

Winthrop Middle School



Student/Parent Handbook

2011-2012

Dear Parents/Guardians:

Yes, it's that time of year again. Very soon your child will begin to settle down to the routine that will take them through the next ten months of their growth. We thought it a good time to send home some information to help them get prepared for school's opening.

Our first day of school will be for all students in grades 6 through 8 on *Wednesday, August 31st*, and will be a full day of school for all our kids. Honestly, we can't wait to see them all again. The school is a very lonely place without them.

Winthrop Middle School's starting times will remain the same as last year with doors opening for students at 7:27 a.m. Buses will arrive between 7:27 and 7:47 a.m. Connections (our advisory time) will run from 7:52 until 8:05 a.m. Since attendance is taken during Connection's time, it is imperative that your child be at school by 7:47 a.m. and in their Connections groups no later than 7:52 a.m. Anything after that will be considered tardy. And, speaking of tardy, again this year we will strictly enforce the consequences for a student who is tardy more than three times in a quarter. This WILL affect athletics, clubs, and playing time.

Once again this year, we will post the *Parent/Student Handbook* and *Code of Conduct* on line. Please review these important documents with your child prior to the start of school. Our dress code, which includes no spaghetti or bra straps and a decent length for shorts and skirts among other things, and the rule of no caffeinated beverages are in the Handbook and will also be enforced consistently. An additional rule this year will be no spandex under short shorts or skirts. Honestly, it's such a distraction. There are two major changes you should be aware of this year. The first is that the Middle School, along with the Grade School, will be running a trimester rather than a quarterly schedule. The second is that the Fun After School Program, due to its being cut from the school budget, will become a "Parental Investment Program", which you will find explained fully in the enclosed letter from Debbie Barnett.

We have two new teachers this year. Ms. Michelle Tondreau will be teaching music at both the Middle School and the High School. A band/chorus schedule will be hammered out in the Fall. Ms. Katie Allen will teach 7th and 8th grade math. We would also like to welcome Ms. Terry Buchanan to the Middle School from the Grade School. We can't wait for you all to meet them.

Our annual Open House will be on Tuesday, September 13th. Please come tour the building and meet your child's teachers from 6:00 - 7:30 p.m. that evening. School pictures will be on Friday, September 9th. And, of course, all athletics will begin after school gets rolling with sign-up sheets posted on the gym bulletin board. Please don't forget that your child needs an updated physical every two years in order to participate in athletics.

In addition, parents/guardians who received letters home, dated June 21, 2011, stating that your student failed to return one or more school books and that either the books needed to be returned or payment was due, need to be aware that if this is not done, those students affected will not be allowed to participate in either sports or any extra-curricular activities including, but not limited to clubs, dances, field trips, etc. until such time as the books are returned or payment is made. *This will be strictly enforced.*

Please tell your child that we can't wait to greet them at the front door in a very short time.

Sincerely,

Karen E. Criss, Principal
Keith R. Morin, Assistant Principal

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Introduction

The policies and procedures contained in this handbook are intended as guidelines for a successful year at Winthrop Middle School. Please read them carefully, become familiar with them, and retain this booklet for future reference. PLEASE NOTE, HOWEVER, THAT THIS HANDBOOK IS INTENDED TO PROVIDE GENERAL INFORMATION. IT IS NOT MEANT TO, AND CANNOT, CONTAIN ALL INFORMATION AND REGULATIONS REGARDING SCHOOL PROGRAMS AND PROCEDURES.

To develop and accept the responsibilities and obligations of good citizenship are the ultimate goals of education within a democratic society. As such, please involve yourself in the opportunities and activities available to you here at school as these will assist you in moving toward these goals.

We hope that the coming academic year will be one that is both fulfilling and enjoyable. On behalf of Winthrop Middle School staff, best wishes for a great year.

Karen Criss
Principal

Keith Morin
Assistant Principal

Michael Jack
Athletic/Co-Curricular Director
Dean of Students

Family Educational Rights and Privacy Act (FERPA)

Student Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232G; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and State and local authorities; within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The

actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. “Winthrop Public Schools is required by the Commissioner to collect and report student social security numbers for longitudinal data purposes. Winthrop Public Schools will be asking parents to provide written consent to use their child’s social security number for these purposes. Provision of a child’s social security number is not required as a condition of enrollment in Winthrop Public Schools, and no child’s social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

Other sources: Winthrop Public Schools Policy – Student Educational Records – JRA
Winthrop Public Schools Handbook

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

The four types of pupil records maintained by the AOS 97 include:

1. Directory information on students, such as names, addresses, telephone numbers, ages, major fields of study, and athletic participation;
2. Academic records such as grades, class ranks, honors, and prizes;
3. Student records, including aptitude scores, cognitive ability scores, student health records, etc.
4. Exceptional education records.

All directory information, as well as information relating to academic honors, prizes, etc., may be made public without notice unless the school is notified by the parents by the end of September of each year that such information is to be withheld. Other information, including grades and all information maintained under number 4 above (Special Services records), would not be released without prior request or permission. AOS 97 will transfer students’ records upon request from another school unit in which a student seeks or intends to enroll. Prior parental request or permission is required for access to all information other than directory information.

Affirmative Action

In the Winthrop Public Schools, in compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the *Americans With Disabilities Act* and the *Maine Human Rights Act*, no discrimination shall exist in any of the educational programs, employment practices, or contractual agreements with outside agencies, because of race, color, religion, handicap, sex, age or national origin. To assure that no discrimination exists, the Winthrop school system will take affirmative action, ensuring that equal opportunity is guaranteed to all employees and students, both present and potential.

All applicants shall receive fair consideration for employment. Training, promotions, transfers, recruitments, salaries, layoffs, benefits, and working conditions shall be administered in an equitable and nondiscriminatory manner. Equal educational opportunities in academic and nonacademic areas shall be available for all students.

The Board of Education recognizes the right of each student and employee to work in an environment that is free of intimidation, hostility, and other types of offensive behavior. To assure such an atmosphere, harassment of subordinates, co-workers, or students will not be tolerated. Acts of harassment based upon race, color, sex, religion, age, national origin, or handicap are not only a violation of this policy, but also constitute illegal harassment under state and federal laws. To assure that no harassment exists, Winthrop Public Schools will take affirmative action, ensuring all employees and students the right to work in an environment that is free of intimidation, hostility, and other types of offensive behavior.

An Affirmative Action Committee, made up of representatives from each of the following groups: grade school, middle school and high school teachers; administrators; students; support staff; and special services shall act as a forum for discussing affirmative action related issues and disseminating information to students and employees of the Winthrop Public Schools.

Inquiries regarding Affirmative Action issues may be directed to the Superintendent of Schools at 377-2296, the Affirmative Action Officer, Keith Morin at Winthrop High School, 377-2228, ext. 316 or at Winthrop Middle School, 377-2249, ext. 332, or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC.

We also wish to inform you that a complaint procedure does exist and that anyone who wishes to file a complaint because of discriminatory practices by the Winthrop Public Schools may do so by notifying the Affirmative Action Officer, Keith Morin or the Superintendent of Schools, 17A Highland Ave Winthrop, ME 04364, or the Regional Office of Civil Rights, Region 1, RKO General Building, Boston, MA 02114

Adopted: 09/01/93, (revised July 27, 1994) Winthrop Board of Education, Policy GBA

Special Services

Maine Special Education Regulations, "Chapter 101," guarantees each student with a disability to be provided with a free and appropriate public education. This education includes special education and supportive services, which:

- Is provided at public expense, under public supervision and direction, and at no cost to the parents;
- Meets the standards and personnel qualifications required by these regulations;
- Is appropriate to the special needs of the student as defined in an Individual Educational Plan; and
- Is provided in the least restrictive educational environment.

