

Philip W. Sugg Middle School
*Greyhound "Gotta-Haves": Pride, Patience, Respect,
Responsibility, Kindness*

**STUDENT HANDBOOK
2016-2017**

Darren Akerman
Principal

dakerman@lisbonschoolsme.org

Ryan McKenney
Assistant Principal/Activities Director

rmckenney@lisbonschoolsme.org

Vision:

All students learn in different ways and in different timeframes.

Mission:

The Lisbon School Department is united with our community to provide a personalized, innovative education for all learners in an every-changing world.

Webpage: www.lisbonschoolsme.org

4 Sugg Drive
Lisbon Falls, ME 04252
Telephone: (207) 353-3055
Fax: (207) 353-3053

Student Handbook

The PWS Student Handbook will be placed online. If any person would like a hard copy of the student handbook they may request one in writing. Parents will be asked to sign a document at the beginning of the year that signifies they have read and understand the policies and procedures listed in the student handbook.

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Philip W. Sugg Middle School Philosophy

The Philip W. Sugg Middle School staff is committed to providing a safe atmosphere that addresses the needs of middle school students. We recognize the differences between elementary, middle school, and high school programs and are committed to helping students successfully transition between these school environments. The academic, social, emotional, and physical development of each individual child is addressed. We expect our students to commit themselves to learning and exploring various topics, while developing the skills they need to become active, valued members of the school community. We also place an emphasis on increasing student independence, responsibility, and self-discipline. We want students to be successful and provide opportunities for students to receive extra help when it is needed.

The Philip W. Sugg Middle School staff presents a challenging curriculum and sets high expectations while taking into account individual students. Our goal is to develop the basic skills and the knowledge base of each student so he/she can develop confidence as an individual and as a member of a group. We provide opportunities for students to attain skills related to continued learning (those skills which will allow students to learn more effectively on their own or at higher academic levels). We also work in teams so interdisciplinary instruction takes place in the classroom; this helps students see how different areas of knowledge work together.

Adopted December 1997

Reviewed July 2014

Educational Vision for Lisbon School Department

Vision:

All students learn in different ways and in different time frames.

Mission:

The Lisbon School Department is united with our community to provide a personalized, innovative education for all learners in an every-changing world.

Framework for the Vision and Mission:

A student/learner in “2020” will experience:

- An innovative, future focused, standards-based curriculum that prepares them for an ever-changing world,
- Research-based instruction that allow opportunities to learn in different ways and different time frames,
- A shared partnership between the community, families and the school department,
- A safe and respectful learning environment,
- Comfortable, up-to-date facilities with adequate space for all education needs as well as appropriate and attractive community spaces which invite public use of the schools,
- Educators who have explicit performance goals and a professional development plan to achieve them; and,
- Innovative technology tools to promote the best in 21st Century instructional practices.

Goals (Reviewed 7/2014)

<p>1. Student academic success will remain a school priority.</p> <ul style="list-style-type: none">● Maintain student eligibility requirements to reflect philosophy.● Utilize response to intervention models in math and literacy to support individual student needs.● Utilize academic contracts as needed.● Review assessment data and improve instructional strategies based upon this information. \ <p>2. Encourage students to be self-directed, actively involved problem solvers.</p> <ul style="list-style-type: none">● Implement Maine's Learning Results and Common Core Standards by increasing problem solving activities that have real life application.● Assess current enrichment programs available to students, and make recommendations for change.● Complete and implement curriculum revisions in all subject areas.● Develop local assessment procedures which complement the NECAP and provide information on attainment of Maine's Learning Results and Common Core Standards.● Foster activities that would encourage all students to develop interests beyond the classroom.	<p>3. Continue to celebrate student accomplishments, and continue to look at new and better ways of doing this.</p> <ul style="list-style-type: none">● Student of the Month● Scholar Leader Recognition● MEA, NECAP & NWEA Incentives <p>4. Create a safe, nurturing learning environment that promotes responsibility, tolerance and respect through:</p> <ul style="list-style-type: none">● Anti-Bullying Committee● Civil Rights Team● Student Council <p>5. Implement educational options to meet the individual needs of all students.</p> <ul style="list-style-type: none">● Continue the mentoring program with the outside agencies (Jobs for Maine Graduates) <p>6. Increase and engage parent and community awareness and support for school programs.</p> <ul style="list-style-type: none">● Open House● Parent/Teacher Conferences● Pinnacle Internet Viewer/Web2School <p>7. Integrate technology with curriculum and instruction.</p> <ul style="list-style-type: none">● Utilize technology to increase student achievement as reflected in MEA, NECAP & NWEA assessments.● Teachers will prioritize (NECAP, MEA & NWEA data) and develop an action plan for student improvement.
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Faculty and Staff Information

<p style="text-align: center;">Main Office Staff</p> <p>Principal Darren Akerman e-mail: dakerman@lisbonschoolsme.org</p> <p>Assistant Principal/Activities Director Ryan McKenney e-mail: rmckenney@lisbonschoolsme.org</p> <p>Administrative Secretary Suzanne Brown e-mail: sbrown@lisbonschoolsme.org</p> <p>Secretary Pamela Grant e-mail: pgrant@lisbonschoolsme.org</p> <p>Guidance Counselor Gretchen Stevens e-mail: gstevens@lisbonschoolsme.org</p> <p>School Nurse Carrie Pelletier e-mail: cpelletier@lisbonschoolsme.org</p> <p style="text-align: center;">Phone Numbers:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Main Office</td> <td style="padding-left: 20px;">207-353-3055</td> </tr> <tr> <td style="padding-left: 20px;">Guidance</td> <td style="padding-left: 20px;">207-353-3065</td> </tr> <tr> <td style="padding-left: 20px;">Fax</td> <td style="padding-left: 20px;">207-353-3053</td> </tr> </table> <p style="text-align: center;">Sixth Grade Staff</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Katie Liscovitz</td> <td style="padding-left: 20px;">Math/Science</td> <td style="padding-left: 20px;">604</td> </tr> <tr> <td style="padding-left: 20px;">April Lemmings</td> <td style="padding-left: 20px;">Literacy/S.S.</td> <td style="padding-left: 20px;">606</td> </tr> <tr> <td style="padding-left: 20px;">Deb Antl</td> <td style="padding-left: 20px;">Math/S.S.</td> <td style="padding-left: 20px;">607</td> </tr> <tr> <td style="padding-left: 20px;">Travis McCutcheon</td> <td style="padding-left: 20px;">Literacy/Math</td> <td style="padding-left: 20px;">605</td> </tr> </table> <p style="text-align: center;">Seventh Grade Staff</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Kara Farwell</td> <td style="padding-left: 20px;">Literacy/S.S.</td> <td style="padding-left: 20px;">706</td> </tr> <tr> <td style="padding-left: 20px;">Amy Brown</td> <td style="padding-left: 20px;">Literacy/S.S.</td> <td style="padding-left: 20px;">704</td> </tr> <tr> <td style="padding-left: 20px;">Kathleen Littlefield</td> <td style="padding-left: 20px;">Math/Science</td> <td style="padding-left: 20px;">702</td> </tr> <tr> <td style="padding-left: 20px;">Patti Mendelson</td> <td style="padding-left: 20px;">Math/Science</td> <td style="padding-left: 20px;">705</td> </tr> </table> <p style="text-align: center;">Eighth Grade Staff</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Maddy Cornish</td> <td style="padding-left: 20px;">Literacy/SS</td> <td style="padding-left: 20px;">807</td> </tr> <tr> <td style="padding-left: 20px;">Ken Fowler</td> <td style="padding-left: 20px;">Science</td> <td style="padding-left: 20px;">801</td> </tr> <tr> <td style="padding-left: 20px;">Karin Dionne</td> <td style="padding-left: 20px;">Literacy/SS</td> <td style="padding-left: 20px;">804</td> </tr> <tr> <td style="padding-left: 20px;">Alyssa Amari</td> <td style="padding-left: 20px;">Math</td> <td style="padding-left: 20px;">806</td> </tr> </table>	Main Office	207-353-3055	Guidance	207-353-3065	Fax	207-353-3053	Katie Liscovitz	Math/Science	604	April Lemmings	Literacy/S.S.	606	Deb Antl	Math/S.S.	607	Travis McCutcheon	Literacy/Math	605	Kara Farwell	Literacy/S.S.	706	Amy Brown	Literacy/S.S.	704	Kathleen Littlefield	Math/Science	702	Patti Mendelson	Math/Science	705	Maddy Cornish	Literacy/SS	807	Ken Fowler	Science	801	Karin Dionne	Literacy/SS	804	Alyssa Amari	Math	806	<p style="text-align: center;">Special Services Staff</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Diane Welch</td> <td style="padding-left: 20px;">Special Ed.</td> <td style="padding-left: 20px;">803</td> </tr> <tr> <td style="padding-left: 20px;">Brian Wright</td> <td style="padding-left: 20px;">Special Ed.</td> <td style="padding-left: 20px;">708</td> </tr> <tr> <td style="padding-left: 20px;">Terri Tlumac</td> <td style="padding-left: 20px;">Special Ed.</td> <td style="padding-left: 20px;">802</td> </tr> <tr> <td style="padding-left: 20px;">Karen Hinkley</td> <td style="padding-left: 20px;">Ed Tech</td> <td style="padding-left: 20px;">803</td> </tr> <tr> <td style="padding-left: 20px;">Laurie Agaran</td> <td style="padding-left: 20px;">Ed. 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**PHILIP W. SUGG MIDDLE SCHOOL
TELEPHONE EXTENSIONS**

3001 Main-Office/ Pam Grant-Secretary
3002 Administrative Office/ Suzanne Brown-Admin. Secretary
3003 Principal- Darren Akerman
3004 Assistant Principal/Activities Director- Ryan McKenney
3005 Guidance Office-Gretchen Stevens
3007 Main Office/Front Counter-
3008 Kitchen-Nancy Carville, Jean Laroche, Barbara Hutton
3010 Nurse-Carrie Pelletier
3013 Music-Jonathan Pollock
3014 Gym-Randy Ridley
3017 Library –Tim Gaudet
3019 Custodian Office- Richard Combs
3602 Staff Room
3604 6th Grade Math/Science –Katie Liscovitz
3605 6th Grade Literacy/Science-Travis McCutcheon
3606 6th Grade Literacy/Social Studies-April Lemmings
3607 6th Grade Math/Social Studies-Deb Antl
3701 Art- Nicholas D’Alfonso
3702 7th Grade Math/Science- Kathleen Littlefield
3703 JMG-Jessica Porter
3704 7th Grade Literacy/Social Studies- Amy O’Brien Brown
3705 7th Grade Math/Science- Patti Mendelson
3706 7th Grade Literacy/Social Studies- Kara Farwell
3707 Health-Sandra Baur
3708 Special Services- Brian Wright
3709 French- Kaitlyn Jarry
3710 Read 180-Natasha Proctor
3801 8th Grade Science- Ken Fowler
3802 Special Services-Terri Tlumac
3803 Special Services- Diane Welch
3804 8th Grade ELA/Social Studies-Karin Dionne
3805 Gifted and Talented- Natasha Proctor/Spanish-Elimar Caron
3806 8th Grade Math-Alyssa Amari
3807 8th Grade ELA/Social Studies-Maddy Cornish

Lisbon School Department-Code of Conduct General Rules of Conduct

Students in the District are expected to obey the following general rules of conduct:

1. Students shall act in a manner that will make the best use possible of their public education.
2. Students shall accept responsibility for their own behavior.
3. Students shall develop and use problem-solving skills to resolve conflicts.
4. Students shall follow established District, school and classroom rules.
5. Students shall maintain academic integrity by doing their own work and not cheating.
6. Students shall not disrupt the learning environment and will obey the teacher and classroom rules.
7. Students shall maintain appropriate dress and hygiene.
8. Students shall respect others both in actions and words.
9. Students shall respect the rights and property of others.
10. Students shall not harm themselves or others.
11. Students shall not act in such a manner as to place others in danger of harm or injury.
12. Students shall not threaten or intimidate others.
13. Students shall not engage in unlawful or immoral activities.
14. Students shall not carry, bring or use any weapon or look-alike weapon in or on district property.

Adopted: April 12, 1999

Revised: November 13, 2001

Reviewed: June 11, 2007

Reviewed: November 08, 2010

Students Rights and Responsibilities

Schools exist for the purpose of educating students. All students are worthy human beings deserving of respect and the best efforts of the school staff. Each student has rights, and these rights must be vigorously respected and protected at all times. In turn, all students have certain obligations to be contributing participants in the learning process and to be good citizens within the school community. The basic rights and responsibilities of students at all levels include the following:

All Students Have These Rights:

- to be safe;
- to be respected as individuals;
- to be treated fairly and without prejudice;
- to learn without disturbance or distractions;
- to have personal property respected and protected;
- to express views and to be heard;
- to be exposed to competent teachers and positive adult role models;
- to be challenged with materials and instructional techniques commensurate with their abilities and learning skills;
- to be free from any form of harassment;
- to learn in a drug-free, smoke free, and violence-free environment;
- to be called what they choose (i.e. African, American, Hispanic, Asian American, Etc...); and
- to have access to appropriate grievance procedures.

All Students Have These Responsibilities:

- to treat others fairly and without prejudice;
- to obey laws and comply with reasonable school rules;
- to respect other people's rights, property, and reputations;
- to contribute to a positive and safe school environment;
- to participate in their own learning (i.e. to strive to learn to the best of their abilities);
- to respect and maintain school property;
- to attend regularly;
- to avoid violent behavior;
- to take education seriously;
- to dress and use language appropriate to a businesslike learning environment; and
- to practice civility and to show respect in all dealings with peers and adults in the school.

Students with disabilities are entitled to all of the same rights as other students and to certain additional safeguards and due process provisions prescribed by law as follows:

All Students With Disabilities Have a Right to:

- an appropriate public education;
- an education in the least restrictive environment (i.e. inclusion in the mainstream wherever possible);
- parent and student input into the development of an appropriate Individual Education Plan (IEP);
- A periodic review of the appropriateness of the IEP and applicable special education programs and services;
- have all changes in placement only in accord with prescribed procedures;
- remain in existing placement until any special education complaint is resolved;
- a hearing (public or private) and/or mediation services to resolve disputes about placement or programming;
- physical access to all appropriate programs, services, and facilities; and
- exemption from regular disciplinary measures including suspension and expulsion for behavior or actions caused by the student's disabling condition.

Academic Achievement Recognition

A recognition certificate will be awarded to all students who receive a 3.0 or higher in all subject areas at the end of each trimester.

Academic Support Study/Teacher Support

Pupils who have been ill, who are not working to capacity, or who are having difficulty should report to their teachers for extra help or the academic support study room. The academic support study room will be available from 2:00PM-3:30PM Monday, Tuesday, Wednesday, and Friday. Students may take the late bus home. Teachers are available once a week after school and by prior arrangement. It is the student's responsibility to request extra help from his/her teachers when he/she is having difficulty.

