at school on time and maintain regular school attendance.
7. Prepare for class by bringing necessary materials and completing assignments.
8. Follow the dress code policy and the guidelines outlined in the Expectation for Shapleigh Students Dress.
9. Walk when moving from place to place.
10. Obey all school rules and policies in or on school property or at school related functions.
11. Comply appropriately with directives from staff.
12. Adhere to the expectations set by classroom teachers and teams.

### **Shapleigh Middle School students may not:**

1. Chew gum in Shapleigh Middle School.
2. Carry backpacks during the school day.
3. Disrupt a class, educational activity, or school function with inappropriate physical or verbal behavior.
4. Threaten, intimidate, harass or injure anyone, physically or verbally.
5. Engage in inappropriate physical contact.
6. Use actions, expressions or language which are profane, obscene, offensive or which are disruptive to the school environment.
7. Possess, use, sell, or distribute alcoholic beverages, illegal drugs, unauthorized prescription drugs, or drug-related paraphernalia in or on school property or at school related functions.
8. Smoke or possess tobacco in a school building, on school grounds, or at school sponsored activities.
9. Loiter on school grounds after being requested to leave by a supervising adult.
10. Damage, destroy, or take school property or the property of others.
11. Disregard directions from faculty, staff, or supervising adults.
12. Violate the laws of the United States, the State of Maine, the Town of Kittery, or policies of the School Committee and Shapleigh Middle School.

## **Disciplinary Process**

The disciplinary process begins when students and parents read, discuss, and agree to abide by the rules, policies, expectations, and procedures described in this handbook. Teachers, staff, and supervising adults will also discuss expectations of behavior particular to their classroom or activity. When disciplining a Shapleigh Middle School Student, the faculty member, staff person, or supervising adult will employ the following steps:

1. Identify the inappropriate behavior and explain the consequences to the student.
2. Apply the consequences in a manner that is both consistent with school policy and applied to achieve particular goals. Teachers, staff, and supervising adults will document repeated disciplinary action.
3. If the behavior is serious, or if the student does not respond to discipline, the student may be sent to the Main Office with a written explanation of the behavior. At this stage, faculty or staff and administration will meet to discuss the most effective action.

## **Parental Notification**

Parents may be notified at any time during the disciplinary process. Some students do not adjust readily to a disciplined environment, find excuses for their behavior, or criticize the policies and decisions of the faculty and staff. When this happens, parents should listen to their student objectively, voice support for the faculty and staff, emphasize that they have agreed to abide by the policies outlined in the school handbook, and offer to make an appointment to talk with the involved faculty and/or staff to clear up any misunderstanding. Working together as a team, we can help students learn to accept responsibility for their actions.

## **STUDENT INSURANCE PROGRAM**

Each family is responsible for its own accident insurance. Information about insurance available for purchase through the school will be distributed early in the school year. Athletes are required to carry medical and accident insurance, since the school does not carry a policy on the individual athletes. Any student will be given a card to be signed by a parent or guardian authorizing the school administration to procure emergency treatment in case of an injury, at no expense to the school. All students participating in school sponsored overnight field trips are required to carry insurance.

## **STUDENT SERVICES PROGRAM**

The goal of the Student Service Program is to enhance the social, emotional and intellectual development of all students. The guidance counselor and social worker will provide a collaborative approach through short-term and/or crisis intervention counseling to small group experiences (i.e., divorce, family change, social skills, etc.) Area resources available include the following:

### **ALA-NON (800) 498-1844**

Offers support groups to families and friends who are affected by a loved one's substance use or abuse.

### **ALCOHOLICS ANONYMOUS (800) 737 6237**

Offers support to those who wish to establish or maintain their sobriety.

### **BIG BROTHERS-BIG SISTERS (207) 773-5437**

Organization that matches adult volunteers with children from single parent families to provide companionship to children.

### **CARING UNLIMITED - YORK COUNTY DOMESTIC VIOLENCE PROGRAM**

(207) 324-1802 or (207)282-2182 or (800)239-7298

Provides crisis intervention, emergency shelter, 24-hour hotline, and support groups to parents and children.