Students may qualify for special education services under one or more of the following disabilities:

Autism	Deafness/Blindness
Deafness	Emotional Disability
Hearing Impairment	Mental Retardation
Multiple Disabilities	Orthopedic Impairment
Other Health Impairment	Specific Learning Disability
Traumatic Brain Injury	Speech and Language Impairment
Visual Impairment, including blindness	

A teacher, parent or other professional who is knowledgeable about the child may refer a student who is suspected of having a disability. A referral process is utilized that includes in-depth assessment to help in identifying the disability. An Individualized Education Plan (IEP) meeting is held with parents, regular education teacher(s), administrator, appropriate special services staff, and the student, as appropriate, after assessment is completed. The team determines eligibility, placement and programming. Parents are invaluable members of the team and it is your right to be fully included and advised through written notice of all referral, evaluations, placement, IEP meetings, change of program, dismissal from program and graduation.

Public Notice

Parents of a child residing in the jurisdiction that AOS 97services may contact the Office of Special Services for information and policies regarding special education, disabilities under 504/ADA, nondiscrimination, and program accessibility and student records at 377-2241, ext. 401.

Special Services

Screening and services are provided to eligible children/students who are:

- Ages 0-5 years not currently enrolled in school;
- Enrolling in kindergarten in the fall and will be screened in the spring or fall;
- Transferring from another school district; and/or
- Enrolled in a private school or receiving home schooling.

Legal Reference: 34 C.F.R. 300.128; 300.450-52

Nondiscrimination

AOS 97 does not discriminate on the basis of race, age, color, national origin, sex, religion, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities.

Legal Reference: 34 C.F.R. 104.8, 106.0, 100, 110.225

Program Accessibility

All programs or activities offered by AOS 97 when viewed in their entirety shall be readily accessible to individuals with disabilities. Information is available relating to the existence and location of services, activities, and facilities that are accessible to and useable by individuals with disabilities.

Legal Reference: 28 C.F.R. 35.106 and 34 C.F.R. 104.8

Section 504

Section 504 is one part of the *Rehabilitation Act of 1973*. For many years, its main thrust has been in the area of employment for individuals with disabilities and for members of minorities. Within the last several years, however, the Office of Civil Rights (OCR), charged with enforcement of Section 504, has become pro-active in the field of education of individuals with disabilities. Advocacy organizations and the legal system likewise have increasingly focused on Section 504's requirements to insure the education system provides the full range of special accommodations and services necessary for students with special needs to participate in and benefit from public education programs and activities.

Under Section 504, "handicapped persons" means any person who has a physical or mental impairment, which substantially limits one or more of such person's major life activities; has a record of such impairment; or is regarded as having such impairment.

If there is reason to believe that, because of a handicap, as defined under Section 504, a student needs either special accommodations or related services in the regular setting in order to participate in the school program, the district must evaluate the student. If the student is determined to be a student with a disability under Section 504, the district must develop and implement a plan for the delivery of all needed services.

You may also contact Richard Spencer, Special Services Director at 377-2241, ext. 401, or Winthrop Middle School 504 Coordinator Julie Armillotti at 377-2249, x340.

Information Technology and Network Use Policy

Please see attached Addendum. In an effort to create an updated Student/Parent handbook we are attaching the new Network Use Policy passed as of August 2009.

Student Use of Wireless Communication Devices

During The School Day:

Students may possess wireless communication devices on school grounds; however, these devices are not to be used during school hours (including, but not limited to cell phones). Personal Digital Assistants (PDA's) may be used by students for academic purposes at the staff's discretion.

If an electronic device disrupts the class or is seen by the teacher, it will be confiscated (including cell phones). All electronic communication devices are strictly forbidden during an exam. If a student is found using one or found to have used one, they will receive a zero for the assignment or exam, and may be subject to further disciplinary action as outlined in the student *Code of Conduct*.

Use of wireless communication devices during school trips will be at the discretion of the coach or sponsor, but should not be disruptive to the activity or discourteous to others.

Outside Of The School Day:

Students may use wireless devices before and after school hours. However, electronic devices that snap digital pictures (including cell phones) must not be used without the person's permission or in inappropriate areas of the school (examples: athletic showers, dressing rooms, bathrooms, etc.).

Electronic devices lost or stolen while at school are not the responsibility of Winthrop Public Schools System.

Winthrop Board of Education

Approved: June 22, 2005

Student Rights and Responsibilities

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

Among these student rights are:

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

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

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

Cross Reference: AC-Nondiscrimination/Equal Opportunity, JICA-Student Dress, JICC-Student Conduct on School Buses (also EEAEC), JIH-Student Interrogations, Searches, and Arrests, JK-Student Discipline, JKB-Detention of Students, JKD-Suspension of Students, JKE-Expulsion of Students, JRA-Student Records.

Adopted: June 17, 1992, Winthrop Board of Education, (Revised July 16, 2003) Policy J

**2010-2011 Winthrop Middle School
Extra/Co-Curricular Eligibility Procedure**

Each student athlete's academic record will be reviewed for failing grades on Wednesday of each week. If a student athlete is not passing all of their classes at each of these checkpoints, then he/she will be required to miss one week of practice. The second consecutive week of any failing class will result in one week of practice but no playing time. The third consecutive week of failing any class will result in sitting the bench, which institutes no practice and no playing time, until all classes are passing.

*An incomplete will be counted as an "F" unless there are extenuating circumstances that are approved by the teacher and activities/athletic director.

Please check the Winthrop Middle School Extra-Curricular Contract which each student athlete and parent has to sign.

**2010-2011 Winthrop Middle School
Extra/Co-Curricular Department
Areas to Address...**

A. Attendance for Competitive Activities

Regular attendance is expected of all students. If a student is absent from school the day before a non-school day event, he/she may participate in the next event if the absence is excused by the parent/guardians and approved by the activities/athletic director or principal. If a student is absent from school the day of a scheduled event, he/she may participate if the absence was excused in advance by the parent/guardians and approved by the activities/athletic director or principal.

B. Tardiness

Excused tardies on the day of a scheduled event must be cleared by the activities/athletic director or principal and approved by the coach/activity advisor before the student is allowed to participate. Students with unexcused tardies on the day of an event will not be allowed to participate in that day's event. Legitimate reasons for absences or tardies are set by Maine State Statute and are as follows:

- *Personal illness;
- *Appointments with health professionals;
- *Observance of recognized religious holidays;
- *Emergency situations;
- *A planned absence for personal or educational purposes that has been approved by the principal or his/her designee.

Students are expected to be in school on the day after a game by the beginning of school unless cleared by the activities/athletic director or the principal or his/her designee. Three tardies, be they excused or unexcused, on days after a game will render the student ineligible for the next scheduled event.

C. Attendance at Gatherings Where Alcohol or Drugs are Present

Being in the presence of drugs and/or alcohol is prohibited for all students in extra-curricular activities. Students are expected to commit to a "chemical-free" lifestyle. Any student who has signed the WHS Extra-curricular Contract for a sport or activity is **expected to immediately leave any gathering where drugs and/or alcohol are present**. Any action that does not lead to an immediate separation of the extra-curricular student from the illicit substance(s) will be considered a violation of "being in the presence of" such substances. Consequences are listed in D2.

D. Training Rules and Regulations

Smoking cigarettes, chewing tobacco, drinking of alcoholic beverages, or the illegal use, transportation, or possession of alcohol, drugs, drug paraphernalia, or look-alike substances will automatically result in disciplinary action and/or referral to law enforcement.

1. Voluntary Referrals For A Dependency Problem

Students struggling with drug or alcohol dependency are encouraged to seek help; however, students must come forward for a voluntary referral prior to an infraction. Student(s) (or concerned peers) should inform their coach/activity advisor, activities/athletic director or trusted teacher of the problem and seek assistance from the counselor immediately. The student, counselor, and parents will then develop an appropriate plan of action upon request. Students must submit a weekly report from their counselor to the activities/athletic director. In addition to completing their individual recovery plan, students must agree to submit to random drug or alcohol testing. As long as the student continues their progress, they will be allowed to participate in their activity. If a student chooses not to fulfill his/her program requirements, and an infraction occurs, then he/she is subjected to the penalties listed in "2. Non-Voluntary Referrals."