Accidents

Procedures: Students involved in any accident during normal school hours or during any scheduled school activity must report the accident immediately to their instructor or supervisor, who in turn, will notify the nurse and/or the main office. An accident report is then filed with the nurse's office.

Appropriate Attire

Students, with parental guidance, should make good judgments in the interest of safety and proper decorum in their selection of clothing to be worn to school or school functions.

The following selections are some examples of attire not permitted at PWS:

- Shorts, skirts, and holes in jeans should be no shorter than mid-thigh and should show no flesh; (given a standing upright position, shorts, skirts, holes in jeans should be no shorter than the end of the middle finger with the hand at the side). Uniforms on game days are permitted.
- Articles of clothing that depict or advertise drugs, alcoholic beverages, tobacco products, or inappropriate language, violence, gang-oriented behavior, sexual innuendo, or anti-school messages will not be allowed to be worn at school.
- Hats, bandanas, and/or headgear & head dress are not to be worn at school unless it is in accordance with a school-related theme day.
- Spandex must be worn under shorts. Given a standing upright position, spandex should reach the end of the middle finger with the hand at the side.
- Skin tight skirts and dresses will not be worn to school.
- Students will not wear clothing that is destructive of school property (i.e. cleats, pants with metal inserts that scratch, etc...)
- Students will not wear shirts that are revealing during the normal course of bodily movements.
- Students will not wear belly shirts, tank tops, or halter tops which allow the chest or under garments to be seen.
- Students' underwear should not be visible at anytime.
- Students will not wear cut off shirts, pajama-type pants or tops, sunglasses, or slashed pants.
- Students will not wear any clothing that allows undergarments of any kind to show.
- Clothing deemed inappropriate, indecent, immodest, or revealing by an administrator is not acceptable attire for school and/or school functions. This includes dances.

Any student wearing inappropriate clothing will be allowed to change at school or go home to change with parent permission. The administration reserves the right to make a judgment of what is appropriate for school. The student is responsible for making up any work and/or time missed.

Attendance-Absence from School & Tardiness

Parents are requested to notify the school between 6:45AM and 7:30AM if a student will be absent that day. If a student is not in school and the parent has not notified the school, school personnel will try to contact the parent to inquire about the student's absence through our School Reach system.

The following are pursuant to Title 20-A of the Maine State Laws relating to public schools:

1. Excusable absences and tardiness:
 - a. personal illness
 - b. appointment with health professionals that cannot be made outside the regular school day
 - c. observing recognized religious holidays when the observance is required during a regular school day
 - d. family emergency
 - e. planned absences for personal or educational reasons which have been approved in advance.
2. Unexcused absence and tardy:
 - a. If a student's absence or tardiness is unexcused by definition of the above list, disciplinary action will be taken.
 - b. All students are required to present a written excuse to the main office stating the date(s) and reason(s) for the absence/tardiness.
 - c. Students absent due to communicable disease or illness of three or more days must bring either a physician's statement or receive approval from the school nurse prior to re-admittance.
 - d. The school nurse may request a doctor's note for prolonged absences due to illness.
 - e. After receiving a written excuse, the office will issue students a readmission slip. The

slip needs to be delivered to the homeroom teacher. After any absence, no student will be admitted to homeroom or class without a re-admittance slip.

- f. The office will issue the student a tardy slip. The slip needs to be delivered to the classroom teacher. For every three tardies, students will receive an Administrative detention.

Attendance-Requirements and Policies

Attendance covers a variety of topics from being absent with a communicable disease to being truant from school. This section attempts to be complete. Parents/guardians and students need to be aware that disciplinary procedures are in place to address student attendance.

Attendance is taken each day during first period. A daily list of students not present in homeroom is published by the Principal's Office. Teachers use this list to check attendance in each class throughout the day and report discrepancies to the office.

Under Maine State Law, it is the parent/guardian's responsibility to be sure their children attend school daily. The school provides attendance records three times a year on report cards. Parents should check this information carefully and contact the school regarding any concerns about attendance records. If a student is not in attendance for school they are not permitted to participate in a school-sanctioned activity that day or night.

Attendance-School Philosophy

Attendance is important for the success of students at PWS. The courses offered have predetermined goals and objectives and when students miss class time they miss instruction. The instruction in the classroom is structured to help students understand concepts and develop related skills. When students are not in attendance on a regular basis, the level of understanding a student achieves and the student's grades are usually adversely affected. Student attendance will be closely monitored by each classroom teacher as well as the administrators. If a student's attendance becomes an issue, the classroom teacher may request a conference with the parent/guardian to address the concern. If the problem continues, the student will be referred in writing to the Principal for review and behavior concerns.

Beverage Policy

It is essential for our children to remain hydrated throughout the school day. Students may bring in water to drink during the day. All outside beverages must be consumed before students arrive at school or after dismissal and off of school property. No outside beverages are allowed in school.

- Students may have water only in classrooms and hallways.
- Energy drinks and caffeinated drinks of any kind *are not* permitted in the school building.

Bullying

Procedures for Identifying and Addressing Bullying

Bullying is intentionally hurtful behavior that occurs repeatedly, over time, and is the act of one or more other students. In order to eliminate bullying from our school, identifying and tracking specific behaviors is a critical element in reducing the instances of bullying.

The Lisbon School Department policy defines bullying as any physical act or gesture or any verbally written or electronically communicated expression that a reasonable person should expect will have the effect of:

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

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

Adults in the school community are aware of the importance of taking teasing and bullying seriously, and they must commit themselves to doing something about it. This school wide procedure will provide the framework for all adults to follow. All adults will use the new Behavior Incident Reporting Form to avoid miscommunication.

Student/School Staff/Parent Procedures for Reporting a Complaint

- A. Any student who believes he/she has been discriminated against, bullied or harassed should report his/her concern promptly to their classroom teacher/School Staff Member, Guidance Counselor or Administrator.
- B. School staff is expected to report possible incidents of discrimination or harassment of students to the guidance counselors or administration. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students as well.
- C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. The Cyber-Bully Hotline is available 24 hours per day to report anonymously; administrators will respond to messages and ask for further information. To reach it, call or text 207-517-8093.

Complaint Handling and Investigation

- A. A Behavior Incident Reporting Form will be filled out and submitted to the school administration.
- B. The incident is reviewed and it is determined whether the incident is harassment, bullying, or aggression. Once the severity level of the incident has been determined, the names of the student(s) are checked to determine if there are any other related incidents.
- C. Once the incident has been reviewed and identified as an offense, the guidance counselors, classroom teacher, and administration will complete a Bullying Reporting Form and determine disciplinary action.

Possible Disciplinary Actions

- A. First Identified Offense
 - a. Verbal Warning issued by Principal
 - b. Counseling Mediation with Guidance Counselor
 - c. Parent Contacted (Depending on Incident)
 - d. Harassment Education (Depending on Incident)
 - e. Civil Rights Education (Depending on Incident)
 - f. Teacher Detention, Designated Dining, In-House or Out of School Suspension (Depending on Incident)
 - g. SRO Officer notified (Depending on Incident)
- B. Second Identified Offense
 - a. Verbal warning issued by Principal
 - b. Counseling Mediation with Guidance Counselor
 - c. Parent Contacted
 - d. Teacher Detention, Designated Dining, In-House or Out of School Suspension
 - e. SRO Officer notified (Depending on Incident)

- C. Third Identified Offense
 - a. SRO Officer notified and Verbal Harassment Warning issued
 - b. Parent Contacted by SRO Officer
 - c. In-House or Out of School Suspension
 - d. Consideration of recommendation for expulsion if deemed necessary.

- D. Fourth Identified Offense
 - a. SRO Officer notified
 - b. Parent Contacted by SRO Officer
 - c. Out of School Suspension
 - d. Consideration of recommendation for expulsion if deemed necessary.

Please Note:

Administration has the right to apply a higher degree of action if warranted. At any time a complaint may be filed with the police if deemed necessary. Any incident deemed a hate crime will be reported to the Attorney General's Office as required by law.

Definition of Bullying

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of: (1) harming a student; (2) damaging a student's property; (3) placing a student in reasonable fear of harm to his or her person or property; and (4) creating a hostile educational environment for a student.

General Statement of Policy

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission of operations of the school district or the safety or welfare of the student, other students, or employees.

Philip W. Sugg Middle School
BULLYING/HARASSMENT REPORT FORM

Your Name: _____

Parent Name: _____ Parent Phone Number: _____

Today's Date: _____ Date of alleged incident(s) _____

Name of person you believe bullied you or another person _____

If the alleged bullying was toward another person, identify that person _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present

Your Name and Signature

Teacher/Administrator Signature

Campus Closure

Situations may arise where Campus Closure procedures are needed. Students will be notified of procedures by homeroom teacher.

Cell Phones and Electronic Devices

Over the last few years, cell phone use, texting, and other phone applications have become a major source of classroom distraction and interruption of valuable teaching time. At the same time we recognize the need and the convenience for students to bring cell phones to and from school. **Therefore, cell phones are not to be used during school hours between 7:30AM and 1:55 PM and must be in assigned lockers.** In the event of a cancellation of an after school activity, game, or practice, students will be allowed to use the school telephone. Game practice and activity cancellations will be announced prior to 1:00PM. **Also, during after-school activities, academic support and athletics, cell phones must be turned off and in backpacks/bags.**

If a cell phone is found on a student, it will be confiscated and delivered to the office. If this rule is violated the following actions will take place by the Administration

- 1st Offense: The phone will be confiscated and returned to the student at the end of the day.
- 2nd Offense: The phone will be confiscated and a parent will need to pick up the phone from the front office. The student may be required to turn their phone into their first class teacher daily.
- 3rd Offense: The student may not be allowed to bring a cell phone to school for the rest of the year.

Classroom Assessments

Students are assessed on a regular basis throughout the school year. During an assessment, student-to-student communication of any kind is not acceptable unless authorized by a teacher and will result in an automatic zero on the exam. Likewise, any form of dishonesty related to the taking of a test will result in an automatic zero, and the student's parent/guardian will be notified.

Co-Curricular/Athletics

After school clubs begin at 2:05 and after school athletics begin at 3:00. There are a number of opportunities after school for middle school students. We currently offer the following programs:

Anime Club	Civil Rights Team	Student Council
Art Club	Cross-Country	Track and Field
Basketball	Soccer	Wrestling
Baseball	Softball	Yearbook

- In order for students to participate in extra curricular activities, they need to be eligible. Please see the Eligibility Policy toward the back of the handbook for additional information.
- Sign up sheets will be available at the onset of the season or club start up, at the main office.

General Information:

P.W.S. Middle School is part of Capitol Area League. Students participating in the Soccer, Basketball, Track and Field, Softball, and Baseball programs will be scheduled to compete with teams from the following schools:

Cony – Augusta	St. Michael's School - Augusta
Hall Dale Middle School – Hallowell	Gardiner Middle School - Gardiner
Maranacook Community School – Readfield	Monmouth Middle School-Monmouth
Winthrop Middle School – Winthrop	

- Scrimmages with other teams may be arranged by the Activities Director.
- Wrestling and Cheering Competitions will continue to be scheduled through other conferences.

Daily School Schedule

7:00-7:30	Student drop-off and breakfast
7:15	non-duty teacher day begins
7:30	First class begins
10:35-11:05	1st Lunch
11:05 - 11:55	2nd Target Time
-or-	
10:35 - 11:25	1st Target Time
11:25-11:55	2nd Lunch
2:00	Bus students are dismissed
2:05	Walkers are dismissed

Parents who bring students to school should arrive no later than 7:25AM. Students are tardy if they are not in their homeroom by 7:30AM. Excessive tardies will be dealt with by the Administration and some form of consequence will occur. Students should dress for the weather. Students are allowed to enter the building before the 7:30AM bells rings to wait in the gym.

Dismissal Policy and Procedures

All students must follow the dismissal policy and procedures listed below:

1. A parental/guardian note stating the reason for dismissal must be brought to the front office secretary before homeroom if dismissal is desired during the school day.
2. Students are not to be dismissed by their parents without first notifying the front office.
3. Students who are dismissed from school are to sign-out in the main office and wait for their rides at the main entrance to the building.
4. Students who are ill during the day must report to the school nurse for dismissal. A student who is dismissed by the school nurse must be picked up by a parent or a person designated by the parent when notified. A student may walk home at the discretion of the nurse and with the parent's permission.
5. Students who do not follow these dismissal procedures may face disciplinary action.
6. The administration reserves the right to question the reason a student is being dismissed during the normal school day. Parents should try to avoid making appointments for their children with doctors, dentists, etc., between 7:30AM and 2:00PM

Electronic Device(s)

Electronic devices including but not limited to laser pointers and shock pens are not allowed to be on school property unless granted permission by administration. Cell phones, iPods and any other devices for games, music or any kind of communication must be left in lockers during school hours.

Eligibility Policy

Academics come first at PWS. The focal point of our teaching is that all of our students will meet the standards that are required for each class. In the Co-Curricular Department, it is expected that all participating students maintain a score higher than 2.0 in all academic areas: math, science, etc., as well as foreign language and exploratory. The goal of the Co-Curricular Department is that each student will have the opportunity to reach the academic standards and also continue to work on the skills necessary to be successful in the chosen co-curricular activity whether it is a sports team or an activity such as chorus, yearbook, or student council.

1. Eligibility for participation in co-curricular activities (defined as athletic or school sponsored clubs, teams or organizations) will be formally recognized on a trimester basis. A trimester is defined as any

one of the time periods established each year for the distribution of report cards.

- Any student with a cumulative score of less than 2.0, in a subject area at any point during a trimester or at the close of a trimester will be required to attend afternoon academic support two afternoons a week for a three week probationary period.

The student will still be able to practice and play as long as he/she attends afternoon support for the required number of days. If a student has an unexcused absence from academic support, he/she will miss the next game or meeting on his/her schedule. The second unexcused absence will result in the student being removed from the team or club.

Emergency Evacuation

Evacuation routes are displayed in each room. In the event of an emergency students and adults should leave the building observing the following procedures:

Procedures

- Move quickly, quietly and immediately upon hearing the fire bell.
- NO TALKING. Announcements may be made over the intercom.
- Move at least 200 feet from the building
- DO NOT STAND IN THE DRIVEWAY since all entrance ways must be kept open for fire trucks to enter.
- Once evacuated, STUDENTS WILL REASSEMBLE WITH FIRST HOMEROOM TEACHER.

Exploratory Schedule and Rotations:

The exploratory rotation schedule is below. Please note that each trimester is cut in half to accommodate all six of our Exploratories. This means that each trimester students will take two Exploratories for roughly 29 days.