### **CENTER FOR GRIEVING CHILDREN (207) 775-5216**

Nonprofit agency that provides group counseling to children who have experienced the death of a loved one.

### **CHILD ABUSE PREVENTION COUNCIL OF YORK COUNTY**

(207) 985-5975 or email info(~kidsfreeto~row.or~ or www.crime-victims.or~

A nonprofit agency that provides education and prevention services to York County regarding child abuse and neglect.

### **COTTAGE PROGRAM AT YORK HOSPITAL (207) 351-2118**

Provides evaluation and treatment for substance abuse, as well as a six-week education program for 14-18 year old

### **COUNSELING SERVICES (888) 568-1112**

A comprehensive mental health and substance abuse counseling center serving children and their families.

### **CRISIS INTERVENTION (SUICIDE) HOTLINE (800) 660-8550 or 282-6136**

Service is provided by Southern Maine Medical Center. Hotline provides information and support to people experiencing a mental health crisis.

### **CRISIS RESPONSE SERVICES (207) 282-6136 or (888) 568-1112**

Provides crisis intervention, referral services, and support.

### **DAY ONE (207) 874-1045**

Provides alcohol and other drug evaluations, treatment, and residential services for children and adolescents.

### **DEPARTMENT OF HEALTH AND HUMAN SERVICES (800) 322-1919**

Provides services to families regarding child protective, rehabilitative, and public assistance issues.

### **FAIR HARBOR (207) 775-5216**

A short term shelter for girls 7-17 who need a temporary placement outside their home due to parent/child conflict

### **SOUTHERN MAINE PARENT AWARENESS (800) 564-9696**

Offers parent support groups for parents of children with special needs.

### **SWEETSER CHILDREN'S SERVICES (800) 434-3000**

A multi-service agency that provides services to preschool through adolescent aged children and their families.

Family preservation, crisis intervention, case management, and residential services are available.

### **U.S. DEPARTMENT OF EDUCATION (617) 289-0111**

Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491

The Office for Civil Rights enforces several federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

### **YOUTH ALTERNATIVES OF SOUTHERN MAINE (207) 874-1175**

A private nonprofit organization that serves youth and families. It provides the following services group homes for adolescent boys, emergency or therapeutic foster homes for adolescents, an emergency shelter for boys 7-17, outreach family counseling, and family mediation.

## **TELEPHONES, CELL PHONES, AND PAGERS**

Students will not be allowed to respond to routine phone calls. Parents may call and leave a message, which will be delivered to a student, or in most cases, to a student's homeroom teacher. In case of an emergency, a parent should request the child return the call to him or her. Cell phones, pagers and beepers are disruptive to the educational environment and must be turned off and stored in lockers during school hours. Students should make after school plans before coming to school. Parents may be called at home or work when students are not prepared for class (i.e. homework or materials) or when their behavior is disruptive to the learning environment.

## **VALUABLES AT SCHOOL**

Students should not bring large sums of money or valuables to school. Students are encouraged to leave cell phones, radios, CD players, Walkman's, skateboards, computer games, fingerboards, toys etc. at home. Should a student choose to bring any of these items to school, they must be turned off and stored in his/her locker during the school day. The school will not be responsible for items that are lost, stolen, or damaged.

## **VISITORS**

**The staff of Shapleigh Middle School believes that effective communication and collaboration among and between students, staff, families, and community members provide the conditions to ensure student success.** We welcome parents, guests and visitors, however, all persons not employed by the Kittery School Department must register at the Main Office where they will receive an identification badge. All visitors will be escorted to their destination. Parents wishing to meet with staff should first call to make an appointment. Generally, students are not allowed to have guests come to school with them. However, in some circumstances, the Principal may grant permission.