2. Non-Voluntary Referrals

Students failing to abide by any of these conditions will be immediately suspended from all extra-curricular activities for the remainder of that season and/or 50% of the next season in which they participate, whichever is longer.

- a. **1st Offense** – The student will be prohibited from participation in all extra-curricular activities for a three-week period. The student will be referred for counseling.
- b. **2nd Offense** – The student will be prohibited from participation in extra-curricular activities for the remainder of the season of violation and two successive seasons or its equivalent. The student will be referred for counseling.
- c. **3rd Offense** – The student will be prohibited from participating in extra-curricular for the remainder of their high school years. The student will be referred for counseling.

Student Code of Conduct K-12

Philosophy

The goal of AOS 97 is to foster independence and responsible behavior. Students, staff and parents/guardians share responsibility for positive school behavior and climate. A positive school climate promotes learning. Students are expected to behave in a manner that reflects their understanding of the function of a public school. A school is a community of students and staff working together with parents/guardians to assure the best possible education for each student while maintaining individual rights and respecting the rights of others. Within this context, home and school must work together to assure clarity and consistency of discipline.

Vision

AOS 97 exists to provide an exemplary educational program, which promotes high expectations for all learners in an atmosphere of shared accountability among students, staff, parents, and community.

Guiding Principals

Students in AOS 97 will be:

- **Ethical and Responsible Decision-Makers**, who act with integrity, are respectful of others, show compassion for all, have a cooperative spirit, and assume responsibility for their decisions and their actions.
- **Self-Directed Learners and Life-Long Learners**, who create a vision for their future, set priorities and goals, create options, take responsibility for pursuing their goals, and monitor and evaluate their progress in obtaining them.
- **Quality Producers** who create intellectual, artistic, practical, and physical products that reflect originality, high quality, and use of advanced technology.
- **Adaptable Problem Solvers** who identify, assess, and resolve the problems and challenges that confront them in a rapidly changing political, economical, and socially complex world.
- **Collaborative Workers** who use effective leadership and group skills to develop and manage interpersonal relationships within organizationally and culturally diverse settings.
- **Involved Citizens** who take the initiative to contribute their time, energies, and talents to improve the well being of themselves and others and the quality of life in their local and global environments.
- **Effective and Knowledgeable Communicators** who use oral, written, visual, and technological communications to read, listen to, and interpret messages from multiple sources and who use English and at least one other language.
- **Integrative and Informed Thinkers** who apply knowledge and skills in the nine curricula content areas of the Maine Learning Results and understand the relationships that exist among them.

Student Conduct

AOS 97 is committed to maintaining a supportive and orderly school environment in which students may receive, and staff may deliver, a quality education without disruption or interference. It is the intention of AOS 97 to create an environment in which students may develop into ethical, responsible, and involved citizens.

To achieve this goal, AOS 97 has established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior:

Respect Responsibility Integrity Compassion Cooperation

In addition, our standards and expectations are designed to support students in the development of behaviors, which meet core values as delineated by the State of Maine:

Honesty Respect Responsibility Compassion Fairness Courage

The AOS 97 Board of Education (hereafter referred to as “Board”) believes that each member of the school community should take responsibility for his/her own behavior. The Board recognizes the need to define unacceptable student conduct, identify the consequences for same, and ensure that discipline is administered fairly, promptly, and appropriately.

AOS 97 adopt this Student *Code of Conduct* (“Code”) consistent with the requirements of 20-A MRS 1001(15) having considered the input of administrators, parents, students, and the community. The Code and disciplinary consequences have been designed to incorporate the vision statement, guiding principles, and values defined by AOS 97. Expectations for student

behavior are also clearly communicated to students, staff, and parents through the Student Handbook as well as direct communication with parents.

The Code applies to all students on school property, attending a school-sponsored activity, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school.

The Board authorizes the Superintendent/administrator to modify the consequences, or to make recommendations to the Board concerning the modification of consequences, in instances where there are mitigating circumstances or in which the prescribed consequence would lead to an unreasonable or manifestly unjust result. Such a practice will allow consideration of the developmental level of the student and the nature of the infraction to reduce the potential for harm that a pure “zero tolerance” approach to discipline may cause.

Common Core Value Definitions

AOS 97 is committed to the values of *integrity, respect, responsibility, compassion, and cooperation*. Individuals who exhibit these values behave in a manner that contributes to a positive, diverse, safe, and caring learning environment. AOS 97 is committed to providing leadership to promote ethical and responsible behavior.

- Individuals who display **RESPECT** show a deferential regard or esteem felt towards a person or thing. *
- Individuals who display **RESPONSIBILITY** are answerable, accountable to another for something, capable of fulfilling an obligation or trust; are reliable, and trustworthy. *
- Individuals who display **INTEGRITY** show soundness of moral principle; the character of uncorrupted virtue, especially in relation to truth and fair dealing; show uprightness, honesty, and sincerity. *
- Individuals who are **COMPASSIONATE** show a feeling or emotion, when a person is moved by the suffering or distress of another, and by the desire to relieve it. *
- Individuals who **COOPERATE** work together towards the same end, purpose, or effect. *

* *Source of Definitions: Oxford English Dictionary*

Student Discipline

Student discipline involves instruction and correction for the purpose of improving the character of an individual. Student discipline will be administered in order to develop and promote the core values, which guide us. Effective discipline involves an approach, which utilizes a combination of supports and controls (limits) in order to instruct and correct students.

The Disciplinary Continuum presents the range of responses available to teachers and administrators. The Infractions and Range of Consequences chart provides the school community with clear terms and definitions of behaviors, which are in violation of our core values. All behavior at Winthrop Public Schools must be consistent with our core values:

RESPECT RESPONSIBILITY INTEGRITY COMPASSION COOPERATION

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

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

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

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

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

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

Legal Reference: 17-A MRSA § 10620-A MRSA § 4009 Ch. 125.23, B, 5, 1 (Maine Dept. of Ed. Rule)

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

Adopted: August 11, 1999, Winthrop Board of Education, Policy JK

Expectations

Students will follow verbal instructions. Given a request by a person in authority to complete a task, an individual will make eye contact, acknowledge the instruction, complete the task well, and promptly check with the person in authority.

Students will respect others, their space, and property. Given that each individual has rights of privacy and space, others will ask permission before using another person's space or property. Each individual will treat others the way he or she wants to be treated.

Students will use areas of the building for designated activities. Given that each area of the building has specific purposes, students will be expected to follow the posted guidelines for those areas.

Students will use voices appropriate for the setting. Given that the noise threshold is different for each setting, each individual will recognize the setting and surrounding activities and use the appropriate voice.

Students will respect the learning opportunities of others. Given that each student has a right to the best possible education the school has to offer, students will respect the learning environment of others through active, appropriate participation in learning activities.

Please see refer to the AOS 97 Code of Conduct.

Academic Cheating and Plagiarism

Academic honesty is required at all times. Dishonesty in any form, including cheating, copying, giving answers, plagiarism (taking credit for the work of others), copyright violations, false authorship, and theft or pre-examination of tests, is forbidden. Listed below are types of cheating covered by this policy:

1. Stealing test(s) from a teacher.
2. Obtaining information relating to tests from others.
3. Using “crib” or “cheat” notes or writing notes on clothing, desk, body, etc.
4. Looking on another student’s test.
5. Whispering answers to another student.
6. Asking another student for answers.
7. Hanging around teacher’s desk hoping to view answers on tests already turned in.
8. Copying another student’s homework.
9. Letting another student copy your homework.
10. Passing in homework late so as to get answers when given in class.
11. Copying material from a reference and claiming it as an original.

12. Submitting a paper written by someone else.
13. Forcing someone to do your work.
14. Any other means of gaining credit in a fraudulent manner.