PWS 16-17 Exploratory Rotations (Trimesters)

6th Grade Exploratories

	Trimester	1	Trimester	2	Trimester	3
	Red	White	Red	White	Red	White
Antl	Spanish	PE	Art	Music	French	Health
McCutcheon	PE	Spanish	Music	Art	French	Health
Lemmings	Art	Music	Spanish	PE	Health	French
Liscovitz	Music	Art	PE	Spanish	Health	French

7th Grade Exploratories

Littlefield	Health	French	Art	Music	Spanish	PE
Boudway	French	Health	Music	Art	PE	Spanish
Mendelson	Health	French	Spanish	PE	Art	Music
Brown	French	Health	PE	Spanish	Music	Art

8th Grade Exploratories

Fowler	Art	Music	French	Health	Spanish	PE
Dionne	Music	Art	French	Health	PE	Spanish
Cornish	Spanish	PE	Health	French	Art	Music
Amari	PE	Spanish	Health	French	Music	Art

Extended Assignments/Homework

Field Trips

Field trips may be organized from time to time to supplement your child's academic program. In order to participate, your child will need to return the generic permission slip to his/her homeroom teacher that was distributed at the beginning of the year. Some trips may require funds as well. While on a field trip, teachers are expected to hold a student accountable for his/her behavior. All trained adult volunteers are also expected to address student behavior and should report any concerns they have to the teachers that they are accompanying on the trip. Some behaviors may result in the student(s) being excluded from future school trips.

Fire Drills

By state law, PWS must hold ten fire drills and one evacuation/lockdown drill. We practice this so we can evacuate the building quickly in time of emergency. We should remember that these drills are preparing us for rapid evacuation should a need arise. It is for our safety. All students must take the drill seriously, and follow the teachers' instructions quickly and quietly. There should be no talking during the fire drill. Once outside the building, continue walking together until you are not blocking an area in which emergency vehicles may drive. The signal to return to school will be given by your Principal and teachers. If the alarm sounds while busses are in the driveway, students and teachers should not cross the driveway, but walk down sidewalks from the building.

Free-Reduced Lunch Forms

Please complete and return these forms to the school as soon as possible as the lunch program needs current information for this year. It is also important that these forms are completed whether you choose to access free-reduced lunches, as our federal funding for Title I is based upon the number of students who qualify.

Grading

A four point Standards-Based Grading system is used at the Philip W. Sugg Middle School. A description for each score is provided below.

- 4 Consistently shows a thorough understanding, in-depth inferences, and applications that go beyond what was taught.
- 3 Consistently shows a clear understanding of the important concepts and/or skills that were explicitly taught and is able to give examples.
- 2 Shows a basic understanding of the concepts and skills but may have difficulty with more complex material.
- 1 Shows little understanding of the concepts and/or skills.

Guidance Department and Description of Services

The Guidance Counselor at Philip W. Sugg Middle School provides numerous services to students, parents, and staff. Individual counseling, group counseling, classroom guidance, parent/staff consultation, and referrals for outside counseling services are available through the Guidance Office. Parents will be notified in writing if their child signs up for a guidance group.

Parents who are unable to meet with the Guidance Counselor during regular school hours can arrange an evening appointment. Parents who have concerns about their children are welcome to call the Guidance Office at 353-3055 extension 3005.

- A. **Peer Counseling**: A Peer Counseling Program is available through the Guidance Office. Peer Counselors from the High School, who have been trained to help their peers by listening and supporting them in a confidential setting, are assigned to individual middle school students on an as needed basis. Meeting times for peer counselors and students are during study periods only. Parents may request a peer counselor for their child by contacting the P.W. S. Middle School Guidance Office.
- B. **Peer Mediation**: Students who are having a conflict with a peer may request peer mediation. Peer mediation is a process whereby trained peer mediators mediate disputes between students. Peer mediation is confidential and voluntary. Students may be referred by peers, teachers, or parents.
- C. **Academic Consultation**: The Guidance Office is also prepared to help students and parents with questions about curriculum and course selection for high school. Guidance strives to help students make educational decisions based on a student's ability, achievement records, interests, needs and other pertinent data. Students and parents are invited to confer with the counselor any time on these matters.
- D. **Interim Progress Reports**: Parents, teachers, or students may request an interim progress report between regularly scheduled progress reports and grade reports. They will be mailed home or sent home with the student by the school upon request.
- E. **Student Records**: Parents may request to review their child's educational records by making an appointment through the Guidance Office or the Main Office. Students may also request to view their own records
- F. **Summer School**: The Guidance Counselor will be the point of contact involving summer school participation.

Gum Chewing

Gum chewing is not permitted in the school building; administrator can make exceptions to this rule on a case-by-case basis.

Half Day Schedule

Bus dismissal is at 10:45AM on half days. Walkers are dismissed at 10:55AM.

Homework

Homework is an integral part of the instructional process at Philip W. Sugg Middle School. It will vary from simple, practical assignments that can be completed in one night to involved projects involving several weeks of work. Whatever the nature and length of the assignment, students are responsible for completing the work. More specifically, the following policies are in effect:

1. Homework will be assigned on a regular basis.
2. All assignments have a specific course objective and will be appropriate to the ability level of the students in the course.

3. Students are encouraged to take pride in work that is thoroughly done and neatly presented. This includes correct grammar and spelling as well as content. Teachers' homework policies will be made available at the beginning of each year.

Homework is an extension of what is learned at school, and may be assigned for any of the following reasons:

- Completing work begun in class.
- Providing additional practice/further study in previously introduced material and subjects.
- Building interest in reading and learning.
- Making up work missed due to absences.
- Encouraging parental awareness of student learning.
- Developing independent study habits, responsibility and the ability to organize and complete assigned homework tasks.

Teachers are responsible for presenting and explaining the reasons for homework, the procedures for completion of the assignment, and the method that will be used to evaluate the work. Homework is an expected part of each class. The assignments should be clear and challenging, but not beyond the capabilities of the student. Long range assignments should be broken into smaller portions, and assigned in parts.

A general guideline for the amount of homework is 10 minutes of homework per grade level. Therefore, 6th grade should have around 60 minutes, 7th grade 70 minutes, and 8th grade 80 minutes.

Impaired Students (Temporarily and/or Permanently)

Students temporarily or permanently physically impaired will be permitted early release from classes in order to ensure safe and timely arrival to classes, lunch, assemblies, dismissal from school, or any other scheduled activity.

Inclement Weather

Students are expected to dress for the weather.

Internet Usage

Philip W. Sugg Middle School has access to the Internet in all its classrooms. At the beginning of the school year, new students will be asked to take home paperwork related to using the Internet at school. Parents are asked to read the User Policy with the student and if you agree with the policy, sign and return the papers to the student's homeroom teacher. Students cannot use this service at school without written parent permission.

Laptop/iPad Responsibilities

In addition to the guidelines laid out in the Student Computer and Internet Use Rules laid out in Lisbon School Committee Policy IJNDB-R (see appendix), the following rules apply at PWS:

- Students may only view/download/share images and content (including screen savers) that are appropriate for the school setting.
- Students may only use social media at a teacher's direction (eg Edmodo).
- Students may not delete their browser history.
- Students should not share their own usernames and passwords or give anyone access to any of their online accounts.
- Students may not access or in any way use another student's online account or identity.
- Students should treat school issued laptops/iPads/devices with care and should immediately report any damage to their homeroom teacher.

Late Bus

A late bus is available Monday, Tuesday, Wednesday and Friday at 3:45 PM. Students are allowed to take the late bus with the appropriate pass for any and all after school activities. Any student not staying for a legitimate academic or co-curricular reason may be denied the privilege of riding the late bus by late bus room advisor or administration. Passes must remain legible to the driver. If a pass is not able to be read the student will receive a warning for the first offense, and be removed from the late bus for a period of time for each subsequent offense. Stops are on an as needed basis. Students will be dropped off at the intersections along the following routes: Lisbon Falls Bus: Main St., Rt. 125 to Bowdoinham Rd., Webster Rd., Upland Rd., Ridge Rd., (Rt. 9) to Lisbon St. (Rt. 196). Lisbon Bus: Lisbon St. (Rt. 196) to Moody Rd., Gayton Rd., Lisbon St., Memorial St., Winter St., Pinewoods Rd., Ferry Rd. to Village St. Same bus rules/expectations apply for late bus as they do during regular school hours.

Late Bus Room

A late bus room will be available to all students Monday, Tuesday, Wednesday, and Friday. Students are invited to work on their studies before their after-school activities. The late bus room is not a social opportunity for students. Cell phones are not permitted for use during late bus hours. Before a student is allowed in the late bus room they must have asks or assignments related to the curriculum to work on - or a book to read - the entire time.

Students will not be allowed to go back to lockers. Everything they bring to late bus room must go home. Any students not abiding by these rules will have this opportunity revoked.

Library

The middle school library is open daily. Students who misuse library privileges will be asked to leave for a period of time. Students who choose to sign books out of the library are responsible for returning them in good condition. The cost of replacing books that are not returned or returned damaged will be billed to the student's parent/guardian.

Lockers

Time will be provided between classes for students to pick up and drop off materials. Lockers are the property of the Lisbon School Department and are subject to reasonable cause searches. Students are not allowed to share lockers. Lockers and desks used by students for the storage of their personal items are school property and shall remain at all times under the control, custody, authority and supervision of the school authorities. The school has absolute discretion whether or not to make the lockers available to students for storage of students' personal items. Students are not permitted to carry a backpack or other carrying cases during the school day.

Lost or Damaged School Property

Any student not turning in or turning in damaged textbooks, library books, sports equipment, or any other school owned property will be charged accordingly. Responsibility for proper payment rests with the parents/guardians. Students will also not be allowed to participate in co-curricular activities in the next year until obligations are met.

Make-Up Work

Students who are absent from school are responsible for making up all missed work. Students are allowed two days to make up work for each day they are absent. Make up work is not to exceed one week for any assignment. He/she should make arrangements with his/her teachers as to when and how any missed work will be completed. If a student does not complete and turn in the work within the time allotted, students will be required to stay after school until the work is complete. If the student does not complete work after school a failing grade will be recorded for the missed work. The student will not receive credit for missing work.

Nurse

The school nurse will contact parents directly if their child needs to be sent home. Students at NO TIME are to contact their parents through phone calls or text to pick them up. If your child does contact the parent the Administration asks that the parents please call the nurse directly to find out what is going on.

Overview: Our school nursing services focus on the prevention of illness and disability, and the correction of health problems. A variety of health services are provided: health assessments; immunization; vision/hearing screening; scoliosis screening; exclusion and readmission of persons with communicable disease; crisis intervention for acute illness, injury, or emotional disturbances; medication procedures; and referrals. Also available is counseling for students regarding health-related issues and problems such as diabetes, weight, child abuse, teen pregnancy, alcohol and drug use. Students are urged to see the school nurse about any health questions or problems they might have.

Procedures: Students must see the nurse under the following circumstances:

1. If requesting dismissal from school or class (P.E. for example)
2. If injured or feeling ill during the school day
3. If returning to school after three or more consecutive days of illness
4. If medication is taken at school (Please read the “Medication Policy” in the Policy and Procedures Handbook with special attention to “Base Protocol for Medication”).

Contagious Disease:

Please notify the school if your child has a contagious disease. A child with a temperature of 100 or more should be kept at home for 24 hours after the fever has broken to control the spread of infectious diseases. The following are some other conditions that require exclusion from school:

Chicken Pox- students must stay out of school for 1 week after the appearance of the rash. Rash must be scabbed over.

Strep Throat- students must be out of school for at least 24 hours on antibiotic therapy.

Conjunctivitis- students must be out of school for at least 24 hours on antibiotic therapy.

Scabies- the child must be out of school for at least 24 hours after treatment is started.

Standing Orders for Care of Minor Injuries:

As part of normal care of minor injuries and discomfort, Lisbon school physicians have authorized the use of the following treatments in Lisbon schools:

- Hydrogen Peroxide may be used for treatment of minor cuts and abrasions.
- Antibiotic Ointment may be used for treatment of minor cuts and abrasions.
- Chloraseptic Spray may be used for relief of minor sore throat and mouth discomfort.
- Calamine Lotion may be used for treatment of itching related to bug bites or allergic contact dermatitis.
- Cough drops may be given if needed.
- Ambesol may be used for oral discomfort.
- Hydrocortisone Cream 1% may be used for skin irritation and itching.
- Tylenol or Ibuprofen may be used as directed with parent’s permission.

Also, as part of the protocol and treatment of anaphylaxis or allergic reaction to food or insect sting, Dr. Bianconi and Dr. Fairchild have authorized the use of Benadryl 3 tps. (5tps. If over age 11) for hives. If breathing difficulty occurs, EpiPen or EpiPen Jr. (if less than 50 lbs.) is authorized to be administered.

If you object to any of these treatments for your child, please state in writing to the school nurse

Parent Action Group (PAG)

The P.W.S. Middle School Parent Action Group (PAG) is comprised of interested and concerned parents. The group meets the second Monday of the month from 6:00PM-7:00PM in the PWS library. The PAG is involved in many fun and exciting projects to support the school and its students. The group is strongly committed to parent involvement in

the school and classroom. The Parent Action Group meets mostly after school hours, please contact Angela Shambarger P.A.G. President for more information at 207-353-2515, or ashambarger@lisbonschoolsme.org.

The Parent Group is a great and exciting way for you to participate in your child's education. It is a great opportunity to be a part of your child's education and see what is happening right at the source. We urge you to become involved in the school.

Parent/Teacher Conferences

Conferences are scheduled in **October and March**. Even though your child is in middle school it is still very important to meet with teachers during these dates. Our goal is to meet or talk too 100% of our parents so as to support on-going communication. The dates noted above coincide with the middle of the 1st and 3rd trimesters. Parents will be contacted to arrange a conference time. Parents who have concerns or questions throughout the year should feel free to call their child's teacher at anytime. Meetings can be scheduled to address specific concerns at any point during the year at a mutually agreeable time.

Physical Examinations

In accordance with the Student Health Requirements and Services Policy, adopted by the Lisbon School Committee on June 11, 2007, all students entering kindergarten and grade 7 are required to have a physical exam. The physical exam should be done by the child's own physician. The parent or guardian may sign an exemption with explanation. Physical examinations are valid for 24 months from the date given.

Pinnacle Internet Viewer

Parents can monitor their student's grades online by using the Pinnacle Internet Viewer. This system allows you to access your student's grades anytime day or night by logging on to a secure internet connection. This will require you to obtain a password and user ID from the school. If you are new to our district and have not received Pinnacle Viewer information, please contact us at 353-3055 about setting up an account.

Plagiarism

Plagiarism is a serious matter and not taken lightly. Plagiarism is defined as, "The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Any student participating in plagiarism of any kind will be subject to disciplinary procedures that could result in receiving no credit for the work or test that has been plagiarized. The students, parents, and administration will meet to discuss infraction and disciplinary action.