## **WEBSITE**

This site will introduce you to Shapleigh Middle School in Kittery, Maine, and our school district. Visit our district website at: [www.kitteryschools.org](http://www.kitteryschools.org)

All staff members may be reached via e-mail by applying this format: `firstinitiallastname@kitteryschools.org`

## KITTERY SCHOOL COMMITTEE POLICIES

### **CODE: ACAA POLICY ON HARASSMENT**

It is the policy of the Kittery School Committee (hereafter called the 'Committee'), that all employees and students should be able to work and learn in an environment free from all forms of harassment. Harassment in any form is prohibited. This policy refers to actions between any individuals in the school system.

#### I. GENERAL

The policy of the Kittery School Department is to listen to all complaints of harassment, investigate promptly, and quickly apply sanctions or disciplinary measures when appropriate.

There will be no intimidation, discrimination, or retaliation against any person who makes a good-faith report of harassment.

Any employee who believes he or she has been the subject of harassment should report the alleged conduct to the locally appointed Affirmative Action Officer or other appropriate management.

Any student who believes that he or she has been the subject of such harassment should report the alleged conduct to the locally appointed Affirmative Action Officer, other appropriate management, teacher, guidance counselor, or school nurse and their parent(s) or legal guardian.

Employees are required to immediately report any disclosure of a potential violation of this policy or any suspicion of a violation to the locally appointed Affirmative Action Officer, building Principal, or Superintendent of Schools. Any disclosures of potential violations or suspicion of a violation is confidential and must be discussed with only the locally appointed Affirmative Action Officer, building Principal or Superintendent of Schools.

When the alleged harasser is the locally appointed Affirmative Action Officer, the complainant should bring their complaint to the building Principal, Superintendent of Schools, or the School Committee Chairperson. In the event that the alleged harasser is the locally appointed Affirmative Action Officer, the Superintendent of Schools shall be the investigating officer. In the event that the Superintendent is the alleged harasser, the chair of the Committee shall be the investigating officer. If the allegation of harassment is against a member of the Committee, the Superintendent of Schools shall be the investigating officer.

Some forms of harassment are considered violations of criminal law. These cases must be referred to the appropriate law enforcement authorities.

All complaints will be treated confidentially. Limited disclosure may be necessary in order to complete a thorough investigation.

I. Any person who makes an informal or formal complaint of harassment shall be advised of the various options available to that person, i.e., Maine Human Rights Commission complaint, Director of Regional Office for Civil Rights and/or formal request for discipline by the Principal/supervisor, Superintendent, and/or the Committee.

J. A substantiated charge of harassment against a staff member will result in disciplinary action up to and including dismissal.

A substantiated charge of harassment against a student will result in disciplinary action up to and including expulsion.

The committee recognizes that young children present a special case where harassment is concerned.

Young children are often the most helpless victims of harassment and are also among the least likely to understand the implications of their actions. Both of these facts are to be considered during any investigation of any form of harassment.

No person will be disciplined as a result of having been the subject of an investigation of a complaint of harassment when the investigation of that claim has found that no harassment occurred. The Committee recognizes, however, that circumstances may arise whereby it will be in the best interests of the person making the complaint, the alleged harasser, or the school district that either the student or staff member be reassigned without prejudice to another class or equivalent work assignment. Inappropriate behavior not bearing on the alleged harassment but brought to light by the investigation of a complaint of harassment, however, may be grounds for discipline if it violates other school department policies, rules, or regulations; or may be reported to legal authorities if warranted.

False accusations are those accusations brought for the purpose of causing harm to another person or the school district, or brought for the purpose of bringing attention to the person alleging the complaint. The Committee recognizes that false accusations have a damaging effect on innocent people. False accusations are not condoned. Determination that a false accusation has been made may lead to disciplinary action against the accuser(s) up to and including dismissal for employees and up to and including expulsion for students.

The Committee expects that all staff and students will willingly co-operate with an investigation of harassment under this policy. Any employee or student who does not co-operate with an investigation of harassment under this policy may be liable to disciplinary action up to and including dismissal for employees and up to and including expulsion for students.

This policy covers only those matters and persons within the Kittery School Department. It in no way prevents a complainant from exercising his or her rights in any other forum under local, state, or federal law. No employee of the Kittery School Department or member of the Committee will discourage or dissuade anyone from seeking external remedies.