Penalties for violating policy:

1. First offense – Letter/call to parents by teacher. A 60-minute detention. Zero on work involved. Misconduct report filed with principal.
2. Second offense – Letter/call to parents by principal. A three-day suspension. Zero on work involved. Misconduct report filed with principal.
3. Third offense – Letter/call to parents by principal or assistant principal. A five-day suspension. Zero on work involved. Misconduct filed with principal.

* Penalties will “carry over” into the next academic year.

Adopted: June 2003, Winthrop Board of Education, Policy JICD

Detention of Students

Teachers and administrators have the authority to detain students after school hours for infractions of classroom or school rules. Before assigning students to detention, the student will be informed of the reason for the detention, and the student will be given an opportunity to explain his/her version of the incident. Teachers/administrators have the discretion to substitute alternative discipline in cases where they deem detention inappropriate.

The student’s parents/guardians will be informed of the reason for the detention and requested to make arrangements for the student’s transportation following the detention, if necessary. Except in the case of a student who is 18 years of age or older, the detention will not begin until the parents have been notified or after reasonable attempts to contact the students’ parents/guardians have been made.

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

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

Any un-served detentions will result in loss of “fun” times at WMS. This includes, but is not limited to: March Madness, Outing Club trips, Intramurals, etc.

Cross Reference: JK-Student Discipline

Adopted: August 25, 1999, Winthrop Board of Education, (Revised July 16, 2003) Policy JKB

Detention Time Frames

Grades 6, 7, and 8 = 50 minutes, from 2:30-3:20 p.m.

Cross Reference: JK-Student Discipline

Adopted: August 25, 1999, Winthrop Board of Education, (Revised July, 16, 2003) Policy JKB

Attendance Policy

NEPN/NSBA Code: JEA

Compulsory Attendance

Under state law, full-time school attendance is required of all children from their 7th to their 17th birthday except:

- A. A person who graduates from high school before their 17th birthday;
- B. A person who has:
 1. Reached the age of 15 years or completed the 9th grade;

2. Permission to leave school from that person's parent;
 3. Been approved by the principal for a suitable program of work and study or training;
 4. Permission to leave school from the Board or its designee; and
 5. Agreed in writing with that person's parent and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner; or
- C. A person who has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. An exception to the attendance in public school under this paragraph must be approved by the Commissioner.

Alternatives to Attendance at Public Day School

- A. Equivalent instruction alternatives are as follows:
1. A person shall be excused from attending a public day school if the person obtains equivalent instruction in:
 - a. A private school approved for attendance purposes pursuant to 20-A MRSA § 2901;
 - b. A private school recognized by the department as providing equivalent instruction;
 - c. A home instruction program that complies with the requirements of 20-A MRSA § 5001-A(3)(A)(4); or
 - d. Any other manner arranged for by the Board and approved by the Commissioner.
- B. A person may be excused from attendance at a public day school pursuant to 20-A MRSA § 5104-A (other public or private alternative programs) or § 8605 (student attendance in adult education courses).

Excusable Absence

A person's absence is excused when the absence is for the following reasons:

- A. Personal illness;
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency;
- E. A planned absence for a personal or educational purpose that has been approved;
- F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either an individual education plan or a superintendents' student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

Parents are responsible for the school attendance of students who are under 17 years of age. The Board shall work with families in an effort to ensure compliance.

Secondary school students 20 years of age or more will only be admitted to Winthrop Public Schools with prior Board approval.

Legal Reference: 20-A MRSA § 5001-A; 5003; 5201; Ch. 125 § 8.06 (Maine Dept. of Ed. Rules)

Cross Reference: IHBG - Home Schooling; JFC - Student Withdrawal From School/Dropout Prevention Committee; JHB - Truancy

Adopted: January 14, 2009

Within the framework and of policy statement JE, Student Attendance, the following policies and procedures shall apply:

- A. Definitions.

- a. Excused Absences: Recognizing that it is sometimes necessary for a student to be absent from school, the following guidelines are established for such absences entered as excused:
 - i. Personal Illness;
 - ii. Appointments with health professional (All effort should be made to schedule such appointments outside school hours). A note to the administration from appointments is needed in order for an absence to be considered excused;
 - iii. Observance of recognized religious holidays;
 - iv. Emergency situations;
 - v. Planned absences with family. The principal of his/her designee must be notified in advance of these absences;
 - vi. Days missed for educational purpose, if approved in advance by the principal or his/her designee, will not be counted as days absent.
- b. Unexcused Absences: All absences not approved in section "A" shall be deemed unexcused.
- c. Tardies/Excused - students are expected to be in school and in classes on time. Time lost from class(es) tends to be irretrievable. The guidelines listed in "A" above will constitute an excused tardy.
- d. Tardies/Unexcused - the fourth (4th) excused tardy and any thereafter in a ranking period will result in disciplinary action. Consequences will be determined by the administration and will include detention, loss of co-curricular privileges, and the use of Saturday detention or suspension.

Please call the school before 7:45 a.m. if your child will be absent or late to school that day, stating your child's full name, date, and reason for absence or tardiness. Your message will be recorded on the Administrative Assistant's voicemail, so you may call anytime before 7:45 a.m. Call 377-2249 and press #2 for the attendance mailbox.

Dismissal Precautions

Early dismissal due to illness. Students who are sick and need to go home must see the school nurse or report to the office. The school nurse or Administrative Assistant will call home to arrange for transportation. Students leaving school without following this procedure will be given unexcused absences for the classes missed and will receive disciplinary action.

Early dismissal for appointments. After a student reports to school, he/she is not to leave before the scheduled dismissal time for any reason without receiving permission from the principal or his/her designee. Students requesting an early dismissal shall present to the office, before school, a note signed by a parent/guardian. In lieu of personal or written contact, the presentation of a doctor's appointment card or court appearance form shall be acceptable.

No staff shall excuse any student from school prior to the end of the school day, or into any person's custody without direct approval and knowledge of the building principal or his/her designee.

B. Procedures

- a. *Notes and Telephone Calls. Absences and Tardies*: Parents or guardians have four (4) school days to either call or send in a note to verify the reason for a student's absence or tardy. After that time period, the absence or tardy will be considered to be unexcused. A call or note from a parent or guardian is required for the possibility of an absence or tardy to be excused.
- b. *Habitual Tardiness*: Habitual tardiness may result in phone calls to the home, letters to the parents, loss of privileges (including participation in co-curricular activities), conferences, and student detention with transportation home arranged by the parents/guardians.
- c. *Make Up of Missed Work*: For each excused day missed, students will have a cumulative of two (2) days to make up the work from the missed days. A zero will be recorded for the work not made up.

Legal Reference: Title 20A MRSA Sec. 5001-A

Cross Reference: IKEA- Make-up Opportunities

Adopted: December 6,1989, Winthrop Board of Education (Revised July 16, 2003) Policy JED

Bomb Threats

In the event of a bomb threat made by phone, the person receiving the call will make every attempt to get as much information as possible. The time of the call shall be noted. Care is to be taken to try to note any distinguishing characteristics about the voice of the caller. The time of the expected explosion shall be recorded if indicated by the caller. The person shall, as soon as appropriate, complete the bomb call checklist, a copy of which shall be given to the Winthrop Police Department.

The person receiving the call shall immediately notify the principal or the designated person in charge if the principal is absent. The principal will determine the priority of events to follow. If evacuation is the top priority due to time, the principal will take whatever steps are necessary to evacuate as expeditiously as possible. The superintendent and police will subsequently be notified. If time permits, the superintendent shall be notified and he/she shall meet with the principal to determine the procedures to follow. In all cases, the building threatened will be evacuated 30 minutes if possible before the indicated detonation time. All personnel will be out of the building. The student body will be notified via the intercom as to evacuation. In cold weather, the principal may decide to allow students to get outer clothing from lockers, prior to the evacuation. Once outside, the teachers will make an accurate accounting of all students.

The police will be in charge of the search. Searches will be conducted in teams of two, police/public safety employees and a volunteer member of the school department. **NO SCHOOL PERSON SHALL BE REQUIRED TO PARTICIPATE IN A SEARCH.** In each classroom or special area, a visual search will be made to first try to identify any unusual circumstance. Following a visual search, a thorough search will be conducted as is reasonably possible.

