

Eastern Aroostook Regional School Unit 39

Caribou, Limestone, Stockholm

Student Code of Conduct



Adopted: April 3, 2013

Eastern Aroostook Regional School Unit 39 STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

Who Should Read the Student Code of Conduct

The Student Code of Conduct, or SCC, is important for all members of the school community to read and understand.

Students

The SCC is your guide for behavior at school. Your principal, teachers, and other staff members will help you learn and understand the good behavior that is expected of you at school. The SCC describes behaviors that are not allowed at school and explains the consequences if you behave inappropriately. If you follow the SCC, you will be helping your school be a safe, respectful, and a productive place for you and your classmates.

Parents / Guardians

The SCC is your guide for understanding the behavior that is expected of your student at school and the steps that will be taken if your child behaves inappropriately. Please read the SCC with your student and discuss any questions with the school principal. If you have concerns about your student's safety or behavior, please talk to your school principal so that you and the school can cooperate to help your child succeed.

School Staff

The SCC is your guide for supporting positive student behavior at school and understanding the steps that may be taken if a student demonstrates inappropriate behavior. If you have concerns about safety or your school's climate, please talk to your school principal so that you and your administration can work to maintain a safe and orderly learning and work environment.

School Administrators

The SCC is your guide for supporting positive student behavior at school and an outline of the steps you should take to address inappropriate student behavior. When the school year begins, please distribute a copy of the SCC to students and parents/guardians and discuss the policy with them. If students behave inappropriately, use this policy to properly address the situation so that your school can maintain a safe learning environment and positive climate.

Where and When the SCC Applies

The SCC applies to students at all times during the school day, while on school property, while traveling to and from school, at any school-related event, on an RSU 39 school bus, and at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

The SCC also applies to student behavior outside of school for seriously inappropriate behavior off school property and during non-school hours if the behavior will interfere with teaching and learning at the school. This includes seriously inappropriate behavior on social networking websites that disrupts or may disrupt the educational process at the school.

How the SCC Should be Used

In a safe, respectful, and productive learning environment, all students know what behaviors are expected of them and understand how to demonstrate good behavior at school. If a student behaves inappropriately, school staff members intervene to correct the student's behavior. The sections below should be used as a guide to help all schools create a safe, respectful, and productive learning environment by (1) guiding students towards positive behavior, and (2) responding quickly and consistently to correct any inappropriate student behavior.

Guiding Students to Positive Behavior

The most critical step to building a safe, respectful, and productive learning environment is establishing a positive school climate where students and adults have strong, positive relationships and students understand what is expected of them as learners at school. Schools should nurture students by providing them with positive behavioral supports and meaningful opportunities for improving social and emotional skills, such as recognizing and managing emotions, developing caring and concern for others, making responsible decisions, establishing positive relationships, and handling challenging situations in a constructive way. School principals and staff members must establish and maintain a positive school climate and must effectively communicate, teach, and model the positive behaviors they expect students to exhibit in the classroom and in other parts of the school throughout the day.

In order to guide students to positive behavior, **all school staff** must follow these steps:

1. Set expectations for positive behavior.
 - a. Create expectations for positive behavior and predictable routines for students.
 - b. Post expectations for positive behavior throughout the school.
 - c. Regularly communicate high expectations for student success demonstrating positive behavior.

2. Teach positive behavior.
 - a. Build positive relationships with students.
 - b. Model positive behavior for students.
 - c. Explicitly teach students how they can best demonstrate positive behavior and follow expected routines. For example, specify expected behavior while learning in the classroom, moving through the hallways, eating in the cafeteria, entering the building, leaving at dismissal, etc.
 - d. Practice expected behavior with students in all settings.

3. Reinforce positive behavior.
 - a. Regularly review expectations for positive behavior, reteaching and allowing practice as needed.
 - b. Provide frequent feedback to students on their behavior, both appropriate and inappropriate, so they know if and how they are meeting the school's expectations.
 - c. Praise and reward students for demonstrating positive behavior, especially when it is a new behavior for that student.

By setting expectations, teaching students to meet those expectations, and regularly reinforcing appropriate behaviors, schools will see fewer incidents of inappropriate behavior and more time spent learning.

Standards for Ethical and Responsible Behavior

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

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

General Behavior Expectations and Discipline Policies

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

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

- Respect the property of others, including school property and facilities.
- Refrain from cheating or plagiarizing the work of others.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses.

Behavior that also violates the law may be referred to law enforcement authorities.

Administrative Implementation

Administrators are encouraged to utilize positive interventions to support student behavior including evidence-based practices rather than set punishments for specific behaviors and avoid zero tolerance practices. Administrators may use their discretion to fashion appropriate discipline that examines the circumstances pertinent to the case at hand.

Support Services

Guidance

Guidance services are available for all students. These services include assistance with educational planning, interpretation of test scores, occupational information, and career information, study help, help with home, school and/or social concerns, or any question the student would like to discuss with the counselor.