Progress Reports

Midway through each trimester each student is given a Progress Report to bring home. The purpose of the report is to inform the student and his/her parent(s)/guardian of the child's academic performance up to that point. It is the student's responsibility to see that these reports arrive home for their parent(s)/guardians to review. Please note progress reports will be distributed the week of: **October 17th, 2016, January 17th, 2017, and April 10th, 2017.**

Report Cards

Report cards are issued three times per year. The report contains a grade and effort statement for each course, as well as the student's attendance record. The first report card will go home **week of November 28th**. The second report card will go home **the week of March 6th**. The third and final report card will be sent home through the mail a week after the students have left for the summer.

Retention

Retention is a serious matter and not taken lightly at PWS. If a student is being considered for retention parents will be informed by mail no later than March 1st. The criteria for retention will include, but is not limited to:

- Academic performance
- NWEA, NECAP, and MEA testing scores
- Instruction progress
- Behavior
- Social and emotional development
- Habitual truancy or tardies

School Dances and Functions

P.W.S. Middle School will sponsor dances and other organized school functions in order to provide students with socializing experiences in a safe, controlled environment. The following rules pertain to all school dances and functions.

1. In a further effort to support the safety of our students, please note that only students currently enrolled at Philip W. Sugg Middle School may attend dances or events such as movies or game nights. Students may not bring guests. Students living within our district but attending other schools may not attend these events. Home-schooled students living within the district may attend these events with prior notice. This is underscored in part by our need to comply with the district's insurance regulations. During these non-sporting events, we keep attendance records by designated supervising adults. Please be sure to pick up your child after these events in a timely manner. Dances (other than the annual Spring Fling) run from 6:30-8:30 pm.
2. Students will be required to pay the admission charge upon arrival at the function.
3. Once a student leaves the building, he/she will not be readmitted to the function and will not be allowed to loiter on school grounds or sit in a car in the parking lot.
4. If a student/students are asked to leave a school dance or school function, they will not be permitted to attend the following dance or any school function there-in between.
5. A school custodian will be required to be on duty during the function.
6. The sponsoring organization is responsible for any damage done to the building or grounds during the function.
7. Students are responsible for using trash receptacles provided.
8. The student group sponsoring the function will provide a minimum of 5 teachers that will be present around the students at all times. If 5 staff members are not secured before the dance or function the said dance or function will be postponed or cancelled.
9. The school rules apply to dances and functions. Any inappropriate attire or inappropriate behavior at a dance will result in either forfeiture of the next school dance or other disciplinary action.
10. Parents are responsible for providing transportation to and from all dances and school functions. Students MUST be picked up in a timely fashion.
11. Students not following school rules or acting inappropriately may be asked to leave.
12. Any student absent from school the day of a dance will not be admitted in to the dance.

Skateboards, Bicycles, Roller Blades and Scooters

Students choosing to ride bicycles to school must lock bikes on provided racks. This assures that bicycles are more safely stored where they will not interfere with building entrances. Students are requested to wear safety helmets. Skateboards, scooters and roller blades are not permitted at PWS.

Standardized Tests

Standardized tests are administered to all P.W.S. students. These tests allow us the opportunity to monitor our curriculum, instruction, and assessment standards by making state and national comparisons. Parents will also receive individual reports on their son/daughter.

Grades 6-8:

- ❖ The **NWEA** test is administered in the fall and spring and assesses Reading, Language, Math and Science. Results will be shared at both fall and spring conferences.
- ❖ The **MEA** test is given in the spring of each year. Students are assessed on Reading and Math.
- ❖ The **MEA (Science)** is administered to all 8th grade science students in the state. This will be administered in the spring.

Student Discipline Procedures

As in all good schools, discipline procedures are in place which holds students accountable for behavior which infringes on the rights of others. Good discipline allows the school to fulfill their primary responsibilities, educating students and promoting good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Committee policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline, or general welfare of the school. The following section explains the typical disciplinary actions taken in this school:

Student-Teacher Conferences:

Teachers have a right to request that a student stay after school. A 24 hour notice will be given; teachers and students are bound to honor these appointments. These conferences provide time for teachers to work with students to address academic or behavior concerns.

Mediation:

Students who are having a conflict with a peer may request mediation. Peer mediation is a process whereby trained peer mediators mediate disputes between students. Peer mediation is confidential and voluntary. Peers, teachers, parents, or administrators may refer students to the Guidance Department or Administration for mediation.

Teacher Detentions:

Teachers have a right to request that a student stay after school. A 24 hour notice will be given and teachers and students are bound to honor these appointments. The length of the detention should be defined at the time it is assigned.

Administrative Detentions:

Administrators have the right to expect students to stay after school as a consequence of behavior which violates policies, rules, or laws and/or whose conduct directly interferes with the operations, discipline, or general welfare of the school. A 24 hour notice will be given.

Administrative Detention is held in an assigned room on Tuesdays and Wednesdays beginning at 2:00 and ending at 3:30. Students are expected to arrive at Administrative Detention at the scheduled time. Students are expected to work quietly and independently during the detention.

Student Lunches

Every PWS student and staff member will have an account in our Point of Sale system. This number will be encoded on their school ID card. At mealtime, students will feed their card through an electronic card reader and money will be deducted from their account. The student's picture will appear on the screen to eliminate the possibility of someone else using his/her card. Parents are responsible for depositing money into their students account. This is a debit system, which means money should be deposited first and the cost of the student's meals will be deducted from their balance. To make a deposit, complete a school nutrition pre-payment form, enclose the form and the money (checks preferred) in a sealed envelope with your student's name and grade written on the front of the envelope. The pre-payment forms may be requested from the school office. All pre-payment must be accompanied by pre-payment form and in a sealed envelope.

Soda cans and bottles are not allowed in school. Juice will be allowed as long as it is not in a glass container.

Lunch is served in the cafeteria, where the following rules and regulations will be observed:

1. Running to or in the cafeteria is not allowed.
2. Taking cuts in the lunch line, crowding, pushing, or loud talking are not allowed.
3. Students are expected to keep tables and floor clean and to pick up when finished eating:
 - a) stack dishes and utensils on the tray,
 - b) carry the tray to the dish washing window,
 - c) deposit dishes, utensils and waste paper in the proper receptacles, and
 - d) return to your seat and wait to be dismissed.
4. Good manners, courtesy and proper eating habits are expected.
5. Students are not allowed to leave school grounds during lunch period.
6. Students are not allowed to leave the cafeteria at any time without permission from a staff member.
7. Students exhibiting inappropriate behavior may be moved to an alternative location to eat lunch.
8. No saving seats.

Summer School

There is the possibility that the Middle School will be offering summer school instruction for those students failed one or more core courses for the year or have failed at least one subject for two trimesters. If you have any further questions regarding summer school, please call the Guidance office.

Suspension and Expulsion

Exclusion from the educational program, whether by suspension or expulsion is the most severe sanction that can be imposed on a student in school and can not be imposed without due process. The authorized school official shall provide the student with oral and written notice of the charge(s) against him/her and shall provide a hearing for him/her before a suspension is ordered. This informal preliminary hearing shall provide the student with the opportunity to respond to the charge(s). When extraordinary circumstances involving the health and safety of the student or others in the school requires immediate exclusion, the hearing may be delayed but will take place as soon as possible. Whenever possible, the authorized school official will notify parents by phone and by letter about the grounds and duration of the suspension. Parents have a right to a hearing with the school official if they desire.

There are varying levels of exclusion:

Suspension is defined as the removal by an authorized school official of a student from a regular or special school program. Suspension will take place either in-school or outside of the school facilities and in most situations will not be more than 10 days. If the authorized school official determines that the charge(s) warrants exclusion for more than 10 days, the case shall be referred to the Superintendent and the Lisbon School Committee. During any type of suspension students are not permitted to participate in any after school activity designed for students who are in good standing. During any suspension the student's work is made available so the student can continue their education. A post or pre suspension conference needs to occur before a student is allowed to participate in regular school activities.

In-School Suspensions are served during the regular school day. Students serving In-School Suspensions are expected to obtain work from his/her teachers which is to be completed during this removal from regular classes. Students serving an In-School Suspension shall not be allowed on school property after regular school hours. A student suspended from school is responsible for making up all missed class assignments and tests.

Out-of School Suspensions are served at home and the parent/guardian is responsible for the supervision of the student. The parent/guardian should make arrangements to pick up the student's work that will be available at the main office. Students serving Out-of School Suspensions shall not be allowed on school property, including extra curricular/athletic events. A student suspended from school is responsible for making up all missed class assignments and tests.

Expulsion means a permanent exclusion of a student from school. Only the School Committee may expel a student. Expulsion from extracurricular activities may also be necessary at times. Authorized school personnel (typically principals, assistant principals, activities directors, coaches, and advisors) may suspend a student from participation in extracurricular activities if the student's behavior interferes with the purpose or success of the program.

Parents will be provided with the disciplinary guidelines at Philip W. Sugg Middle School entitled "Discipline Guidelines for Administrators". This document has been approved by the Superintendent. School administrators have the authorization to make exceptions to this when deemed necessary for the safety of students or staff.

Tardiness

Students who are late for school must report to the office with a note from a parent/guardian explaining the tardiness. Students who do not have an excusable reason (please see excusable absences and tardiness section) for being late will receive an administrative detention every 3rd unexcused tardy. After 9 unexcused tardies (and 3 subsequent administrative detentions), students will be given appropriate disciplinary action, which may include in-school suspension.

Telephone Use

All students must have a pass from a staff member to use the phone. Students are allowed to use the school phone during homeroom, lunch, and after school. Students are never allowed to use their cell phone during the school day. If cell phones are used during the school day they will be confiscated.

Transportation

P.W.S. Middle School expects all students to behave appropriately and safely while waiting at the bus stop and riding on a school bus. Students are expected to be at the bus stop 10 minutes prior to the bus arriving (this avoids delays in the tight schedule set to get students to school on time). Once students have boarded the bus, they should not act in a manner that stops a driver from doing his/her job or prevents other students from having safe transportation. In order to guarantee that children riding the bus have safe transportation, a discipline plan was developed and adopted to address behavioral concerns. Bus slips are issued when a student is unsafe. Three bus slips will result in a suspension from riding the bus. Subsequent write-ups will result in a longer bus suspension.

Truancy, Excessive Absences, and Excessive Tardies

The Lisbon School Department enlists the help of Detective Bill Tapley, the Truancy Officer, when students fail to show up for school for an extended period of time or are continuously late for school. A PWS student is considered habitually truant when they have:

- A. completed grade 6 and have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during the school year, or
- B. is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days unexcused absences or 5 consecutive school days of unexcused absences during the school year.

If any of the above become an issue, an Administrator will contact parents to meet, set up an attendance contract, and/or follow-up with disciplinary action.

Truancy: Skipping school

Truancy is defined as being out of school without parental permission. Students who are truant will be assigned one administrative detention for each day (or partial day) missed.

Vacations/Planned Absences

The Administration strongly opposes students taking vacations during the regular school year. However, if this is unavoidable, parents need to request and complete a Planned Absence Form which needs to be approved by Administration. The student has two responsibilities prior to leaving:

1. Inform each of his/her teachers of the planned absence.
2. Collect all assignments to be covered during the absence.

When the student returns to school, he/she is responsible for scheduling time with teachers to make up all tests/quizzes missed.

District Policies and Procedures Section

Lisbon School Committee

The Lisbon School Committee wishes to welcome you and your family to the Lisbon school system. We feel it is very important for Lisbon citizens to know about the workings of our school system and for us to be aware of what is important to the community. We appreciate visitors from the public and trust your attendance will be beneficial to both you and us.

Committee Meetings:

The Lisbon School Committee meets at 7:00 P.M. on the second and fourth Mondays of each month in the Lisbon Town Office Conference Room. Agendas are prepared by the Superintendent and the School Committee Chairperson. They are published and posted in advance of the meeting in the Superintendent's Office, in each school, and in the Town Office.

School Committee Members:

Traci Austin (Chair)	11/2016	taustin@lisbonschoolsme.org
Kathi Yergin (Vice Chair)	11/2015	kyergin@lisbonschoolsme.org
Gina Mason	11/2017	gmason@lisbonschoolsme.org
Paula Jefferies	11/2015	pjefferies@lisbonschoolsme.org
Pete Reed	11/2015	preed@lisbonschoolsme.org

Ex- Officio Secretary- Richard Green, Superintendent

Policies Listed in the Philip W. Sugg Student Handbook 2015-2016

Pg. 31 ACAA - Harassment and Sexual Harassment of Students (03/14/11)

Pg. 32 ACAA-R – Student Discrimination and Harassment Complaint Procedure (03/14/11)

Pg. 34 ACAD - Hazing (04/11/11)

Pg. 35 ADC - Tobacco Use and Possession Procedure (04/11/11)

Pg. 36 EBCC - Bomb Threats (5/14/12)

Pg. 39 ECB - Pest Management in School Facilities and on School Grounds (5/14/12)

- Pg. 42 EEAEF - Video Cameras on Transportation Vehicles (6/11/12)
- Pg. 43 EFBA - Menu Development/Options-Offer vs. Serve Lunch Concept (6/11/12)
- Pg. 43 EFC - Free and Reduced Price Food Services (6/11/12)
- Pg. 44. GBEBB – Staff Conduct with Students (01/11/10)
- Pg. 45 IHBAA - Referral/Pre-Referral of Students with Disabilities (4/14/08)
- Pg. 46 IJNDB-R - Student Computer and Internet Use Rules (04/02/10)
- Pg. 50 IKE - Promotion, Retention, and Acceleration of Students (5/10/10)
- Pg. 51 ILD - Educational Research: Student Submission to Surveys, Analyses, or Evaluations (05/10/10)
- Pg. 52 JEAA - Student Attendance, Absences, and Tardiness (6/14/10)
- Pg. 53 JHB - Truancy (6/14/10)
- Pg. 55 JIC - Code of Conduct (11/08/10)
- Pg. 56 JICH - Drug and Alcohol Use by Students (11/10/08)
- Pg. 58 JICIA - Weapons, Violence, and School Safety (11/08/10)
- Pg. 61 JICK - Bullying Policy (12/14/09)

- Procedure and Disciplinary Consequences

- Pg. 65 JIH - Questioning and Searches of Students (12/14/09)
- Pg. 66 JK - Student Discipline (12/08/08)
- Pg. 67 JLC - Student Health Requirements and Services (12/13/10)
- Pg. 68 JLCD - Administration of Medications from School Personnel (12/13/10)
- Pg. 71 JRA - Student Education Records and Information (11/08/10)
- Pg. 73 KE - Public Concerns and Complaints (2/14/11)
- Pg. 74 KI - Visitors to School (2/11/08)

Additional Information Regarding:

- Pg. 75 Right to Make Changes at Anytime
- Pg. 75 Annual Notification of Asbestos-Contained Materials
- Pg. 75 Civil Rights Violations, Hate Crimes, Intolerance, and Prejudice
- Pg. 75 Conflict between Policy and Handbook

Pg. 75	Laptop Offenses and Consequences
Pg. 77	Lockers
Pg. 77	Parent Right to Request Qualification of Student’s Teachers
Pg. 77	Student Image Broadcast
Pg. 79	Transfer Students
Pg. 79	Transportation Disciplinary Guidelines

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS (3/14/11)

ACAA

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

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Lisbon School Committee policy JICIA Weapons, Violence and School Safety. [Under the Maine Civil Rights Act, violence or threats of violence against a person or their property based on their sexual orientation are also illegal.]