After the search has been conducted, the superintendent, police, and principal will confer to determine the feasibility of returning students to the building for classes. If it is determined that school will be resumed, the students and teachers will be so notified. However, no re-entry will occur prior to a full 60-minute evacuation period. Any student not wishing to return to the building will be dismissed to his/her parents/guardians and held responsible for all work conducted in his/her classes that day.

During times when bomb threat calls may be expected, the principal may record all incoming calls provided the caller is notified that the call is being recorded. The telephone company may also be contacted and requested to activate a tracing procedure on the school communication system.

Any person or persons making bomb threat calls will be prosecuted to the fullest extent of the law. Students initiating bomb threat calls will be subject to an expulsion hearing.

Cross-reference: KNAJ – Relations with Police Authorities

Adopted: June 3, 1974, Winthrop Board of Education (Revised December 4, 1996) Policy EBCC

Curriculum

The Winthrop Middle School Curriculum consists of the following areas:

Art	Health	Physical Education
Band-Elective	Language Arts	Science
Chorus-Elective	Literacy	Social Studies
Computer Technology	Mathematics	Technical Education
Guidance	Music	

Grading System

A+ = 97-100	B+ = 87-89	C+ = 77-79	D = 65-69
A = 93-96	B = 83-86	C = 73-76	
A- = 90-92	B- = 80-82	C- = 70-72	F = Below 65

Honor Roll

The Honor Roll is announced quarterly. Requirements are as follows:

- High Honors = A's in all courses taken
- Honors = No grade lower than a B-

Report Cards

Students receive one report card per quarter. Reports cards are handed out to students to be given to their parents/guardians for examination. **We will attempt to send final report cards home with students on the last day of school, however, there remains the possibility that we will need to mail final report cards home.**

Progress Reports

The Winthrop Middle School will no longer be producing hard copies of students' mid-term progress reports. Parents/guardians may now access student information, including current grades and attendance, at any time through the internet at the following location: <http://168.244.44.61/public>. If you do not yet have internet access, you can visit your local library or contact the Winthrop Middle School to receive your student's report. In addition to the website location, you will need the following information which will be provided to you through the Winthrop Middle School at the beginning of the school year:

- Your student's *confidential* ID;
- Your student's *confidential* password. **(NOTE: the password is cases sensitive and must be typed exactly as it appears.)**

Athletics

It is the policy of the Board of Education to limit the time students are released from the classroom to attend athletic events. Any early releases will be at the discretion of the administration.

Harassment and Sexual Harassment

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

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

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

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

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

Adopted: August 11, 1999 Winthrop Board of Education, (Revised July 16, 2003) Policy ACAA

Hazing

Maine statute defines injurious hazing as “any action or situation, which recklessly or intentionally endangers the mental or physical health of a student enrolled in public school.”

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

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

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

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

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

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

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

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

Legal Reference: TITLE 20-A MRSA SEC. 6553

Adopted: August 11, 1992, Winthrop Board of Education, (Revised October 15, 2008) Policy JFCF

Personal Appearance

In order to work together with a maximum of positive results, everyone concerned must strive to respect the rights and feelings of others and to govern their dress and grooming via the following principles: proper atmosphere for the learning process, appropriate health and safety standards, and protection of school property. In keeping with these principles the following restrictions on dress shall be enforced:

1. Articles of clothing, which promote the use of tobacco, alcohol, or other drugs, may not be worn on school grounds.
2. Articles of clothing and jewelry with displays that are sexual, obscene, vulgar, or include insulting words (e.g., racial/ethnic slurs) are not allowed.
3. Articles that could cause damage to school property or that may be used as a weapon, such as chains, spikes, cleats are not allowed.
4. Bare feet are not allowed.
5. Headwear or body wear such as caps, hats, hoods and bandanas may not be worn in school. The exception would be headwear serving religious purposes.
6. Bandanas are not to be worn anywhere on one's person.
7. Clothing with tears or holes which inappropriately expose flesh or underwear is not allowed.
8. Tops exposing midriffs or any part of the torso are not allowed.
9. Tops may not show cleavage.
10. Clothing that exposes underwear, spaghetti straps, bra straps, etc. is not allowed.
11. Sunglasses are not to be worn inside the building.
12. Shorts and skirts are permitted at a moderate length. These items are to be no shorter than one inch below fingertip length.

The school dress code will be in effect during school hours and at school activities unless students are given permission to wear something different (i.e. pajama day) with administrative discretion.

If a student comes to school in violation of the dress code, they will be asked to change/cover up. They may call home for proper apparel. If clothing cannot or will not be changed, or if further violations occur, the student will be assigned consequences by the administration.

Prohibited Conduct

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

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and /or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to, firearms, BB guns, pellet guns, any other kind of guns, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nun 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 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 or any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA 1001 (9 and (-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 weapon 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 weapons 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 Board Policy JKF.

Legal references: 20 USCA §8921 (Gun-Free School Act of 1994); 0-A MRSA §§ 1001 (9); 1001 (9-A): 6552; 17-A MRSA §§ 2 (9); 2(12-A)

Cross References: ACAA-Harassment and Sexual Harassment of Students, ACD- Tobacco Use and Possession, EBCACrisis Response Plan, JICH-Drug and Alcohol Use by Students, JK- Students Discipline, JKD-Suspension of Students, JKE-Expulsion of Students, JKF-Suspension/Expulsion of Students with Disabilities, JIH- Questioning and Searches of Students, KLG-Relations with Law Enforcement Authorities

Adopted: August 11, 1999, Winthrop Board of Education, Policy JICIA (Revised July 16, 2003)

Public Conduct on School Property

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

- A. Using vulgar or obscene language or gestures;

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

Visitors to the schools shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave school grounds. The building administrator/designee has the authority to refuse entry to persons who do not have legitimate, school-related business, and/or who may disrupt the operations of the schools.

The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors.

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

Adopted: October 6, 1992, Winthrop Board of Education, (Revised June 2003) Policy KGB

Public Displays of Affection

Any public display of affection such as hand holding, hugging, kissing, etc. between students is not appropriate behavior on school grounds. Students displaying such behavior could receive disciplinary consequences.

Questioning and Searches of Students

The Winthrop Board of Education seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedure.

Students may not bring, possess, or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline, or general welfare of the school.

Students' use of all school storage facilities, including but not limited to, lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. 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.

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.

School staff, students, and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by school administrators.

The superintendent is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, any administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to Board approval.

Cross Reference Policy JIH-R – Questioning and Searches of Students-Administrative Procedure; Policy JICIA – Weapons, Violence and School Safety; Policy JK – Student Discipline; Policy JFG – Searches; and Policy KLG – Relations with Law Enforcement Authorities.

Adopted: August 11, 1999 Winthrop Board of Education, Policy JIH.

School Building Access

The main building and the office open at 7:00 a.m.. If a faculty member is present, students may enter the building at 7:25 AM. The school day ends at 2:22 p.m. Teachers will be at their teaching stations until 2:47 p.m. for student assistance purposes.

Students may remain in the building when supervised. The library will be open daily for student usage. Student access to the building will cease at 4:00 p.m., Monday through Thursday and at 3:30 p.m. on Friday. Students in the building after these hours or on weekends must be accompanied by and under the supervision of a faculty member or coach. Students not with a faculty member or coach who need to access the building after the above listed weekday hours are to seek assistance from the Office of Adult Education.