If any complainant under this policy feels, after a reasonable period of time, that inadequate action has been taken to resolve a complaint, an appeal may be made directly to the Superintendent of Schools for resolution. If the matter is not resolved to the complainant's satisfaction an appeal may be made to the Committee.

## **II. HARASSMENT**

### **A. Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when

Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic standing; or

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating, or offensive environment.

Sexual harassment may include but is not limited to: sexual innuendo; verbal harassment, including epithets, derogatory comments, or slurs; physical harassment (see section C below); or visual harassment such as derogatory cartoons, drawings, posters, graffiti, or other written materials.

Sexual harassment can be against members of the same sex as well as against members of the opposite sex. Whether reported behavior is or is not harassment will be determined from the point of view of the recipient using the standard of how a reasonable person of the same sex and/or position would interpret the incident.

### Verbal Harassment

Threats, derogatory or vulgar comments regarding a person's sex, religion, age, ethnic origins, physical appearance, or the distribution of written or graphic material having such an effect, are prohibited.

### Physical Harassment

Unwelcome or inappropriate touching or physical closeness that is unusual and unnecessary, threatening behavior, or violence of any kind is prohibited.

The full text of Policy ACAA is available on the Kittery Website at: [www.kitteryschools.org](http://www.kitteryschools.org)

## **CODE: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."

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

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

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

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

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

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

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

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

Legal Reference: Title 20-A MRSA SEC. 6553.2  
Cross Reference: ACAA - Policy on Harassment  
Adopted: October 7, 2003

## **CODE: EBCC BOMB OR CONTAMINATION THREATS**

The School Committee recognizes that bomb and contamination 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 or contamination threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb and

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

### 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 the School Committee 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 or welfare of students or staff and/or 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.

### Definitions

A "*bomb*" means an explosive, incendiary or poison gas bomb, grenade, unauthorized rocket, missile, mine, "Molotov cocktail" or other destructive device.

A "*look-alike*" bomb means any apparatus or object that conveys the appearance of a bomb or other destructive device.

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.

"*School premises*" means any school property and any location where any school activities may take place.

### C. Development of Bomb and/or Contamination Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb and contamination threats as part of the school unit's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb or contamination threat is received and should include provisions to address:

Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);

Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);

Incident "command and control" (who is in charge, and when);

Communications contacts and mandatory bomb threat reporting;

Parent notification process;

Training for staff members; and

Support services for students and staff

The initial bomb and contamination threat procedures will be subject to approval by the School Committee. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb and contamination threat procedures prior to the School Committee required annual approval of the school unit's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

### D. Reporting of Bomb and/or Contamination Threats

A student who learns of a bomb or contamination 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.

An employee of the school unit who learns of a bomb or contamination threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and

staff in accordance with the school unit's bomb and contamination threat procedures, as developed under Section C, and inform the Superintendent of the threat.

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

The Superintendent shall be responsible for reporting any bomb or contamination threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

#### Student Disciplinary Consequences

Making a bomb or contamination threat is a crime under Maine law. Any student suspected of making a bomb or contamination 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 or contamination threat shall be subject to disciplinary action by the school.

The administration shall suspend and/or recommend for expulsion any student who makes a bomb or contamination threat. The making of a bomb or contamination threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the School Committee to have brought a bomb or contamination to school shall be expelled from school for a least one year in accordance with 20-A M.R.S.A. § 1001 (9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

#### Aiding Other Students In Making Bomb or Contamination Threats

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

#### Failure to Report a Bomb or Contamination Threat

A student who fails to report information or knowledge of a bomb or contamination 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.

#### Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb or contamination threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and School Committee policies.

A school system employee who fails to report information or knowledge of a bomb or contamination threat or the existence of a bomb or contaminant on school premises will be subject to discipline up to and including termination of employment.

#### 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.

## Instructional Time

Instructional time lost as a result of a bomb or contamination threat will be rescheduled at the earliest appropriate (or: practicable) opportunity as determined by the Superintendent in consultation with the School Committee.