Special Services

Referral

The school has adopted policies and procedures for determining when a student shall be referred for special services.

See policies: IHBAA – Referral/Pre-Referral Procedures
IHBAC – Child Find Policy

Individual Educational Plans

RSU 39 provides a completed Individual Education Plan (IEP) for all identified students with disabilities. These IEP's provide for all required sections as identified in the Individuals with Disabilities Education Act and clearly document services, settings and time constraints that provide for educating the student with disabilities in the least restrictive environment.

See policy: IHBA-Individual Education Plans

Review of Individual Educational Plan

The school shall schedule a PET meeting to review the IEP of a student who has been removed from class when:

- School officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or other
- Class removals are sufficient to constitute a change in the student's special education program
- School officials or the parent believes that the student's behavior may warrant a change in educational programming.

See policy: JKF – Suspension/Expulsion of Special Education Students

Responding to Inappropriate Student Behavior

The second part of building a safe, respectful, and productive learning environment is effectively addressing inappropriate behavior, if it occurs. All members of the school community should take steps to correct the student's inappropriate behavior, remedy any harm caused, and prevent the same inappropriate behavior from recurring. Students, parents/guardians, teachers, and staff are responsible for reporting inappropriate student behavior to the school principal. The school principal or designee is responsible for assigning the appropriate interventions and consequences to address the inappropriate behavior and must also respect the rights of any student accused of inappropriate behavior. The section below explains the responsibility of each member of the school community when students behave inappropriately.

Students

If you feel unsafe, have a problem with another student that you cannot solve, or see someone hurting or bullying another child, tell your teacher, principal, or another staff member.

Parents / Guardians

If your student feels unsafe, has a conflict with another child, or if you see a student behaving inappropriately, inform the school principal.

Teachers and Staff

Actively supervise students at all times. Listen to student chatter and investigate rumors of inappropriate behavior. Take every opportunity to correct minor inappropriate behaviors you may observe among students in the classroom and in common areas. Use instructive and corrective consequences to guide students to appropriate behaviors and refrain from calling students out or posting their names for inappropriate behavior. If you see a conflict between students that you cannot resolve, hear an allegation of a student behaving inappropriately, or witness an inappropriate act, inform your administration and intervene as necessary to keep students safe.

Principals and Administrators

If you learn about a conflict between students, hear an allegation of a student behaving inappropriately, or witness an inappropriate act, follow these steps:

1. Redirect to correct behavior. All adults should redirect students to correct inappropriate behavior and minimize the likelihood of the behavior escalating or recurring.
2. Intervene to minimize disruption, resolve conflict, and as necessary to keep students and staff safe. If a student has been injured, make every reasonable effort to notify the parents/guardians.

3. Investigate by talking to all students, teachers, school staff, or other witnesses to the incident. If a search of the student, his/her locker, desk, or personal belongings needs to be conducted, follow the Board's Search and Seizure Policy.
4. Afford due process for the student.
 - a. Using the information gathered in the investigation, determine whether the student's behavior falls within the SCC. If so determine the Group level of disruption caused by the inappropriate behavior. Identify the inappropriate behavior listed, and evaluate the range of possible interventions and consequences.
 - b. Inform the student of the allegations made, the applicable SCC infraction(s), and the range of consequences the student faces.
 - c. Allow the student to respond to the charges. In other words, let the student tell his/her side of the story.
 - d. Make reasonable efforts to contact the parents/guardians and notify them of the allegations before assigning interventions and consequences.
5. Assign interventions or consequences according to the SCC.
 - a. Determine whether it is more likely than not that the student engaged in the identified SCC inappropriate behavior.
 - b. The principal has the final authority to assign interventions and consequences based on his / her independent assessment of the best interest of the school community, including available school resources, the needs of any student or staff victim, and the rights of the student engaged in inappropriate behavior.
 - c. Identify the appropriate intervention(s) and/or consequence(s) that best address and correct the student's inappropriate behavior. Before assigning, consider the following:
 - The goals of assigning interventions or consequences are to maintain a safe environment, maximize all students' learning, and improve students' behavior skills by addressing the triggers for inappropriate student behavior.
 - Use corrective and instructive consequences as much as possible to teach appropriate behavior, including the use of balanced and restorative justice when appropriate and when all parties voluntarily agree to participate.
 - Select consequences that are in proportion to the inappropriate behavior.
 - Avoid consequences that will remove the student from class and school, if possible. Use out-of-school suspensions as a last resort and only when in-school interventions and consequences are insufficient to address the student's inappropriate behavior. When suspended out-of-school, students lose instructional time and opportunities for developing social and emotional skills that could lessen the likelihood of future inappropriate behavior.
 - Consider these factors when deciding which consequence will be most effective:
 - Student's age, maturity, and grade,
 - Student's prior conduct and record of behavior,

- Student's willingness to acknowledge the inappropriate behavior,
- Student's willingness to make restitution,
- Impact of the incident on the overall school community,
- Student's intent and severity of harm caused, and
- Parent/guardian's level of cooperation and involvement.
- Impose age-appropriate consequences for all SCC inappropriate behaviors.
 - Students of different grades and ages are at different developmental levels, so the appropriate response to behavior may vary depending on the student. Less severe consequences may be appropriate for lower grade or younger students when compared to higher grade or older students.