School Cancellation

The following procedures will be used to announce the closing of schools or the delayed start of classes when inclement weather or other emergency situations make such action necessary. The following radio and television stations will be asked to make announcements of school closing or delayed openings on a continual basis starting at 6:00 a.m.:

- **WMME** **1400 AM / 92.3 FM**
- **WABK** **1280 AM / 104.3 FM**
- **WKCG** **101.3 FM**
- **WGAN** **560AM**
- **WGMX** **93.1FM**
- **WPOR** **101.9FM**
- **WYNZ** **100.9FM**
- **WABI-TV** **Channel 5**
- **WCSH-TV** **Channel 6**
- **WMTW-TV** **Channel 8**
- **WGME-TV** **Channel 13**

You may also check the school district's web page at www.winthropschools.org for announcements of school closing or delay. To help reduce distractions during a time when personnel need to focus their attention on the situation at hand, we ask that you do not call the schools, police department, or radio or television stations. Please wait for the periodic announcements.

The *Honeywell Instant Alert System* will also be used. This is based on the information that you, the parent, have put into the system. Please remember that you are responsible for keeping the information updated so it is essential that you remember your Login Name and Password. The website URL is: <https://instantalert.honeywell.com> (For assistance click on the "Help Request" link in the lower right hand side of the page)

To view and check details about yourself and your family members

- Upon successful login, click on "My Family".
- Click on a parent name to view and edit parent details.
- Click on a student name to view details about your children enrolled in this school.

**NOTE:* The Instant Alert System will be used to notify parents of important events.

School Dances and Socials

Middle School - all regular school rules apply:

- Evening social events will be from 6:00-8:00 p.m. The doors will close at 6:30 p.m. No students will be admitted after 6:30 p.m. unless accompanied by his/her parent or guardian.
- The dances and socials are for Winthrop Middle School students only.
- Each social event will be chaperoned by a middle school staff person.
- No student will leave before the closing time unless his/her parent or guardian picks him/her up.
- Reasonable behavior is expected of all students attending the event. If any student causes a problem/his/her parent or guardian will be called.
- Students who are absent or dismissed early due to illness the day of the event will not be allowed to participate.

- Student on social and/or academic probation are not allowed to participate.
- School dress code rules apply.
- Middle school students may not attend high school dances or prom.

Smoking on School Premises Prohibited

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Winthrop School Board 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, staff, and members of the public.

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.

Legal Reference: 22 MRSA 1578-B. 4

Adopted: September 21, 1994, Winthrop Board of Education, (Revised July 16, 2003) Policy ADC

Substance Use/Abuse: Student Policies and Procedures

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

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

Prohibited Conduct

No student shall distribute, dispense, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, paraphernalia, any look-alike substance, or any substance that is represented to be a controlled substance, including tobacco products.

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

Disciplinary Action

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

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 illegal 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 and, if necessary, will be aided 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 school handbooks and/or other means selected by the superintendent and building principals.

Procedures

A. Non-voluntary Referral

It is the responsibility of any staff member who has reasonable basis to suspect any student of the possession, use, distribution or selling of a prohibited substance, look-alike substance, or drug paraphernalia to take whatever immediate action might be necessary to secure the health and safety of the involved student(s), and, if possible, obtain via appropriate seizure procedures, the prohibited substance and report the situation immediately to the building principal or his/her designee. The principal or his/her designee may then activate proper search procedures and notify the student's parent/guardian as soon as possible and secure due process procedures prior to police interaction.

B. Voluntary Referral

Any staff member who is approached by a student seeking assistance is expected to maintain the confidentiality of the student and to refer the student to the guidance counselor, social worker, or **principal**. In this situation, staff members need not use the information given for disciplinary purposes. In order to activate this provision, the voluntary referral must occur prior to any violation.

1. Voluntary Referral: Concerned Person (Friend, parent, staff member, etc.)
 - a. The student is referred to a guidance counselor for assessment;
 - b. Based on findings, the guidance counselor may, if appropriate, meet with the student to develop a plan of action.

C. Student Referral Procedures

1. *Non-Voluntary Referral: Drug/Alcohol – Possession/Use and Tobacco Products – Possession or Use/Furnishing/Selling*
 - a. First Offense
 - (1) Verification;
 - (2) Parents/guardian notified and asked to be in attendance. If unresponsive, the principal or his/her designee may activate policy;
 - (3) Principal or his/her designee meets with student;
 - (4) Superintendent notified;
 - (5) Police notified in cases of possession;
 - (6) Three day in-school suspension;
 - (7) Student meets with the school's guidance counselor and/or other appropriate provider to develop a substance abuse plan specific to the student and available to the school;
 - (8) Student follows the substance abuse plan.
 - b. Second Offense
 - (1) Verification;
 - (2) Parents/guardians notified and asked to be in attendance. If unresponsive, the principal or his/her designee may activate policy;
 - (3) Principal or his/her designee meets with student;
 - (4) Superintendent notified;
 - (5) Police notified in cases of possession;
 - (6) Five day in-school suspension;
 - (7) Student meets with guidance counselor and/or appropriate provider to reassess substance abuse plan for modification and follow-up with this information then being available to the school;
 - (8) Student follows the substance abuse plan.
 - c. Third Offense
 - (1) Verification
 - (2) Parents/guardians notified and asked to be in attendance. If unresponsive, the principal or his/her designee may activate policy
 - (3) Principal or his/her designee meets with student
 - (4) Superintendent notified

- (5) Police notified in cases of possession
 - (6) Suspension and referral for hearing
2. *Non-Voluntary Referral: Drug/Alcohol – Furnishing/Selling*
- a. First Offense
 - (1) Seizure of substance when appropriate;
 - (2) Parents/guardians notified. If unresponsive, the principal or his/her designee may activate policy;
 - (3) Principal or his/her designee meets with student;
 - (4) Superintendent and police notified;
 - (5) Ten day out-of-school suspension;
 - (6) Student referred for clinical evaluation;
 - (7) Investigation for due process hearing completed.
 - b. Second Offense
See “a” above.
3. *Miscellaneous Procedures*
- a. In the case of a medical emergency, the student will be referred to the appropriate community resource. School officials will take action described in “Section C.1” upon the student’s return to school.
 - b. If the student is involved in a high school extra-curricula activity, disciplinary action will be as defined in the extra-curricula section of this handbook.

Violation of Drug and Alcohol Laws Involving Minors

The Winthrop Board of Education is committed to keeping AOS 97 chemically free and to supporting state laws, which strictly forbid the sale or distribution of alcohol and other drugs to minors. Therefore, when school administration becomes aware of probable illegal activities, it is the position of the Board of Education that this information will be shared with parents/guardians and appropriate authorities or agencies.

Student Drug Use: Administrative Procedure

1. Any student whose appearance or actions give cause to believe that they are under the influence of drugs or alcohol shall be reported by a staff member to the principal or his/her designee who shall attempt to determine if the student is so impaired. If the determination is made that the student is impaired, the procedures listed in **Policy JFCH** “Substance Use/Abuse: Student Policies and Procedures” shall be instituted.
2. Any student whose clothing, breath, or personal articles smell of alcohol or drugs shall be reported to the principal or his/her designee. Once verification is made, the student shall be considered to be under the influence and therefore subject to the procedures listed in **Policy JFCH** “Substance Use/Abuse: Student Policies and Procedures.” The parent/guardian may, at their option, elect to have the student undergo testing to determine if the student is impaired. If the test is negative, the school district will reimburse the cost of the test, and the student shall be deemed exonerated and not subject to the penalties referred to above. However, parents choosing this option must ensure that the test occurs within a day’s time of the allegation. The procedure to have a drug test administered begins with the parent contacting their family physician and having the doctor make the appointment. (Please note: Maine General Medical Center performs tests on site, but only with a physician’s referral.) Parents may, however, choose any certified testing facility. Once an appointment is made, both parent and student should go to the lab for a supervised test. The test generally takes one day to process and the results are released to the physician and any other authorized person. The parent must then present test results to the school within two days after the test is administered.
3. Students found to have drugs, alcohol, or tobacco products on their person; within personal articles such as book bags, backpacks, wallets, or purses; or within a school provided storage space such as lockers or closets shall be considered to be in possession and shall be subject to the procedures listed in **Policy JFCH** “Substance Use/Abuse: Student Policies and Procedures.”