## Notification Through Student Handbook

All student handbooks shall address the school unit's bomb and contamination policy and procedures and explain the educational consequences of bomb and contamination threats. In addition, student handbooks shall notify students and parents that bomb or contamination threats violate School Committee policy and civil and criminal law.

- Legal References: 18 U.S.C. §§ 921; 8921 17 - A.  
M.R.S.A. § 210  
20-A M.R.S.A. §§ 263; 1001 (9); 1001 (17); 1001 (18)
- Cross References: EBCA - Crisis Response Plan JKD – Student Suspension  
JKE - Expulsion of Students  
JICI – Weapons in Schools
- Adopted: May 21, 1985
- Revised: August 20, 1991  
July 5, 1994  
November 19, 2002  
June 15, 2004

## **CODE: JRA** **PROCEDURES FOR 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:

1. The right to inspect and review the student’s education records within 45 days of the day the Kittery School Department receives a request for access.  
  
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records(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.
2. 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 Kittery School Department to amend a record that they believe is inaccurate or misleading. They should write the school principal or superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.  
  
If the Kittery School Department decides not to amend the record as requested by the parent or eligible student, the Kittery School Department will notify the parent of 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.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent.

One exception which 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 or her tasks.

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

Upon request, the Kittery School Department discloses education records, including special education records, without consent to officials of another school district in which a student seeks or intends to enroll. A copy of all the student's education records must be sent to any school administrative unit to which a student applies for transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Kittery School Department 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

5. The Kittery School Department may make public at its 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 unity has designated the following information as directory information: "Directory Information" means the following information contained in an education record of a student: (1) name, (2) the student's participation in officially recognized activities and sports, (3) grade level in school of participants in extracurricular activities, (4) date of attendance at Kittery schools, and (5) honors and awards received.

Such information will not be disclosed if the parent of the student or an eligible student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, 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: Kittery School Department, 200 Rogers Road, Kittery, Maine 03904.

Under Maine law, the Kittery School Department 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' name.

References: 34 C.F.R. § 99.7: Federal Register, Vol. 61, No. 226, at 59297 (Nov. 21 1996); 20-A M.R.S.A. § 6001

Adopted: September 17, 1996

Revised: March 13, 2001

**The full text of Policy JRA is available on the Kittery Website at: [www.kitteryschools.org](http://www.kitteryschools.org)**

**In addition to the four policies above which must be included in all student handbooks, the Kittery School Committee strongly encourages you to read the following policies. These policies can be accessed on the Kittery School Department website at [www.kitteryschools.org](http://www.kitteryschools.org), or you may obtain a hard copy of the policies by contacting the Superintendent's Office at 439-6819. We will be happy to provide a copy for you.**

<b>Policy AC</b>	-	<b>Nondiscrimination/Equal Opportunity</b>
<b>Policy ACA</b>	-	<b>Section 504 – Student Disabilities</b>
<b>Policy GBEBB</b>	-	<b>Staff Conduct with Students</b>
<b>Policy IF</b>	-	<b>Student Placement</b>
<b>Policy IMG</b>	-	<b>Animals on School Premises</b>
<b>Policy IJNDB</b>	-	<b>Student Computer and Internet Use</b>
<b>Policy JICDA</b>	-	<b>System-Wide Student Code of Conduct</b>
<b>Policy JICI</b>	-	<b>Weapons in Schools</b>
<b>Policy JLCD</b>	-	<b>Administering Medication in School</b>
<b>Policy JRA</b>	-	<b>Student Education Records</b>

The length of these policies prevents them from being included in the Student Handbook. However, please take time to review these policies because they are important to ensuring the safety and well-being of students and staff, and to the smooth operation of our schools.

Once again, you can access these policies on our website, or you can obtain a hard copy at the Superintendent's Office.

To All Parents:

We hope that you will find this **Student/Parent Transportation Handbook** helpful as a means to better understand the policies and regulations which govern the transportation of students in Kittery. It is also hoped that this handbook will serve as a useful source of information for you in instructing your children in sound safety practices related to school bus transportation.