Sexual Harassment

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

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

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

Legal Reference: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.)
 Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d))
 5 MRSA §§ 4602 4681 ET SEQ.
 20 MRSA § 6553

Cross Reference: ACAAR Student Harassment Complaint Procedure
 ACNondiscrimination/Equal Opportunity and Affirmative Action
 ACAD-Hazing
 JICIA Weapons, Violence and School Safety.

Adopted: October 10, 2000

Revised: June 13, 2005

Reviewed: March 10, 2008

Reviewed: March 14, 2011

Reviewed: May 12, 2014

STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE (3/14/11)

ACAA-R

This procedure has been adopted by the School Committee in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

Definitions

For purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability; and
- B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.

How to Make a Complaint

- A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the Affirmative Action Officer. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with Affirmative Action Officer.
- B. School staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
- C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students are encouraged to utilize the school unit’s complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the Federal Office for Civil Rights, Regional Director, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109-4557 (Telephone: 617-223-9622).

Complaint Handling and Investigation

- A. Affirmative Action Officer shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.
- B. Affirmative Action Officer may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.
- C. The complaint will be investigated by Affirmative Action Officer, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor’s authority. Any complaint about the Superintendent should be submitted to the Chair of the School Committee, who should consult with legal counsel concerning the handling and investigation of the complaint.
 - 1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.

2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
 3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
 4. Affirmative Action Officer shall keep a written record of the investigation process.
 5. Affirmative Action Officer may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
 6. Affirmative Action Officer shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
 7. The investigation shall be completed within 21 business days of receiving the complaint, if practicable.
- D. If the Affirmative Action Officer determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:
1. Determine what remedial action is required, if any;
 2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
 3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
- E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.

Legal Reference: Americans with Disabilities Act (28 CFR § 35.07)
 Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7)
 Title IX of the Education Amendments of 1972 (20 SC § 1681 et seq.)
 Title VI of the Civil Rights Act of 1964 (PL 88-352)
 20 USC § 1232g;
 34 CFR Part 99
 5 MRSA §§ 4571; 4602; 4681 et seq.
 20-A MRSA §§ 6001 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
 ACAA - Harassment and Sexual Harassment of Students

Administrative Procedure: April 5, 2005

Adopted: June 13, 2005

Revised: March 10, 2008

Revised: March 14, 2011

Reviewed: May 21, 2014

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 School 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 unit, are inconsistent with the educational process and shall be prohibited at all times.

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

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

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

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

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

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

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

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

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

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

Legal Reference: 20A MRS § 6553

Cross Reference: ACAA Harassment and Sexual Harassment of Students
ACAB Harassment and Sexual Harassment of Employees
JICIA Weapons, Violence and School Safety

Adopted: March 8, 1999

Reviewed: October 10, 2000

Revised: February 11, 2002

Reviewed: June 13, 2005

Reviewed: March 10, 2008

Reviewed: April 11, 2011

Reviewed: May 12, 2014

TOBACCO USE AND POSSESSION (4/11/11)

ADC

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Lisbon School Committee prohibits smoking and the use of all other tobacco products in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds by all persons, including students and employees.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times. Employees and all other persons are also strictly prohibited, under law and the Lisbon School Committee's policy, from selling, distributing or in any way dispensing tobacco products to students.

Legal References: 22 MRSA § 1578-B
 Me. PL 470 (An Act to Reduce Tobacco Use By Minors)
 20 USC 6081 (Pro-Children Act of 1994-Goals 2000)

Adopted: September 22, 1997
Revised: October 10, 2000
Reviewed: June 13, 2005
Reviewed: March 10, 2008
Reviewed: April 11, 2011
Reviewed: May 12, 2014

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

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

A. Conduct Prohibited

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

It is also a violation of 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 and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

B. Definitions:

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

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb 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 threat is received and should include provisions to address:

1. 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);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);

3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members, and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the School Committee. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the School Committee's 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 Threats

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

An employee of the school unit who learns of a bomb 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 threat procedure, as developed under Section C, and inform the Superintendent of the threat.

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

The Superintendent shall be responsible for reporting any bomb 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.

E. Student Disciplinary Consequences

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

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. Section 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 to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. Section 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 IEP 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.

F. Aiding Other Students in Making Bomb Threats

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

G. Failure to Report a Bomb Threat

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

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb 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 threat or the existence of a bomb or school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

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

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest practicable opportunity, as determined by the Superintendent in consultation with the School Committee.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification Through Student Handbook

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb 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(9-A); 1001(17); 1001(18)

Cross References: EBCA - Crisis Response Plan
JKD - Suspension of Students

JKE - Expulsion of Students
JKF - Suspension/Expulsion of Students with Disabilities
JICIA - Weapons, Violence and School Safety
Student Code of Conduct

Adopted: November 12, 2002

Reviewed: June 12, 2006

Reviewed: May 11, 2009

Reviewed: May 14, 2012

Reviewed: May 11, 2015

PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS (5/14/12)

ECB

The Lisbon School Committee recognizes that structural and landscape pests can pose significant problems for people and school unit property, but that use of some pesticides may raise concerns among parents, students and staff. It is therefore the policy of Lisbon School Department to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests. A copy of this policy shall be kept in every school and made available upon request to staff, parents, students and the public.

IPM is a systematic approach to pest management that combines a variety of methods for managing pests including monitoring; improved horticultural, sanitation and food storage practices; pest exclusion and removal; biological control; and pesticides.

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

The objective of the school unit’s IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others.

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

- A. Appointment of an IPM Coordinator

The Superintendent/designee will appoint an IPM Coordinator for the school unit. The IPM Coordinator will be the primary contact for pest control matters and will be responsible for overseeing the implementation of the IPM plan, including making pest control decisions.

The IPM Coordinator will consult with the building principal and/or Superintendent before a decision is made to do a pesticide application for which notice is required and before providing notification of the planned application.

The IPM Coordinator's responsibilities, as determined by the Superintendent, may include:

1. Recording and monitoring data and pest sightings by school staff and students;
2. Coordinating pest management with pest control contractors;
3. Recording and ensuring that maintenance and sanitation recommendations are carried out where feasible;
4. Ensuring that any pesticide use is done according to the school unit's Pest Management Plan and Chapter 27 Me. Dept. of Agriculture Board of Pesticides Control Rules ("Standards for Pesticide Applications and Public Notification in Schools");
5. Making the school system's pest management policy available in every school building;
6. Having available for parents and staff a copy of the Maine regulation pertaining to pesticide applications in schools (Chapter 27 Me. Dept. of Agriculture Board of Pesticides Control "Standards for Pesticide Applications and Public Notification in Maine Schools") and a record of prior pesticide applications and information about the pesticides used.
7. Initiating and coordinating notification of parents and staff of pesticide applications according to the school unit's notification procedure and posting notification signs as appropriate; and
8. Recording all pesticides used by either a professional applicator or school staff and maintaining other pest control data.

B. Identification of Specific Pest Thresholds

Routine inspection and accurate identification of pests are needed to recognize potential problems and determine when action should be taken.

Action thresholds for specific sites will be determined on a case-by-case basis by the IPM Coordinator in consultation with the building principal and/or Superintendent, and if necessary, with the advice of a professional pest control expert.

As pest management objectives will differ from site to site (e.g.: maintaining healthy turf and specific playing surfaces on athletic fields, carpenter ant control in buildings, or maintenance of ornamental plants), differences should be considered before setting an action threshold.

C. *Pesticide Applicators*

Any person who applies pesticides in school buildings or on school grounds, including school personnel, must possess a Maine pesticide applicators license and should be trained in the principles and practices of IPM. All pesticide use must be approved by the school unit's IPM Coordinator. Applicators must follow state regulations and label precautions and must comply with the IPM policy and pest management plan.

D. Selection, Use and Storage of Pesticides

Pesticides should be used only when needed. Non-chemical pest management methods will be implemented whenever possible to provide the desired control. The choice of using a pesticide will be based on a review of other available options (sanitation, exclusion, mechanical means, trapping, biological control) and a determination that these options have not worked or are not feasible. When it has been determined that a pesticide must be used to achieve pest management goals, the least hazardous effective pesticide should be selected. Application should be conducted in a manner that, to the extent practicable using currently available technology, minimizes human risk.

Decisions concerning the particular pesticide to be used and the timing of pesticide application should take into consideration the use of the buildings or grounds to be treated.

Pesticide purchases should be limited to the amount expected to be used for a specific application or during the year. Pesticides will be stored and disposed of in accordance with label directions and state and federal regulations. Pesticides must be stored in an appropriate, secured location not accessible to students or unauthorized personnel.

E. Notification of Students, Staff and Parents of Use of Pesticides

A notice will be provided to staff, students and parents within the first two weeks of the school year briefly explaining the school unit's IPM/pesticide use policy including provisions for notification to parents and staff of specific planned pesticide applications in school buildings or on school grounds.

When required by regulations, the school will notify staff, students and parents/guardians at least five days in advance of planned pesticide treatments in the school or on school grounds, including playgrounds and playing fields.

When required by regulations, signs will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application in accordance with applicable Maine Board of Pesticides Control regulations.

F. Recordkeeping

When a pesticide has been used, records pertinent to the application including labels and material safety data sheets will be maintained at a designated central location for two years following application. Records are to be completed on the day the pesticide is applied. Pest surveillance records should be maintained to verify the need for pesticide treatments.

Legal Reference: **7 MRSA §§ 601-625**
 22 MRSA §§ 1471-A-1471-X
 Ch. 27 Me. Dept. of Agriculture Board of Pesticides Control
 Rules (Standards for Pesticide Applications and Public Notification in Schools)

Cross Reference: EBAA - Chemical Hazards

Adopted: December 8, 2003

Reviewed: June 12, 2006

Reviewed: May 11, 2009

Reviewed: May 14, 2012

Reviewed: May 11, 2015

VIDEO CAMERAS ON TRANSPORTATION VEHICLES (6/11/12)

EEAEF

The School Committee recognizes the school unit's continuing responsibility to maintain order on school transportation vehicles to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with students' interests in privacy, the Committee supports the use of video cameras on school transportation vehicles. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school, extracurricular activities and field trips.

When the resulting videotapes are used as a basis for discipline, parents/guardians will be notified and given the opportunity to view the portion of the tape pertaining to the alleged violation. Students in violation of school discipline/conduct codes shall be dealt with in accordance with established Committee policy, administrative procedures, and school practices.

Notice of use of video cameras for disciplinary purposes in school transportation vehicles will be provided all students, parents and staff in appropriate handbooks on an annual basis. Moreover, notice that video observation may take place will be posted in each transportation vehicle.

Any recording used in a disciplinary proceeding will be retained as part of a student's disciplinary record, being disposed of as other such documentation except when special circumstances warrant longer retention. In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning student records.

The Superintendent will be responsible for the development of administrative procedures regarding review of video recordings made on school transportation vehicles. Such regulations will provide a process for review when significant

violations of the student discipline/conduct code occur. Procedures will also address the retention of video tapes, the security of video cameras and recordings, specifying the school official(s) to be responsible for purchase, installation, maintenance, and replacement of equipment, scheduling and placement of cameras on transportation vehicles, requests for viewing and any necessary followup.

Cross Reference: JRA Student Records

Adopted: March 11, 2002

Reviewed: November 13, 2006

Reviewed: June 08, 2009

Reviewed: June 11, 2012

Reviewed: June 8, 2015

MENU DEVELOPMENT/OPTIONSOFFER VS. SERVE LUNCH CONCEPT (6/11/12) EFBA

The "Offer vs. Serve Option" is designed to be more economical for the school unit and result in less waste. All lunches offered must contain five food items, but students have the freedom of choice in selecting the three, four or five items they intend to consume. They may refuse up to two items. All breakfasts offered must contain four food items, but students have the freedom to refuse one food item.

The Offer vs. Serve concept shall be implemented in Lisbon schools. The Superintendent/designee shall be responsible for implementing appropriate administrative procedures and communications to carry out this policy in conformance with state and federal regulations and applicable School Committee policies.

Adopted: March 11, 2002

Reviewed: November 13, 2006

Reviewed: June 08, 2009

Reviewed: June 11, 2012

FREE AND REDUCED PRICE FOOD SERVICES (6/11/12) EFC

The school unit shall take part, as feasible, in the National School Lunch and other food programs which may become available to assure that all children for whom this School Committee is responsible shall have the opportunity to receive proper nourishment.

Parents shall be advised that this program is available and eligibility criteria shall be made public.

In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished shall be denied a free lunch, or other food, simply because proper application has not been received from his/her parents or guardian.

It shall be the policy in the Lisbon School Department that when school lunch is desired, payment is expected on that day or in advance by/for pupils not eligible for free lunches. Should there be any difficulty in obtaining such payment; the matter is to be resolved by direct contact with the parent (or student, if emancipated). No student is to be denied food as a disciplinary measure.

The administration shall establish and publish, as appropriate, procedures which conform with state and federal requirements and the intent of this policy regarding participation in programs for free/reduced price meals and supplementary food.

Adopted: March 11, 2002

Revised: November 13, 2006

Reviewed: June 08, 2009

Reviewed: June 11, 2012

STAFF CONDUCT WITH STUDENTS (1/11/10)

GBEBB

The Lisbon School Committee expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting and consistent with the educational mission of the schools.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the School Committee's policy on Harassment and Sexual Harassment of Students;

Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;

Sexual banter, allusions, jokes or innuendoes with students; and

Disclosure of personal, sexual, family, employment concerns, or other private matters to one or more students.

Before engaging in the following activities, staff members will review the activity with their building principal or supervisor, as appropriate:

Inviting or allowing students to visit the staff member's home;

Visiting a student's home, unless on official school business;

Maintaining personal contact with a student outside of school by telephone, email, Instant Messenger or Internet chat rooms, or letters (beyond homework or other legitimate school business);

Exchanging personal gifts (beyond the customary student-teacher gifts); and/or

Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events except as participants in organized community activities. Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy. Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the school committee's policy on Reporting Child Abuse and Neglect.

Policy to Be Included In Handbooks

This policy shall be included in all employee, student and volunteer handbooks.