Drug/Alcohol/Tobacco Use by Student(s) at a School Function

1. First Offense
 - a. Student removed from function
 - b. Students could be given a breathalyzer by trained administration
 - c. Parents/guardian called to assume responsibility (drug and alcohol only)
 - d. Police called, if necessary
 - e. If student must be transported, another adult must assist

- f. School principal or his/her designee notified as soon as convenient
- g. Principal or his/her designee meets with student. **Policy JFCI** enforced.

2. Further offenses will be covered by **Policy JFCH**.

For further information, please refer to Winthrop Board of Education, Policy ADC, JFCI and JFCH.

Suspension of Students

The Winthrop Board of Education delegates to the principals the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. Suspensions longer than 10 days may be imposed by the Board.

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

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

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

The parents/guardians and the student may be required to schedule a conference with the building administrator/designee within the suspension period and prior to readmittance to school.

Students shall be responsible for any school work missed during their suspension. After readmittance, they shall be permitted to take tests, quizzes, or any form of evaluation affecting their grades.

Legal Reference: 20-A MRSA § 1001.9

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

Adopted: August 11, 1999, Winthrop Board of Education, Policy JKD

Expulsion of Students

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

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

The notice of hearing shall include:

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

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

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

Adopted: August 11, 1999 Winthrop Board of Education, Policy JKE

Students Rights on Suspension and Expulsion

1. **Suspension.** The School Board delegates to the principals the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. The Board may impose suspensions longer than 10 days. (**PLEASE NOTE: Capitol Area Technical Students are subject to the rules of both the sending and receiving schools; therefore, a student suspended from one school shall also be suspended from the other. Suspension time will be concurrent.**)

Prior to the suspension, except as hereinafter provided:

- 1.1.1. The student shall be given oral or written notice of the charge(s) against him/her;
- 1.1.2. The student shall be given an explanation of the evidence forming the basis for the charge(s); and
- 1.1.3. The student shall be given an opportunity to present his/her version of the incident.
- 1.2. **Continued Behavior.** Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present his/her version of the incident shall be arranged as soon as practicable after removal of the student from school.
- 1.3. **Notification.** The student's parents/guardians shall be notified of the suspension as soon as practicable by telephone (if possible) and by written notice sent by mail. A copy of the notice shall also be sent to the office of the superintendent.
- 1.4. **Parent/Administrator Conference.** The parents/guardians and the student shall be required to schedule a conference with the building administrator/designee within the suspension period and prior to readmittance to school.
- 1.5. **Missed School work.** Students shall be responsible for any school work missed during their suspension. After readmittance, they shall be permitted to take tests, quizzes, or any form of evaluation affecting their grades.

2. Expulsion.

Student's rights at a hearing for a suspension of greater than ten (10) days or expulsion will be as follows:

- 2.1 A hearing will be held at the next regular or special School Board meeting following the suspension.
- 2.2 The student may be represented by an attorney.
- 2.3 The hearing will be held by the Winthrop Board of Education.
- 2.4 The courts have held that students are entitled to the rudiments of an adversary proceeding. This may include:
 - 2.4.1 The right to be presented with the names of witnesses and the affidavits of those witnesses;
 - 2.4.2 The right to demand that any such witness appear in person to answer questions;
 - 2.4.3 The right to present witnesses to testify on one's behalf.
- 2.5 The precise nature of the hearing depends upon the circumstances of the particular case. However, the following applies:
 - 2.5.1 A record will be kept of the hearing procedure. The student is entitled, at cost, to a copy of that transcript if one is available;
 - 2.5.2 The proceeding will move forward as expeditiously as possible;
 - 2.5.3 The Board will establish the length of time of the expulsion and set conditions for return;
 - 2.5.4 If the Board finds insufficient cause to expel, the student may request that the written entries be removed from school records.

Suspension/Expulsion of Exceptional Students

In accordance with the requirements of Maine Special Education Regulations, Chapter 101, Section 14, the school system shall follow procedures that govern disciplinary removals of students with disabilities from their regular school program. These procedures shall be interpreted in a manner consistent with State and Federal special education laws and regulations.

School administrators may suspend students with disabilities for up to ten cumulative school days in the school year under the same terms and conditions as students without disabilities are suspended. Please consult the Director of Special Services for specific details of the removal of a student for ten or more days.

Weapons, Violence, and School Safety

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

School staff is required to immediately report incidents of prohibited conduct to students to the building administrator for investigation and appropriate action.

Work Permits

Any student desiring a work permit shall initiate the application through the principal's office. The student will need a copy of his/her birth certificate and have their social security number available. Those students 15 years old and under must have a parent/guardian accompany them when completing the application form as a parental/guardian signature is required. Application forms must be completed at the school and may not leave the premises.

Band and Chorus

All students are eligible to participate in band and/or chorus. Band and chorus are offered alternately. No student will be allowed to "quit" band and/or chorus until the mid-year point. When they join these groups, the expectation is a commitment until the semester is over. Participation in performances will be determined by participation in practices.

Bicycles and Skateboards

With regard to students who ride their bicycles or bring skateboards to school:

- Helmets must be worn as required by Maine law;
- Know and obey safety laws;
- Skateboards and bicycle use is prohibited on Rambler Road due to safety issues. Students will need to use Charles Street;
- Skateboards may be left in the Principal's office until dismissal;
- Park bicycles only at the bicycle rack located next to the main entrance;
- Lock bikes securely to the rack;
- Walk while on the sidewalks in front of the school; and
- Know that the privilege may be denied if abused.

Scooters, and Rollerblades

Scooters, and rollerblades are not to be used on school grounds.

Cell Phones, Portable Walkmans, Compact Disc Players, iPods, MP3 Players

Students are not allowed to use portable walkmans, compact disc players, iPods, MP3 players, cell phones, etc. during school hours. The school is not able to monitor phone calls or music for appropriateness.

Student Use of Wireless Communication Devices During The School Day:

Students may possess wireless communication devices on school grounds; however, these devices are not to be used during school hours (including, but not limited to cell phones). Personal Digital Assistants (PDA's) may be used by students for academic purposes at the staff's discretion.

If an electronic device disrupts the class or is seen by the teacher, it will be confiscated (including cell phones). All electronic communication devices are strictly forbidden during school hours. If a student is found using one or found to have used one, they will receive a zero for the assignment or exam, and may be subject to further disciplinary action as outlined in the student code of conduct.

Discipline is as follows and records are maintained in the office:

- 1. First Offense: Warning is issued by the office and record is updated.**

- 2. Second Offense: Record is updated, detention is assigned, and electronic device is given back at its completion.**
- 3. Third and subsequent offenses: Record is updated, detention is assigned, parents are notified to pick up electronic device at their convenience.**

Use of wireless communication devices during school trips will be at the discretion of the coach or sponsor, but should not be disruptive to the activity or discourteous to others.

Tutorials

Tutorials are intended to be an interactive time for students and staff to work together in addressing student needs. During this time, most academic teachers are available to assist and work with students.

Student Passes

Students are expected to be in an assigned area at all times during the school day. In the event of an emergency, we need to be able to quickly find students; therefore, every student should have a duly authorized pass when outside of their assigned area.

Valuables – Lost and Found

Large amounts of money, valuable watches, jewelry, prized possessions, and the like should not be brought to school. Articles, which have been found in the building or on school property, should be turned in to the main office. The lost and found area should be checked periodically whenever losses occur. Lost property and clothes not claimed are donated to Goodwill Industries each quarter.

Deliveries

Flowers...balloons...It's a nice thought, but it does disrupt class time. We ask parents to refrain from having flowers, balloons, etc. delivered to students at the school. If deliveries are made, we will hold them for the student(s) in the office until dismissal. We appreciate your understanding and cooperation in this matter.

Glass Containers

Glass containers are not allowed on school property.

Student Meal Payment Policy

- 1. Meals:** It is standard practice in Winthrop Public Schools that students purchase meals in advance, however, if a student forgets or loses his or her money he/she may charge the meal to their account. Payment will be expected the following school day. Students will be allowed to charge up to \$10.00.