The Kittery School Department provides transportation as a convenience and it is intended to save your children a long walk to and from school each day as well as to get them to their destination safely in all kinds of weather and over roads heavy with traffic. Students' attitudes concerning bus safety should be fostered at home before they begin their bus ride to school. You should plan to have your children leave home each day at approximately the same time so that they will arrive at the bus stop about five minutes before the bus arrives. Arriving at the bus stop too early may create a dangerous situation at the edge of a busy road.

I hope that you find this information useful and if you have any questions or concerns, please contact your school principal.

Sincerely,

*Larry Littlefield*

Larry Littlefield  
Superintendent of Schools

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### **Student/Parent Transportation Handbook**

- I. Conduct of Students before Boarding (on the road and at school).
  - A. Students must:
    1. Arrive on time at their designated bus stop in order to help keep the bus on schedule. (Five minutes prior to pick up time).
    2. Walk on the side of the road facing traffic to get to the bus stop.
    3. Stay off the road while waiting for the bus.
    4. Conduct themselves in a safe manner while waiting for the bus.
    5. Wait until the bus comes to a complete stop before attempting to board the bus.
    6. Line up in an orderly, single file manner to board the bus.
    7. Use the handrail and watch their step while boarding the bus.
    8. Be courteous.
- II. Conduct of Students on the School Bus
  - A. Students must:
    1. Remain seated until the bus is fully stopped.
    2. Enter and leave the bus in an orderly manner only at the front door except in cases of emergency.
    3. Take a seat when they enter the bus and remain seated while the bus is in motion.
    4. Move from one seat to another only by permission of the driver and at a time when the bus is not in motion.
    5. Keep articles and feet out of the aisles.
  - B. Students must not:
    1. Use indecent or profane language.
    2. Be rowdy or talk loudly.
    3. Eat or drink on the school bus.
    4. Throw waste paper, hats, caps, books, lunches or other articles while they are in the bus.
    5. Open bus windows without the permission of the driver.
    6. Extend their arms or head out of the bus windows at any time.
    7. Throw articles from bus windows or throw articles from outside the bus into the vehicle.
    8. Shout out the bus windows at people or passing vehicles.

- III. Conduct of Students After Leaving the Bus
  - A. Students must:
    1. Cross the road immediately after getting off the bus, at least ten feet in front of the bus, and only after looking to be sure than no traffic is approaching from either direction.
    2. Be alert to danger signals from the driver.
    3. Walk on the left side facing traffic when it is necessary to walk along the highway.
  - B. Students must not:
    1. Leave the bus at any stop other than the one to which they have been assigned unless proper authorization has been given, in advance, by the parent and approved by the principal.
    2. Loiter around the bus or run beside it when it is in motion.
    3. Throw balls, paper, rocks, snowballs or other objects while they are either on or off the school bus.
- IV. Other
  - A. Parents of any students who damage, injure, or deface any bus or any equipment on any bus, shall be held liable for such damage.
  - B. Students shall not challenge the authority of the bus driver while entering, riding, or leaving the bus.
  - C. All complaints shall be directed, in writing, to the building principal.
- V. Responsibilities of the Bus Driver and Bus Company
  - A. The driver is, at all times while students are being transported to and from school, in full charge of the bus and all riders.
  - B. The bus driver is required to enforce all rules and regulations adopted by the school authorities for the conduct of students riding the bus.
  - C. The bus driver will promptly report, in writing, any violations to the principal by giving the student's name, bus number, time and date, and a brief description of the violation. Copies of this report will be sent to the parents, bus company, driver and school for follow-up in a timely manner.
  - D. The driver will adhere to all State and Federal laws.
- VI. Procedures for Handling Offenders on School Buses
  - A. Students are expected to conduct themselves in an appropriate manner at all times, while waiting for and riding the school bus
    1. Students who conduct themselves in an inappropriate manner, either through behavior, safety violations or directions by the bus driver may lose their privileges to ride Kittery School Department Transportation.
    2. Prior to suspension, the principal will notify the parent or guardian, stating the reason for and duration of the suspension, with an opportunity for a hearing.
    3. Any behavior of either the student or the driver that violates state law will be reported to the Kittery Police Department for their action.
- VII. The following list should serve as a sample of behaviors that may result in a bus suspension:
  - A. Smoking
  - B. Lighting matches or playing with hazardous items on the bus.
  - C. Other behaviors relating to safety.
  - D. Use of obscenities or abusive behavior.
  - E. Vandalism.
- VIII. The following list should not be interpreted to be all inclusive, but to merely serve as examples of unacceptable behavior:
  - A. Bringing articles of injurious nature aboard bus.
  - B. Failure to remain seated while the bus is in motion.
  - C. Refusing to obey driver.
  - D. Fighting, pushing or tripping.
  - E. Hanging out the windows.
  - F. Throwing objects in or out of the bus.
  - G. Spitting or littering.
  - H. Unnecessary noise.
  - I. Tampering with bus equipment.
  - J. Rude or discourteous conduct.
  - K. Destruction of property.
- IX. Disciplinary Guidelines for School Authorities;
  - A. Depending upon the seriousness of the incident, the following will take place:
    1. 1st Offense Warning
    2. 2nd Offense Parental contact and/or detention (24 hour advance notice).