Cross Reference: ACA – Harassment and Sexual Harassment of Students

JLF – Reporting Child Abuse and Neglect

Adopted: June 12, 2006

Revised: December 11, 2006

Reviewed: January 11, 2010

Reviewed: October 9, 2012

REFERRAL/PRE-REFERRAL OF STUDENTS WITH DISABILITIES (4/14/08)

IHBAA

It shall be the policy of Lisbon School Department to refer all school-age students suspected of having a disability that requires special education to the IEP Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made by parents at any time and by professional school staff and other persons knowledgeable about the child's educational needs. Any such referral should be made in accordance with procedures that may be approved by the Superintendent of Schools. Regardless of the source of the referral, a referral will be considered received by the school unit on the date that the written referral is received by the office of the Director of Special Education. It shall be signed and dated by the Special Education Director or designee, thereby indicating the date of the receipt of that referral. The Superintendent of Schools, in consultation with the Director of Special Education, may develop procedures for referral and the use of pre-referral interventions within the local school unit, and may from time to time amend those procedures as necessary.

Legal Reference: Ch. 101, §§ II(23)

III, IV(2)(D), (E), V(4)(A) (Me. Dept. of Ed. Rules (August 2007).

Adopted: January 8, 1996

Revised: January 8, 2001

Reviewed: December 9, 2002

Reviewed: February 12, 2007

Revised: April 14, 2008

Reviewed: October 9, 2012

NEPN/NSBA Code: IJNDB

STUDENT COMPUTER AND INTERNET USE AND INTERNET SAFETY

Lisbon School Department computers, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether they are used at school or off school premises.

Compliance with Lisbon School Department’s policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student’s computer privileges will be altered. The building principal’s decision shall be final.

Violations of this policy and Lisbon School Department’s computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

Lisbon School Department computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

INTERNET SAFETY

Lisbon School Department uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although Lisbon School Department takes precautions to supervise and monitor student use of the Internet, parents should be aware that the Lisbon School Department cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student Internet safety, Lisbon School Department also educates students about online behavior, including interacting with other people on social networking sites and in chat rooms, the dangers of engaging in “hacking” and other unlawful online activities, and issues surrounding “sexting” and cyberbullying awareness and response.

The Superintendent /designee shall be responsible for integrating age-appropriate Internet safety training and “digital citizenship” into the curriculum and for documentation of Internet safety training.

IMPLEMENTATION OF POLICY AND “ACCEPTABLE USE” RULES

The Superintendent/designee shall be responsible for implementation of this policy and the accompanying “acceptable use” rules. Superintendent/designee may implement additional administrative procedures or school rules consistent with Board policy to govern Internet access and the day-to-day management, security and operations of the school unit’s computer and network systems and to prevent the unauthorized disclosure, use and dissemination of personal information regarding minors.

Students and parents shall be informed of this policy and the accompanying rules through student handbooks, the school website, and/or other means selected by the Superintendent.

Legal Reference: 20 USC § 677 (Enhancing Education through Technology Act)
47 USC § 254(h)(5) (Children’s Internet Protection Act)
47 CFR § 54.52 (Children’s Internet Protection Act Certifications) Federal Communications
Commission Order and Report 11-125, (August 10, 2011)

Cross Reference: EGAD - Copyright Compliance
GCSA - Employee Computer and Internet Use
IJNDB-R - Student Computer and Internet Use Rules

Adopted: June 9, 2003
Reviewed: April 9, 2007
Revised: April 12, 2010
Revised: August 27, 2012
Reviewed: June 10, 2013

NEPN/NSBA Code: IJNDB-R

STUDENT COMPUTER AND INTERNET USE RULES

These rules accompany School Committee policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving school unit computers, networks, and Internet services, and for his/her computer files, passwords, and accounts.

These rules provide general guidance concerning the use of the Lisbon School Department’s computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the building principal or the Technology Coordinator.

A. Acceptable Use

The Lisbon School Department’s computers, networks, and Internet services are provided for educational purposes and research consistent with the Lisbon School Department’s educational mission, curriculum, and instructional goals.

All School Committee policies, school rules, and expectations concerning student conduct and communications apply when students are using computers, whether the use is on or off school property.

Students are also expected to comply with all specific instructions from school administrators, school staff or volunteers when using the Lisbon School Department’s computers.

B. Consequences for Violation of Computer Use Policy and Rules

Compliance with the Lisbon School Department's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after having been given the opportunity to respond to an alleged violation, have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and or legal action.

The building principal shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

C. Prohibited Uses

Examples of unacceptable uses of school unit computers that are expressly prohibited include, but are not limited to, the following:

- 1. Accessing or Posting Inappropriate Materials**—Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials or engaging in “cyber bullying;”
- 2. Illegal Activities**—Using the Lisbon School Department's computers, networks, and Internet services for any illegal activity or in violation of any School Committee policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers;
- 3. Violating Copyrights**—Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission (see School Committee policy/procedure EGAD—Copyright Compliance). The school unit assumes no responsibility for copyright violations by students;
- 4. Copying Software**—Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by students;
- 5. Plagiarism**—Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
- 6. Non-School-Related Uses**—Using the Lisbon School Department's computers, networks, and Internet services for any personal reasons not connected with the educational program or assignments;
- 7. Misuse of Passwords/Unauthorized Access**—Sharing passwords, using other users' passwords, and accessing or using other users' accounts;
- 8. Malicious Use/Vandalism**—Any malicious use, disruption or harm to the Lisbon School Department's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and

9. Unauthorized Access to Blogs/Chat Rooms/Chat Rooms/Social Networking Sites—Accessing blogs, chat rooms or social networking sites to which student access is prohibited.

D. No Expectation of Privacy

Lisbon School Department computers remain under the control, custody, and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers, including email, stored files, and Internet access logs.

E. Compensation for Losses, Costs, and/or Damages

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

F. Student Security

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

G. System Security

The security of the Lisbon School Department's computers, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended, or revoked.

H. Additional Rules for Laptops Issued to Students

1. Laptops are loaned to students as an educational tool and are only authorized for use in completing school assignments.

2. Before a laptop is issued to a student, the student must sign the school's "acceptable use" agreement. Parents are required to attend an informational meeting before a laptop will be issued to their child. Attendance will be documented by means of a "sign in" sheet. The meeting will orient parents to the goals and workings of the laptop program, expectations for care of school-issued laptops, Internet safety, and the Lisbon School Department's rules in regard to use of this technology.

3. Students and their parents are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. Lisbon School Department

offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft, or damage to a laptop issued to their child.

4. Loss or theft of a laptop must be reported immediately to the building administrator, and, if stolen, to the local law enforcement authority as well.

5. The School Committee’s policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff

6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student’s laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of School Committee policies or school rules.

7. Parents will be informed of their child’s login password. Parents are responsible for supervising their child’s use of the laptop and Internet access when in use at home.

8. The laptop may only be used by the student to whom it is assigned and by family members, to the extent permitted by Maine’s laptop program.

9. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Cross Reference: EGAD–Copyright Compliance
IJNDB–Student Computer and Internet Use

Adopted: June 9, 2003
Reviewed: April 9, 2007
Revised: April 12, 2010
Reviewed: August 27, 2012
Revised: April 23, 2013

PROMOTION, RETENTION AND ACCELERATION OF STUDENTS (5/10/10) **IKE**

It is the intent of the Lisbon School Committee that appropriate instruction be offered to all students in a progressive and sequential way. Therefore, the grade placement of each student will be made on an individual basis, understanding

that the level of instruction at each grade is not a single level of instruction but rather a series of levels intended to meet the various needs of students assigned to that grade level. As far as possible, retention will be decided through conferences involving the Principal, teachers, and parents. The guidance counselor will participate as appropriate. Parents will be notified as early as possible that retention is being considered, and except in very unusual circumstances no later than March 15. The Principal shall be responsible for making the final decision as to retention and assignment. Parents dissatisfied with this decision may appeal to the Superintendent. If parents are still dissatisfied with the decision, they may appeal to the Lisbon School Committee, whose decision will be final.

The following, criteria shall be utilized in making decisions concerning promotion and retention:

- A. Student achievement;
- B. Academic potential;
- C. Attendance;
- D. Health;
- E. Maturity;
- F. Physical size;
- G. Age in relation to grade placement;
- H. Student attitude;
- I. Parent concerns;
- J. Out-of-school influences; and
- K. Program options. Any necessary retention should take place as early in a student's educational career as possible. Only in very unusual circumstances should a child be retained more than once.

Legal Reference: CH. 125.23), B, 5, 1 (Maine Dept. of Ed. Rule)

Cross Reference: IK - Academic Achievement

Adopted: December 11, 2000
Revised: January 13, 2003
Reviewed: April 9, 2007
Reviewed: May 10, 2010

**EDUCATIONAL RESEARCH: STUDENT SUBMISSION TO SURVEYS, ANALYSES,
OR EVALUATIONS (5/10/10)**

ILD

In this policy, “surveys, analyses, or evaluations” refer to methods of gathering data for research purposes. No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student’s parent;
- B. Mental or psychological problems of the student or the student’s family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or student’s parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior written consent of the student’s parent/guardian, or of the student, if he/she is 18 years of age or older.

All instructional materials, including teachers’ manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student’s parent/guardian. For the purpose of this policy, “instructional material” does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student. The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The Lisbon School Department will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable,* the Lisbon School Department will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated.

Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations. “Insofar as practicable” acknowledges that there may be circumstances in which a research request is made or is approved only after the school year has begun. When this occurs, the school unit should notify parents far enough in advance for them to access surveys and related instructional materials and to opt their children out, if desired.

Legal reference: 10 U.S.C. § 1232(h)

Cross reference: JRA—Student Educational Records

Adopted: April 14, 2003

Reviewed: April 9, 2007

Reviewed: May 10, 2010

STUDENT ATTENDANCE, STUDENT ABSENCES, AND TARDINESS (6/14/10)

JEAA

Regular school attendance is essential to academic success. Because the process of education depends upon exposure to subject matter, continuity of instruction and class participation, absence from class is detrimental to student learning. The interaction of students with the teacher and with other students contributes to mastery of content, critical thinking, and development of effective communication and social skills.

Responsibility for maintaining student attendance is a shared responsibility.

A. Except for excused absences, students are expected to attend school everyday, arrive at school and to each class on time, and remain in school for the full day.

B. Parents are expected to ensure that their children arrive at school each day on time, remain in school for the full day, and attend school consistently throughout the year.

C. Schools will maintain a comprehensive attendance record for each student. School staff is expected to monitor attendance and communicate with parents and students regarding attendance and tardiness.

The Superintendent, in consultation with school administrators and, as appropriate, other school unit staff, shall be responsible for developing rules and procedures related to student attendance. Such rules and procedures will include provisions for:

A. Disciplinary consequences for unexcused absences, tardiness, early departures and absences from classes;

B. The potential academic consequences of excessive absenteeism; and

C. The making up of tests, quizzes and other work missed during excused and unexcused absences.

The Board's policy and the schools' attendance rules and procedures will be communicated to students, parents, administrators and staff by means of student and staff handbooks, student and parent orientations and/or other means as deemed effective and appropriate. The potential disciplinary consequences for unexcused absences from school or class and for unexcused tardiness and early departures will be included in the student code of conduct.

Cross Reference: JEA – Compulsory Attendance

JFC – Dropout Prevention/Student Withdrawal from School

JHB - Truancy

Adopted: June 14, 2010

Reviewed: November 12, 2013

NEPN/NSBA Code: JHB

TRUANCY

TRUANCY DEFINED

A student is truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-AMRSA§ 5001-A) and he/she:

- A. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or
- B. Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

ATTENDANCE COORDINATORS

In accordance with Maine law, the Superintendent shall appoint one or more attendance coordinators. The duties of the attendance coordinator include, but are not limited to:

- A. Interviewing a student whose attendance is irregular and meeting with the student and the parents to determine the cause of the irregular attendance and filing a written report with the principal;
- B. Filing an annual report with the Superintendent summarizing school year activities, findings and recommendations regarding truants;
- C. Serving as a member of the dropout prevention committee; and
- D. Serving as the liaison between the school and the local law enforcement agency in matters pertaining to student absenteeism under Maine law.

TRUANCY PROCEDURES

As required by law, the following procedure shall be followed when a student is truant.

- A. The attendance coordinator, upon determining that a student is truant, shall notify the Superintendent of the student's truancy within five school days of the last unexcused absence.
- B. Within five school days of notification, the attendance coordinator will refer the student who has been determined to be truant to the school's student assistance team (SAT)
- C. The SAT will meet to determine the cause of the truancy and assess the effect of the student's absences, as well as any future absences for the student. If it is determined that a negative effect exists, the SAT shall develop an intervention plan to address the student's absences and the negative effect of these absences.

An intervention plan may include, but is not limited to:

- 1.Frequent communication between the teacher and the family;
- 2.Changes in the learning environment;
- 3.Mentoring;
- 4.Student counseling;
- 5.Tutoring, including peer tutoring;
- 6.Placement into different classes;
- 7.Evaluation for alternative education programs;
- 8.Attendance contracts;
- 9.Referral to other agencies for family services; and
- 10.Other interventions including but not limited to referral to the school attendance coordinator, SAT, or dropout prevention committee.

Failure of the student or the student's parent(s) to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's truancy.

D. The student and his/her parents/guardians shall be invited to attend any meetings scheduled to discuss the student's truancy and the intervention plan.

E. If the attendance coordinator is unable to correct the student's truancy, the attendance coordinator shall serve or cause to be served upon the parent(s) in-hand or by registered mail a written notice that the student's attendance is required by law. The notice shall:

1. State that the student is required to attend school pursuant to 20-AMRSA § 5001-A (the compulsory attendance law);
2. Explain the parent's right to inspect the student's attendance records, attendance coordinator's reports, and principal's reports;
3. Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with 20-AMRSA § 5053-A and will jeopardize the student's status in the grade he/she is in;
4. State that the attendance coordinator may notify local law enforcement authorities of a violation of 20-A MRSA § 5053-A and the Department of Health and Human Services (DHHS) of a violation under and 20-A MRSA § 5051-A(1)(C); and
5. Outline the plan developed to address the student's truancy and the steps that have been taken to implement that plan.

F. Prior to notifying local law enforcement authorities, the attendance coordinator shall schedule at least one meeting of the SAT as required by law and paragraph B of this policy and may invite a local prosecutor.

G. If the parent and student refuse to attend the meeting outlined in paragraph F and the student remains truant after three days from the service of the notice described in paragraph E of this policy, the attendance coordinator shall report the facts of the unlawful absence to local law enforcement authorities. Local law enforcement may proceed with enforcement action against the parent unless the student is at once placed in an appropriate school or otherwise meets the requirements of the compulsory attendance law.

F. When a student is determined to be truant and in violation of the compulsory attendance law, and the SAT has made a good faith attempt to meet the requirements

ANNUAL REPORT TO COMMISSIONER

The Superintendent shall submit an annual report regarding truancy to the Commissioner by October 1. The report must identify the number of truants in the school administrative unit in the preceding school year; describe the school unit's efforts to deal with truancy; account for actions brought to enforce the truancy law; and include any other information on truancy requested by the Commissioner.