At the PK-5 grade levels, account balance reminders will be sent home with students on a weekly basis. Principals will be given a list weekly of students owing \$10.00 or more on their SNP account. Principals/secretaries will contact parents regarding payment. Families will be given an additional week to bring their account current. If the account remains in arrears after one week, the School Nutrition Director will contact parents via phone and written notification to rectify the situation.

Students in grades 6-12 will be reminded of their balance on a daily basis by cashiers. The Kitchen Manager will review student accounts on a weekly basis and contact families owing \$10.00 or more on their SNP account. Families will be given an additional week to bring their account current. If the account remains in arrears after one week, the School Nutrition Director will contact parents via phone and written notification to rectify the situation.

Students owing \$10.00 or more on their SNP account will receive an alternate meal consisting of a cheese sandwich, fruit, and milk until their account is current.

- 2. Ala Carte Purchases:** Students may not charge any Ala Carte purchase.
- 3. Dropped Trays:** At all grade levels, dropped trays of food will be replaced at no charge to the student.

4. **Second Student Meals:** At all grade levels, students requesting a second meal will pay \$ 3.25 for that meal. We do not receive funding for second meals and therefore must charge enough to cover our costs.

AOS 97 Transportation Department: Procedural Guidelines for Bus Misbehavior

When basic bus management strategies such as assigned seating, verbal directives, and reminders of the rules are not effective, the following procedures will be implemented:

Winthrop Middle School and High School

- The bus driver will call the parent/guardian and ask for their help in encouraging the student to follow the bus safety rules. The driver will complete a bus referral slip indicating the problem and the outcome of the phone contact and submit it to the building principal/designee.
- Continued misbehavior will result in a second bus referral slip. The principal/designee will meet with the student, gather the facts, discuss the situation, and review the expectations on the bus. Parents/guardians will be contacted and the student will serve one detention. Continued misbehavior will result in a third bus referral slip. The principal/designee will investigate the situation and, if the facts warrant it, the student's privilege to ride the bus will be suspended for five days. The student will not be allowed back on to the bus until a parent/guardian and the child meet with the principal/designee to review the bus expectations.
- Continued misbehavior will result in a fourth bus referral slip. The principal/designee will investigate the situation, and, if the facts warrant it, the student's privilege to ride the bus will be suspended for an indefinite period of time. The student will not be allowed back on to the bus until a parent/guardian and the child meet with the principal/designee to develop a plan to address the concerns on the bus.

Serious misbehaviors may lead directly to an indefinite suspension of the student's privilege to ride the bus. This will be determined by the principal/designee in consultation with the transportation director. These serious misbehaviors include, but are not limited to, the following offenses as defined in AOS 97 *Code of Conduct*:

- Weapon possession;
- Sexual activity;
- Fighting;
- Physical attack;
- Threat to staff;
- Threat to student;
- Harassment;
- Alcohol violation;
- Drug violation.

Special Services students whose behaviors are not related to their handicapping condition will be subject to these procedures. Alternative transportation arrangements will be made when appropriate to meet the needs of identified special services students.

Bus Safety Rules

- Use quiet voices.
- Ride safely – *Stay in your seat-sit facing forward-place backpack in your lap.*
- Keep your hands and feet to yourself.
- Respect the driver, other students and property.
- Report problems or concerns to the driver – *Do not take matters into your own hands. If not satisfied with the driver's action than report it to the principal or assistant principal. Do not argue with the driver.*
- Mouths are to remain empty.
- Carry-on items must fit in your backpack, under the seat, or in your lap.

Information Technology Network Use Policy

I. Introduction

This information technology and network use policy governs the use of computers and networks in the Winthrop Public Schools. As a user of these resources, you are responsible to read and understand this document. This document protects the consumers of computing resources, computing hardware and networks, and the system administrator.

Winthrop Public Schools utilizes filtering technology designed to block any materials that are obscene or harmful to minors. We are in compliance with the Children's Internet Protection Act (CIPA) as mandated by federal law. Winthrop Public Schools is not responsible for Internet use at home with equipment owned by the school.

II. Responsibilities

Computers and networks can provide access to resources on and off school campus, as well as communication with other users worldwide. Such access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

Users do not own accounts on Winthrop Public School's or Maine Department of Education's (MLTI) computers, but are granted the privilege of use. Technology staff will have access to user files in the normal course of his/her employment when necessary to protect the integrity of computer systems or the rights or property of the Winthrop Public Schools. All employees, students, parents, and community members are expected to observe the following rules of network etiquette:

1. Do not disclose personal information about yourself and others; (#3 rephrased);
2. Give credit to copyrighted materials found on the World Wide Web (www);
3. E-mail has become a vital communication tool used by staff and students to carry out academic and administrative functions. It is important to ensure the security and responsible use of e-mail within the district. Threatening or harmful e-mail will result in loss of privileges and possible further legal action.

III. Acceptable Use

Computers, networks, and the Internet are provided for educational curriculum and applied research consistent with the learning objectives of the Winthrop Public Schools.

IV. Prohibited Use

Each user is responsible for his/her actions and activities involving school unit computers, networks, and Internet services, and for his/her computer files, passwords, and accounts. Examples of unacceptable use that are expressly prohibited include, but are not limited to the following:

1. Accessing Inappropriate Materials;
2. Illegal Activities;
3. Violating Copyrights
4. Plagiarism;
5. Violating Software Licensing;
6. Misuse of Passwords/Unauthorized Access;
7. Malicious Use/Vandalism;
8. Inappropriate use of social digital media;
9. Unauthorized downloads and software installation.

Winthrop Board of Education

V. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

The school unit assumes no responsibility for any unauthorized charges made by students, including, but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

VI. The Network as a Privilege

Be mindful that the availability of the Internet as a research tool is a tremendous benefit to the students, parents, employees and community users. Any attempts to vandalize, destroy data, invade the privacy of another individual's account, or post anonymous inflammatory messages will result in disciplinary action and/or termination of Internet access.

VII. School Web Site

The Winthrop School Department maintains an official web site to provide general information about our school system, as well as information about educational programs and extracurricular activities, school events and student and staff achievements. This web site is intended to support the educational mission of the schools to enhance the curriculum and learning opportunities for students and staff, and to provide valuable information to the larger community about our schools. The web site does not create, nor is it intended to create, a public or limited public forum.

The Board recognizes that the schools must establish reasonable controls to protect the privacy of students and staff, to ensure that the web site is in compliance with applicable laws, and to ensure that it meets the highest educational and quality standards. The Superintendent shall be responsible for overseeing the implementation of this policy. The Superintendent may develop additional administrative procedures and/or rules governing the day-to-day management and operations of the Winthrop Public Schools' web site consistent with Board policy and guidelines.

VIII. Distance Learning Program

Winthrop Public Schools offers distance education through Virtual High School (VHS). All students in distance learning programs are expected to comply with applicable Board policies, procedures, and school rules. Violations of Board policies, procedures, and school rules may result in loss of privileges to participate in distance learning programs, as well as disciplinary sanctions under the applicable policy or rule.

The Superintendent is responsible for implementing the distance learning program, although specific responsibilities may be delegated to administrators or other appropriate staff at the Superintendent's discretion.

IX. Enforcement

Minor infractions of this policy, when accidental, such as consuming excessive time and/or material resource or overloading computer systems, will be resolved informally by the supervising personnel, and/or technology specialist. These infractions will be discussed either through electronic mail notices or in-person, whichever means is most expedient.

Repeated minor infractions or misconduct which is more serious may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to: unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use of copying of licensed software, repeated harassment, or threatening behavior.

In addition, offenders will be referred to their sponsoring advisor or other appropriate administrative personnel for further disciplinary action.

Any offense which violates local, state, or federal laws will result in the immediate loss of all school computing privileges and will be referred to an appropriate school administrator and/or law enforcement authorities.

Adopted: 10/16/96

Revised: 06/11/2003

Revised: 07/08/2009