3. 3rd Offense Bus suspension of riding privileges. The number of days depends on the seriousness of the infraction. (24 hour advance parental notice).
- B. The following steps may be taken in the event of any violation:
1. The principal or bus driver may assign seats if unacceptable behavior cannot be controlled. Pupils may regain the privilege of seat selection when they have demonstrated improvement.
  2. The punishment for each offense will be decided by the principal on an individual basis depending on the seriousness of the offense.
- X. Suspension of Bus Routes
- In cases where there is a mass disruption on a bus route which creates an unsafe situation, or cases of significant vandalism, the principal, in consultation with the Superintendent of Schools, will refer the matter to the School Committee. The School Committee may temporarily suspend a bus route when other measures to bring about corrective action have not been successful. It is recognized that the suspension of a bus route is a serious step and may be taken only after other measures have been proven unsuccessful and/or deemed inappropriate. A bus route may be temporarily suspended for a period not to exceed five school days at any one time. Five days notification will be given to parent or guardian.
- XI. Early Closing Due to Weather Conditions
- A. In case of early closing of schools, notice will be given to parents prior to actual dismissal time via local radio and TV stations.
- B. In cases of delayed opening and/or cancellations, notice will be given by the following local radio and TV stations:
- |                            |                          |
|----------------------------|--------------------------|
| WOKQ 97.5 FM (Dover)       | Channel 6 Portland       |
| WTSN 1270 AM (Dover)       | Channel 8 Poland Springs |
| WERZ 107.1 FM (Portsmouth) | Channel 13 Portland      |
| WPOR 560 AM (Portland)     |                          |
- XII. Emergency Drills
- A. Rules and Regulations
1. The emergency drills in school buses shall include practices and instruction in the location, use and operation of the emergency door, fire extinguisher, first aid equipment and windows as a means of escape in case of fire or accident. The carrier shall give the instruction and conduct the drills twice a year per Maine law.
  2. No emergency drills are to be conducted when buses are en route.
  3. The carrier will make a written report to the Superintendent of Schools immediately following the emergency school bus drill.
- XIII. Responsibilities and Duties of the School Department
- A. The School Department is obligated to:
1. Enforce board policies relating to transportation of children.
  2. Provide a school bus safety program and enforce its regulations.
  3. Maintain proper standard of pupil conduct on the school bus in cooperation with the driver.
  4. See that school children recognize the important duties of the bus driver and to respect his/her orders.
  5. Provide supervision for loading and unloading of school buses with the assistance of the school staff as required by law.
  6. Support the school bus driver in taking whatever disciplinary action is necessary in order to maintain good behavior on the school bus.
  7. Provide information to the families of pupils regarding the bus route, pick up location, and other information pertaining to the transportation needs of the children. The School Department will also ensure that families of new students arriving during the school year receive the same information.
  8. Consult with parents concerning any infraction of safety rules committed by their children.