Legal Reference: 20-A MRSA §§ 5001-A; 5051-A-5054-A
22 MRSA § 4002

Cross Reference: JEA—Compulsory Attendance
JFC—Dropout Prevention—Student Withdrawal from School
JLF—Reporting Child Abuse and Neglect

Adopted: February 13, 2003

Reviewed: June 14, 2007

Revised: April 14, 2008

Reviewed: June 14, 2010

Revised: December 10, 2012

Revised: May 13, 2013

LISBON SCHOOL DEPARTMENT CODE OF CONDUCT (11/8/10)

JIC

A. General Rules of Conduct

Students in the District are expected to obey the following general rules of conduct:

1. Students shall act in a manner that will make the best use possible of their public education.
2. Students shall accept responsibility for their own behavior.
3. Students shall develop and use problem-solving skills to resolve conflicts.
4. Students shall follow established District, school and classroom rules.
5. Students shall maintain academic integrity by doing their own work and not cheating.
6. Students shall not disrupt the learning environment and will obey the teacher and classroom rules.
7. Students shall maintain appropriate dress and hygiene.
8. Students shall respect others both in actions and words.
9. Students shall respect the rights and property of others.
10. Students shall not harm themselves or others.
11. Students shall not act in such a manner as to place others in danger of harm or injury.
12. Students shall not threaten or intimidate others.
13. Students shall not engage in unlawful or immoral activities.
14. Students shall not carry, bring or use any weapon or look-alike weapon in or on district property

Adopted: April 12, 1999

Revised: November 13, 2001

Reviewed: June 11, 2007

Reviewed: November 08, 2010

Reviewed: November 12, 2013

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

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

Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquors. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, and other controlled substance, defined in federal and state laws/regulations. Any look-alike substance or any substance that is represented to be a controlled substance. These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline of general welfare of the school.

Disciplinary Action

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

Prevention/Education

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

Intervention

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

Policy Communication

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

Legal Reference: 21 USC § 812 (Controlled Substances Act)
21 CFR Part 1300.11-15
Pub.L.No. 101-226 (Drug-Free Schools and Communities Act
Amendments of 1989)
17-A M RSA § 1101
42 USC § 290dd-2
42 CFR § 2.1 et seq.
20-A M RSA §§ 1001 (9); 4008

Cross Reference: GBEC-Drug-Free Workplace
 JICIA-Weapons, Violence and School Safety
 JKD-Suspension of Students
 JKE-Expulsion of Students
 JLCD-Administering Medication to Students
 JRA-Student Records

Adopted: March 22, 1999

Revised: January 8, 2001

Reviewed: February 10, 2003

Reviewed: November 10, 2008

Reviewed: November 12, 2013

The Lisbon School Committee believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Lisbon School Committee policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. School staff is required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

PROHIBITED CONDUCT

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

- A. Possession and/or use of articles commonly used weapons or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switch blades, knives, chains, clubs, Kung Fu stars and num chucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition(e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

EXCEPTIONS TO PROHIBITIONS ON POSSESSION AND DISCHARGE OF FIREARMS ON SCHOOL PROPERTY

The prohibition on the possession and discharge of firearms on school property does not apply to law enforcement officials acting in the performance of their duties. Through this policy, the School Committee authorizes the following additional exceptions to the possession and discharge of firearms on school property:

- A. Possession of firearms used in educational programs:

The prohibition on the possession of a firearm does not apply to a person who possesses an unloaded firearm for use in a supervised educational program approved and authorized by the Board and for which the Board has adopted appropriate safeguards to ensure student safety. Nothing in this policy shall prevent the school system from offering or approving instructional activities related to firearms (e.g., hunter safety). Any proposal to introduce an instructional activity involving firearms must be submitted in writing to the Superintendent, who may [OR: will] make a recommendation to the Board. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety. No firearms may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

B. “Hunters’ Breakfast” exception

The prohibition on possession of a firearm does not apply to a person who possesses an unloaded firearm that is stored inside a locked vehicle in a closed container, a zipped case or a locked firearms rack while the person is attending a “hunter’s breakfast” or similar event that:

1. Is held during an open firearm season established by Maine law for any species of wild bird or wild animal;
2. Takes place outside of regular school hours; and
3. Has been authorized by the School Committee

USE OF OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities using objects other than firearms that are generally considered weapons (e.g., bows and arrows) or from allowing an object generally considered a weapon to be brought to school for supervised instructional activities (e.g., archery, boat building) approved by the School Committee so long as the School Committee has adopted appropriate safeguards to ensure student and staff safety. Any proposal to introduce an instructional activity involving such objects must be submitted in writing to the Superintendent, who may make a recommendation to the School Committee. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety. No weapons or objects that are generally considered weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

DISCIPLINARY ACTION

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs. Students who are found to have brought a firearm to school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis. All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and School Committee Policy JKF.

NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to

notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force. Within ten days or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record. The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

PSYCHOLOGICAL EVALUATION/RISK ASSESSMENT

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

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior. All such evaluations shall be performed at the school unit's expense. If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the School Committee may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

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

Cross Reference: ACAA-Harassment and Sexual Harassment of Students
ADC-Tobacco Use and Possession
EBCA-Crisis Response Plan
JICH-Drug and Alcohol Use by Students
JIH-Questioning and Searches of Students

JK-Student Discipline
JKD-Suspension of Students
JKE-Expulsion of Students
JKF-Disciplinary/Removal of Students with Disabilities
KLG-Relations with Law Enforcement Authorities

Adopted: April 12, 1999
Revised: January 8, 2001
Reviewed: February 10, 2003
Revised: November 08, 2010
Reviewed: November 12, 2013

NEPN/NSBA Code: JICK

BULLYING

I. Introduction

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the Lisbon School Committee to provide all students with an equitable opportunity to learn. To that end, the School Committee has a significant interest in providing a safe, orderly and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior.

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

Finally, the School Committee recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests a link between bullying and school violence, the School Committee seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention.

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

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Knowing and false accusations of bullying behavior.

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

III. Bullying and Cyberbullying Defined

A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- (1) Has, or a reasonable person would expect it to have, the effect of:
 - (a) Physically harming a student or damaging a student's property; or
 - (b) Placing a student in reasonable fear of physical harm or damage to the student's property;

- (2) Interferes with the rights of a student by:
- (a) Creating an intimidating or hostile educational environment for the student; or
 - (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or
- (3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA:Harassment and Sexual Harassment of Students.)

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

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

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

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

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes reporting an act of bullying when it is not made in good faith.

IV. Application of Policy

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

B. This policy applies to bullying that:

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

V. Reporting

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

A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report incidents of bullying to the school principal or other school personnel designated by the superintendent.

B. Students who have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a staff member or school administrator.

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

VI. Responding

The school principal or a superintendent's designee will:

A. Promptly investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to the superintendent;

C. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;

8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

D. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services;

E. Communicate to the parent of a student who has been bullied the measures being taken to ensure the safety of the student who has been bullied and to prevent further acts of bullying;

F. Communicate with a local or state law enforcement agency if the school principal or the superintendent's designee believes that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate; and

G. Notify parents, guardians and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking disciplinary action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

VII. Assignment of Responsibility

A. The School Board is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parents, volunteers, administrators, teachers and school staff.
2. Posting this policy and related procedures on the school administrative unit's publicly accessible website.
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The Superintendent is responsible for:

1. Oversight, implementation, and enforcement of this policy.
2. Designating a school principal or other school personnel to administer the policies at the school level;
3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
4. Developing procedures to implement the requirements for reporting and responding to bullying under sections V and VI of this policy or delegating that responsibility to principals or designees.
5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board; and
6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
8. Filing the SAU policies to address bullying and cyberbullying with the Department of Education.

Legal Reference: 20-A M.R.S.A. § 1001(15)(H)
P.L. 2005, ch. 307 § 4-5

Cross Reference: AC - Nondiscrimination, Equal Opportunity
ACAA - Harassment and Sexual Harassment of Students
ACAD - Hazing
ADF - School District Commitment to Learning Results
JI - Student Rights and Responsibilities
JICC - Student Conduct on Buses
JICIA - Weapons, Violence and School Safety
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students
Student Code of Conduct

Adopted: November 13, 2006
Reviewed: December 14, 2009
Revised: May 13, 2013

❖ Procedure and Disciplinary Consequences

The following procedures have been established to identify and address any issues involving harassment, civil rights violations, bullying or aggression.

- A. Any student who believes he/she has been discriminated against, bullied or harassed should report his/her concern promptly to their classroom teacher/School Staff Member, Guidance Counselor or Principal.
- B. School staff is expected to report possible incidents of discrimination or harassment of students to the guidance counselor or principal. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students as well.
- C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

Complaint Handling and Investigation

- A. An incident report or request for counselor services report is submitted to the school guidance counselor or principal.
- B. The incident is reviewed and it is determined whether the incident is harassment, bullying or aggression. Once the severity level of the incident has been determined, the names of the student(s) are checked to determine if there are any other related incidents.
- C. Once the level of severity and student background has been checked, the guidance counselor and principal interview students to determine specific facts about the incident.

- D. Once the incident has been reviewed and identified as an offense, the guidance counselor and building principal communicate with one another to determine the level of disciplinary action.

Possible Disciplinary Action

- E. First Identified Offense
 - a. Verbal Warning issued by Principal
 - b. Counseling Mediation with Guidance Counselor
 - c. Parent Contacted (Depending on Incident)
 - d. Harassment Education (Depending on Incident)
 - e. Civil Rights Education (Depending on Incident)
 - f. Teacher Detention, Designated Dining, In-House or Out of School Suspension (Depending on Incident)
 - g. SRO Officer notified (Depending on Incident)

- F. Second Identified Offense
 - a. Verbal warning issued by Principal
 - b. Counseling Mediation with Guidance Counselor
 - c. Parent Contacted
 - d. Teacher Detention, Designated Dining, In-House or Out of School Suspension
 - e. SRO Officer notified (Depending on Incident)

- G. Third Identified Offense
 - a. SRO Officer notified and Verbal Harassment Warning issued
 - b. Parent Contacted by SRO Officer
 - c. In-House or Out of School Suspension
 - d. Consideration of recommendation for expulsion if deemed necessary.

- H. Fourth Identified Offense
 - a. SRO Officer notified
 - b. Parent Contacted by SRO Officer
 - c. Out of School Suspension
 - d. Consideration of recommendation for expulsion if deemed necessary.

Please Note:

Administration has the right to apply a higher degree of action if warranted.

At any time a complaint may be filed with the police if deemed necessary.

Any incident deemed a hate crime will be reported to the Attorney General's Office as required by law.

NEPN/NSBA Code: JIH

QUESTIONING AND SEARCHES OF STUDENTS

The School Committee seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Only locks provided by Lisbon School Department may be used to secure student lockers.

Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, and/or other appropriate persons, any administrative procedure necessary to carry out this policy.

This policy and the accompanying procedure will be included in student/parent handbooks. Such administrative procedures shall be subject Committee approval.

Cross Reference: JICH–Drug and Alcohol Use by Students
JICIA-Weapons, Violence, and School Safety
JK–Student Discipline
KLG–Relations with Law Enforcement Authorities

Adopted: June 11, 2007

Reviewed: December 14, 2009

Revised: December 16, 2013

STUDENT HEALTH REQUIREMENTS AND SERVICES (12/13/10)

JLC

The Lisbon School Committee, aware of the relationship of health to the total educational process, realizes its responsibility under the law to help protect and improve the health of the students. Therefore, we address ourselves to the following:

A. In accordance with the State of Maine Immunization Law, within 90 days of enrolling in the Lisbon School Department (provided the child has not previously been granted this provision), all students grades K-12 are required to be immunized according to the State of Maine Immunization Regulations.

B. In accordance with the State of Maine Law, a school health record will be maintained and updated yearly on each student enrolled in grades K-12.

C. All students entering kindergarten and grade seven are required to have a physical examination, preferably by their own physician, unless the parent(s)/legal guardian(s) has signed an exemption form. The physical examination may be offered through the school for those students without funds.

D. Students who wish to participate in interscholastic sports are required to have a complete physical examination every two years and to complete and return a Health Questionnaire every year. A student may not participate until the Health Questionnaire is returned. The physical examination should be done by the student's family physician, but may be offered through the school for those students without funds.

E. In accordance with State of Maine Vision Screening Guidelines, the vision of students will be screened in Grades K, 1, 3, 5, 7 and 9 with Grade 11 optional. All potential problems are to be referred to the parent(s)/legal guardian(s).

F. In accordance with State of Maine Hearing Screening Guidelines, the hearing of students will be screened in grades K, 1, 3, 5, 7 and 9 with Grade 11 optional. All potential problems are to be referred to the parent(s)/legal guardian(s).

G. In accordance with State of Maine Spinal Screening Guidelines, girls once in grade six and eight and boys in grade eight or nine will be screened for the presence of curvatures of their spines. All potential problems are to be referred to the parent(s)/legal guardian(s). Any parent(s)/legal guardian(s) objecting to the screening must sign an exemption form.

H. The parent(s)/legal guardian(s) shall be notified promptly of any suspected health problems. School health services are designed to promote good health practices, prevent and detect health problems, make appropriate referrals and to provide first-aid in the school setting.

I. In accordance with the No Child Left Behind Act, parents will be notified annually, at the beginning of the school year, that parents/guardians or students 18 years of age or older, have the right to "opt the student out," in writing, of any non emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school; and not necessary to protect the immediate health and safety of the student or of other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

Legal Reference: Title 20-A, M.R.S.A. § 6301; 6357; 6359; 6451; 6452 20 U.S.C.
§ 1232h

Adopted: May 12, 2003
Reviewed: June 11, 2007
Reviewed: December 13, 2010
Revised: January 13, 2014

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL (12/13/10) JLCD

Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication. Requests shall be valid for the current school year only.

Health Care Provider's Order

All parental requests must be accompanied by a written order from the student's healthcare provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. Such

order must include:

- A. The student's name;
- B. The name of the medication;
- C. The dose;
- D. The route of administration (e.g., tablets, liquid, drops); and
- E. Time intervals for administration (e.g., every four hours, before meals);
- F. Any special instructions; and
- G. The name of the prescribing health care provider.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements. No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school. If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one week supply shall be kept at school. The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed

medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year. The designated school official shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded. School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given. The designated school official shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered. Records shall be retained according to the current State schedules pertaining to student health records.

Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses. The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students. All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so. Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

- ❖ The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or PET, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances.
- ❖ The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA). The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event. When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication. All provisions of this policy shall apply to medications to be administered during off campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips" will be followed.