Expectations

The following is a summary of the school's expectations for student behavior. In many cases, the School Board has adopted policies (policies can be found on the RSU 39 website at www.rsu39.org) that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, School Board policies and/or school handbooks, School Board policies will prevail.

Violence and Threats

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

See policies: JICIA – Weapons, Violence and School Safety
EBCC – Bomb Threats

Weapons

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

See policy: JICIA – Weapons, Violence and School Safety

Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

See Policy: ACAD- Hazing

Bullying

Bullying is not acceptable conduct in Eastern Aroostook RSU 39 schools and is prohibited. “Bullying” means any physical act or gesture or any verbally, written or electronically communicated expression that:

- A. A reasonable person should expect will have the effect of:
 - a. Physically harming a student or damaging a student’s property;
 - b. Placing a student in reasonable fear of physical harm or damage to his/her property; or
 - c. Substantially disrupting the instructional program or the orderly operations of the school; or
- B. Is so severe, persistent or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

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

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks or other possessions;
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, putdowns, or demeaning humor relating to student’s race, color, ethnicity, gender sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school or welfare of students.

See policy: JICK - Bullying

Discrimination and Harassment/Sexual Harassment

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

See policies: AC – Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA – Harassment and Sexual Harassment of Students
ACAA-R – Student Harassment Complaint Procedure

Drug and Alcohol Use

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance. Nor shall any student possess “drug paraphernalia” as defined in MRSR Title 17-A §1111-A.

See policies: JICH – Drug and Alcohol Use by Students
ADC – Tobacco Use and Possession
JICHA – Breathalyzer Policy

Tobacco Use

Students shall not possess, sell, distribute or dispense tobacco products in school buildings, school facilities and including school buses and other school vehicles, and on school grounds while school is in session, during school-sponsored events. Students are prohibited from wearing clothing or distribution literature that promotes the use of tobacco or tobacco products while school is in session or at school-sponsored activities.

See policy: ADC – Tobacco Use and Possession

Conduct on School Buses

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

See policies: JICC – Student Conduct on Buses
JICC-R – Student Conduct on Buses – Rules

Computer / Internet Use

Student use of school computers, networks and Internet services is a privilege not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Appropriate online behavior is expected. Interacting with other individuals on social networking websites and in chat rooms, not related to educational assignments, is prohibited. Cyber bullying will not be tolerated. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

See policies: IJNDB – Student Computer and Internet Use
IJNDB-R – Student Computer and Internet Use Rules

Co-Curricular Activities Code

Students must follow all School Board policies and school rules while participating in athletics and extracurricular activities. In addition, a separate Extra-Curricular Activities Code has been developed for students participating in these activities. Students who violate the Extra-Curricular Activities Code may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable School Board policies and/or school rules.

Removal of Disruptive / Violent / Threatening Students

- Students who are disruptive, violent or threatening death or bodily harm to others may be removed from classrooms, school buses or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
- If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
- The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a

disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school's crisis response plan if appropriate.

See 2-A M.R.S.A. §4009 – Protection from Liability

Discipline

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 in accordance with School Board policies, rules, or laws. Students whose conduct directly interferes with the operations, discipline or general welfare of the school.

Consequences for Violations of the Student Code of Conduct

School administration may impose the following consequences for violations of the Student Code of Conduct. (Note consequences will vary from school to school due to the age and maturity level of students. See individual school handbooks for school specific application of consequences.)

1. **After school detention**
2. **Lunch detention**
3. **Friday / Saturday detention**
4. **In-school suspension**
5. **Out-of-school suspension**

A written notice to the parents of a student when a student is suspended from school, regardless of whether the suspension is an in-school or out-of-school suspension will be sent out.

There are occasions when additional administrative action may be necessary. The principal may recommend that action to expel a student be initiated.

Out-of-school suspended students are not permitted to participate in or attend any school activity and are prohibited from being on school grounds during their suspension.

Teacher Detention

Teachers may assign detention to students for behavior that disrupts or interferes with the teaching and learning process. Students who have been assigned a teacher detention will be given a 24 hour notice to make provisions for transportation, work, or other possible conflicts. Failure to report for detention will result in administrative referral and further action.

Enforcement Authorities

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

See policies: KLG – Relations with Law Enforcement Authorities
KLG-R – Relations with Law Enforcement Authorities, Administrative Procedure

Dissemination of System-Wide Student Code of Conduct

The System-Wide Student Code of Conduct and relevant district-wide school disciplinary policies shall be distributed to staff, students and parents through handbooks, the school district's website (www.rsu39.org) and/or other means selected by the Superintendent and building administrators.

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

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