Student Self-Administration of Asthma Inhalers and Epinephrine Pens

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

possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

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

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

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

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

E. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually. A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication. To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student. Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies. The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication. Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications;
6. The procedure to follow in the event of a medication reaction;

7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4)
Ch. 40 (Me. Dep't. of Educ. Rule)
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Adopted: November 14, 2005
Reviewed: December 10, 2007
Reviewed: December 13, 2010
Reviewed: February 10, 2014

NEPN/NSBA CODE: JRA

STUDENT EDUCATION RECORDS AND INFORMATION

Lisbon School Department shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

A. Directory Information

Lisbon School Department designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Lisbon School Department may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

B. Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and Lisbon School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

C. Information on the Internet

Under Maine law, Lisbon School Department shall not publish on the Internet any information that identifies a student, including but not limited to the student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents’ names, without written parental consent.

D. Transfer of Student Records

As required by Maine law, Lisbon School Departments sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

E. Designation of Law Enforcement Unit

School units may disclose student education records without parental consent to personnel of its law enforcement unit, provided that they have been designated as school officials with legitimate educational interests for the purpose of compliance with FERPA. The Board hereby designates its School Resource Officer(s) as Lisbon School Department's law enforcement unit for the purpose of disclosure of student education records under FERPA.

F. Health or Safety Emergency Emergencies

As permitted by FERPA, the school unit may disclose personally identifiable information from a student's educational record to appropriate parties, including parents of an eligible student, if taking into account the totality of the circumstances, it determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that knowledge of the information is necessary to protect the health or safety of the student or other individuals. In the event of disclosure, the school unit will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the school unit has disclosed and maintain such record with the student's educational record.

G. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99
20 U.S.C. § 7908
20-A M.R.S.A. §§ 6001, 6001-B
Ch. 101, 125 (Me. Dept. of Ed. Rules)

Cross Reference: JRA-E—Annual Notice of Student Education Records and Information Rights
JRA-R—Education Records and Information Administrative Procedure
ILD—Student Surveys

Adopted: April 14, 2003
Reviewed: October 14, 2003
Revised: December 10, 2007
Revised: November 23, 2009
Revised: February 10, 2014

PUBLIC CONCERNS AND COMPLAINTS (2/14/11)

KE

Parents, students or other citizens with complaints or concerns regarding any aspect of Lisbon School Department or an employee thereof shall be encouraged to seek a resolution at the lowest possible level. The only exceptions are complaints that concern School Committee actions or operations. Such complaints should be addressed to the Committee Chair. If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level. If the complaint cannot be resolved at any lower level, it may be appealed to the Superintendent. If the complaint remains unresolved at the Superintendent’s level, the person making the complaint may request that the matter be placed on the agenda of the next regular School Committee meeting. The Superintendent/School Committee Chair shall determine whether the complaint should be placed on the agenda. At all levels of the complaint process, school employees are required to inform the person making the complaint of his/her right to appeal the decision to the next level. This policy shall not be utilized by employees for matters or grievances relating to any term or condition of their employment. Such matters shall be addressed through established channels for grievances.

Cross Reference: BEDB – Agenda Preparation and Dissemination

Adopted: August 23, 1999

Revised: June 9, 2003

Reviewed: April 14, 2008

Reviewed: February 14, 2011

Reviewed: March 10, 2014

VISITORS TO THE SCHOOL (4/14/11)

KI

The Lisbon School Committee encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students, staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent and may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors.

1. The term “visitor” shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.
2. All visitors shall report to the main office upon arrival at the school. This section shall not apply to parents or citizens who have been invited to the school for an open house, performance or other preplanned school program.
3. All visitors who wish to visit classrooms, observe aspects of the instructional program or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
4. Individual School Committee members shall follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connection with School Committee duties.

5. Visitors shall comply with all applicable School Committee policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
6. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but not be limited to, the news media, profit-making businesses, fundraisers and other organizations seeking access to students and/or staff.
7. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.
8. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

Cross Reference: BCA - Board Member Code of Ethics
 EBCA - Crisis Response Plan
 ECA - Buildings and Grounds Security
 JLIB - Student Dismissal Precautions
 JLF - Reporting Child Abuse and Neglect
 KLG - Relations with Law Enforcement Agencies

Adopted: June 28, 1999
Revised: June 9, 2003
Reviewed: February 11, 2008
Reviewed: March 14, 2011
Reviewed: March 10, 2014

ADDITIONAL INFORMATION (7/25/12)

Right to Make Changes to Handbook at Anytime

The Lisbon Schools have the right to make changes to the student handbook at any time without prior notice.

Annual Notification of Asbestos-Contained Materials

The Lisbon Schools have been inspected for the presence of asbestos-contained materials. A written plan for the management of these materials has been developed. This plan is available for inspection at the Central Office of the Local Education Agency at 19 Gartley Street, Lisbon, Maine and at the school's administration office during regular office hours.

Civil Rights Violations, Hate Crimes, Intolerance, and Prejudice

The Lisbon School Department recognizes its responsibilities to address investigate and take action relative to violations of individual Civil Rights, Hate Crimes, Intolerance and Prejudice that may occur on school grounds and/or school sanctioned activities. In addition to school related discipline involving these specific areas, victims of such violations may be encouraged to go outside the school district and file their specific complaint with the Maine Department of the

Attorney General and the Holocaust Human Rights Center, Augusta, ME 04333. Specific school related discipline for these respective offenses are outlined in the Philip W. Sugg Middle School Discipline Code

Conflict between Policy and Handbook

If there is an inadvertent conflict between this handbook and the Lisbon School Committee Policies, School Committee Policies will prevail. There is a copy of the School Committee Policy Handbook in the school office for your reference.

Laptop Offenses and Consequences

There are three levels of violations at Philip W. Sugg Middle School depending on the severity. These violations are consistent with the Laptop Guidelines and the Discipline Procedures in the Student Handbook.

- **Level I requires RESPONSIBLE use of computers and technology.**
- **Level II is the MISUSE of computers and technology.**
- **Level III is UNSAFE use of the equipment that may or may not result in damage to another person or the equipment itself.**

Level I Violation:

Include but are not limited to:

not charging laptop in the cabinet overnight, leaving the laptop on overnight, carelessly transporting or carrying the laptop or equipment (for example, not securing the laptop/equipment or not using a carrying case), eating or drinking around equipment, touching screen, unattended laptop, laptop left open, putting things on laptop, printing without permission, changing the desktop, changing programs in the applications folder or dock, using another person’s computer without permission, sending or transferring any item on the server without permission, forgetting equipment, laptop left home

Level II Violation:

Include but are not limited to:

banging mouse or keyboard, slamming laptop closed, laptop in locker or backpack, jamming connectors into ports, accessing Internet sites that are not authorized (could be any nonacademic site), printing unauthorized materials, recording without permission, giving out passwords, downloading or burning without permission, having unnecessary songs or pictures on laptop or server, e-mail misuse, instant messaging, using non school email accounts, downloading without permission, unauthorized communication through programs other than email (such as Note Share)

Level III Violation:

Include but are not limited to:

The following violations are most severe and unsafe. They often go with the Discipline Procedures in the student handbook under such categories as VANDALISM, FORGERY, or HARASSMENT. The result is often a suspension and/or removal of all technology privileges to ensure the safety of all people in the school.

downloading or burning illegally, negligence and/or purposeful damage, throwing or slamming the laptop, disassembling the laptop or equipment parts, accessing a website that is explicit or demeaning in terms of sex, race, or individuality, deleting Internet/email history, spamming, using another person’s password(s), “cyber-bullying” or using technology to harass another person.

Behavior	First Time	Second Time	Third Time*
Level 1:	● Verbal or written Warning.	● Verbal or written Warning.	● Office Referral and Teacher Detention. ● Student receives written notification

			to parent to inform them of liability for damage or repair.*
Level 2:	<ul style="list-style-type: none"> Office Referral and Teacher Detention. Possible revoke of accounts. Student receives written notification to parent to inform them of liability for damage or repair.* 	<ul style="list-style-type: none"> Office Referral and Teacher Detention. “Classes only” use of laptop for one month Possible revoke of accounts and certain programs. Limited use of connectivity AND/OR Student receives written notification to inform parent of (potential) liability for damage or repair.* 	<ul style="list-style-type: none"> Office Referral Indefinite “Classes only” use of laptop. Possible revoke of accounts and certain programs. No use of connectivity AND/OR Student receives written notification to inform parent of liability for damage or repair.
Level 3:	<p>Revoke of laptop privilege for at least two weeks. **</p> <ul style="list-style-type: none"> Office Referral “Classes only” use of laptop for one month after revoke of laptop. Revoke of accounts and certain programs for one month. Limited use of connectivity AND/OR Student receives written notification to inform parent of (potential) liability for damage or repair.* 	<p>Revoke of laptop privilege for at least one month. **</p> <ul style="list-style-type: none"> Office Referral “Classes only” use of laptop for the remainder of the school year. Revoke of accounts and certain programs for the remainder of the school year. Limited use of connectivity AND/OR Student receives written notification to inform parent of (potential) liability for damage or repair.* 	<p>Revoke of laptop privilege indefinitely.</p>

- Written notification includes the limitations of connectivity, a timeline for repairs, and the assessed or predicted damage to the device.

** Depending on the severity of the offense, a laptop may be revoked for an extended period of time or indefinitely.

Students are responsible for any damage to the computer or equipment according to the replacement costs unless they can prove they were not at fault.

Lockers

Time will be provided between classes for students to pick up and drop off materials. Lockers are the property of the Lisbon school department and are subject to reasonable cause searches. Students are not allowed to share lockers.

Lockers and desks used by students for the storage of their personal items are school property and shall remain at all times under the control, custody, authority and supervision of the

school authorities. The school has absolute discretion whether or not to make the lockers available to students for storage of students' personal items.

Parent Rights to Request Qualifications of Teachers at Philip W. Sugg Middle School

We at Philip W. Sugg Middle School are providing you with this information as one way to fulfill our obligations under the "Parents' Right to Know" requirements of the federal *No Child Left Behind Act* (NCLB). Under these requirements, teachers must meet general qualifications as well as the specific requirements of the subject they are teaching.

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience, and credentials for his or her current teaching assignment.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all our teachers to be fully qualified for their positions. All of our teachers are currently entitled to teach under Maine's strict certification requirements. All of our teachers have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet the federal definition of "Highly Qualified". Those teachers who do not meet this federal standard will be able to do so by engaging in additional professional development or by passing a test. These teachers will have until the end of the 2012-2013 school year to do so.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact the Superintendent, Richard Green at 353-6711 if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

Student Image Broadcast

There are occasions when newspapers, television cameras or videographers will come to the school for special events. There are other occasions when teachers or the principal will take pictures of students involved in an interesting classroom or school activity. Our intention is to capture special moments in our students' education.

Each year you will be asked to let us know if you do not want your child photographed or videotaped by returning a signed refusal. If a signed refusal is NOT received by Philip W. Sugg Middle School the school will not be held responsible for publication of student picture.

Transfer Students

The Lisbon School Department, in accordance with 20A M.R.S.A. 6001-B, shall request all of a transfer student's education and disciplinary records from the school he/she is transferring from. The Lisbon School Department may also request oral or written reports from the previous school as to whether the student has been expelled or suspended, or withdrew from school before an expulsion hearing or suspension, the student will not be allowed to enroll in the Lisbon schools until the Superintendent has made a determination as to whether to admit the student and if so, under what condition.

If an applicant is allowed to enroll in the Lisbon schools pending receipt of education and disciplinary records, such enrollment shall be considered conditional until the Superintendent has made a determination as to the student's disciplinary status in the previous school.

Transportation Disciplinary Guidelines

Our Philosophy

We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate any student stopping drivers from doing their job or preventing other students from having safe transportation.

In order to guarantee your child, and children riding the bus, the safe transportation they deserve, we are utilizing the following discipline plan as Lisbon's policy. It is in your child's interest that we work together in a relationship that provides safe transportation.

Bus Privileges

Bus privileges are defined as "All student transportation provided by the School Department, which includes busing to and from school, bus stops, field trips, activity trips (during and after school), intramural sports and athletic trips, band and all extra-curricular activity."

Bus Rules

Students must be on time at their bus stops. Busses are on a tight schedule and will not wait or return for students. Students are expected to be at their assigned bus stops ten (10) minutes before their bus is scheduled to arrive.

Category A Rules (considered minor infractions if violated)

- A. Follow directions of the bus driver at all times.
- A. Stay in your seat quietly and wear your seat belt or safety restraint when provided.
- A. Keep hands, arms, feet and objects to yourself.
- A. No pushing, shoving or cutting at any time.
- A. No food or beverage consumption.
- A. No incidental, obscene language or teasing.
- A. No transferring buses without permission.

Category B Rules (considered major infractions if violated)

- B. No possession of tobacco products, fire related items, i.e. smoke bombs, matches, lighters or items which may be used in hazardous or dangerous way, including weapons, toy guns and knives.
- B. Severe disruption which may cause driver to lose control of bus and/or potential safety hazards for other student's concerns.
- B. Fighting.

Severe Disruption Defined:

1. Physical harm to student and/or harassment including physical or verbal to student, e.g. student inflicting harm to another student. Failure to give correct name to the driver, e.g. falsifying identification, giving another student's name, or failure to give proper name to driver upon request, as a deliberate attempt to disguise.
2. Physical harm, threat of physical harm, abusive language directed at driver, e.g. hitting driver, verbal threat to driver, foul or obscene language and/or gesture at driver.
3. Property damage, e.g., cut seats, seat belts or safety restraints, starting fires in bus, removing seats, fire extinguishers, etc...

4. Disruption which may cause driver to lose control of bus.
5. Possession of or under the influence of alcohol or other drugs.

Note: At any of the above times, if conditions permit, the driver may use their discretion, to remove a student at the nearest school. The Transportation Director or Principal will notify parent, who must then find alternate transportation home.

Consequences of violating a transportation rule or regulation will result in the following discipline actions

- Verbal warning
- Written Discipline Report that will be sent to Administration, parents, and Transportation Director
- Three (3) bus write-up's will result in suspension from the bus

Major and minor infractions of bus rules will be dealt with according to the student handbook and the severity of the offense.

Note: Parents with questions regarding any of the above transportation rules and regulations may contact the school administrator or the Transportation Director from 8:00-4:00.

The following items are not allowed on the school bus:

- ❖ Skis or poles (unless in bags and placed under seats for ski trips).
- ❖ Radios (except Walkman type with earphones) to be used by owner only.
- ❖ Skateboards
- ❖ Skates (unless in bags covered up and kept in front with driver).
- ❖ Sleds (except the plastic roll-up kind).
- ❖ Food or beverages (unless in lunch boxes or school bags).
- ❖ Live animals of any kind.

If an issue arises during the year that has not been addressed in the Student Handbook, the accepted procedure will be communicated to parents in a timely manner. If there is an inadvertent conflict between this handbook and the Lisbon School Committee Policies, School Committee Policies will prevail. There is a copy of the School Committee Policy Handbook in the school office for you to reference.