

Student Code of Conduct

The MSAD 23/RSU 87 Board of Directors 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 and in which students may develop as ethical, responsible and involved citizens.

To achieve this goal, MSAD 23/RSU 87 has established a set of expectations for student conduct. These expectations are based on the values identified as essential to ethical and responsible behavior.

MSAD 23/RSU 87 Core Values

Respect
Honesty
Compassion
Fairness
Responsibility

The board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

Having considered the input of administrators, parents, students, and the community, the Board adopts this Student Code of Conduct ("Code), consistent with the requirements of 20-A MRSAS 1001 (15) (adoption of Student Code of Conduct).

The Code applies to students who are on school property, who are 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.

With rights come responsibilities. Students are expected to demonstrate ethical and responsible behavior consistent with the school community's values. Such conduct is fundamental to a supportive, safe, and orderly school environment and a civil society.

As a school community, we are dedicated to the values of **Respect, Honesty, Compassion, Fairness, Responsibility** that contribute to a positive, diverse, safe, and caring learning environment. We are committed to ethical and responsible behavior and will provide leadership and demonstrate courage in the face of this challenge.

A person who is **Respectful** of self and others

Does:

- Appreciate diversity
- Tolerate views and beliefs that differ from one's own
- Support and contribute to a healthy and safe environment

Does not:

- Participate in activities that have the potential to cause physical or emotional harm
- Make derogatory statements about another's gender, sexual orientation, ethnicity, socio-economic class, religion, disability, intellect, or appearance

A person who is **HONEST** in all academic endeavors and relationships

Does:

- Seek to speak the truth, respectfully
- Recognize that trust is an essential component of all relationships
- Interact with others in a sincere and genuine manner
- Acknowledge his/her own shortcomings

Does not:

- Seek to steal from others or cheat
- Plagiarize the work of others
- Engage in secretive, fraudulent, or manipulative behavior

A person who is **COMPASSIONATE**

Does:

- Treats all people with kindness
- Possesses an ability to empathize with others
- Lend a helping hand to those in need
- Seek to understand others

Does not:

- Tease or taunt others
- Seek to judge others
- Seek to draw attention to another's shortcomings

A person who is **FAIR** in dealing with others

Does:

- Seek to strike a balance between the needs of the individual and the needs of the community
- Understands the difference between justice and vengeance
- Treats others the way he/she would like to be treated
- Exhibits impartial and even-handed treatment of others

Does not:

- Engage in malicious criticism
- Attempt to further one's own interests at the expense of others
- Show favoritism

A person who is **RESPONSIBLE**

Does:

- Acknowledge making a mistake
- Answer for personal actions or failures to act
- Report harmful, hateful, or dangerous behavior to an adult

Does not:

- Rationalize or make excuses for unacceptable behavior or evade the consequences or personal actions

Expectations

The following is a summary of MSAD 23's expectations for student behavior. In many cases, the School Board of Directors has adopted policies that address these expectations in greater detail. Students, parents, and others should refer to the policies and student handbook for more information about the expectations and consequences. In cases of an inconsistency between the Code of Conduct, School Board policies and/or school handbooks, School Board policies will prevail.

A. Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behaviors include fighting, assaults 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: JICI – Weapons, Violence and School Safety
EBCC – Bomb Threats

B. 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 policies: JICI – Weapons, Violence and School Safety

C. Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any actions 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. Student who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

See policy ACAD – Hazing

D. Discrimination and Harassment/Sexual Harassment

Students should not discrimination against other students on the basis of race, color, sex, 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

AC – Harassment and Sexual Harassment of Students

E. Drug and Alcohol Use

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

See policy JFCI– Drug and Alcohol Use by Students

F. Tobacco Use

Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations may result in disciplinary action up to and including expulsion from school.

See policy JFCG – Tobacco Use and Possession

G. 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, depending upon the particular violation.

See policy JFCC – Transportation Policy for Students and Parents/Guardians

H. Computer/Internet Use

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

See policy IJNDB – 1 Student Computer and Internet Use

I. Extracurricular Code of Conduct

Student must follow all School Board policies and school rules while participating in athletics and extra curricular activities. In addition, a separate Interscholastic Performance Code has been developed governing the behavior of middle school students participating in these

activities. Students who violate the code may be subject to suspension or removal from the team/activity as well as additional disciplinary action under the applicable School Board policies and/or school rules.

See policy JJIC – Caravel Middle School Extra Curricular Policy

Removal of Disruptive/Violent/Threatening Students

- 1) 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.
- 2) 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.
- 3) Staff members should not use force or restraint, except only to a minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
- 4) 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 noncompliant student. The administrator may invoke the School Board's crisis response plan if appropriate.

See 20-A M.R.S.A. § 4009 – Protection from Liability
See Crisis Response Plan

Special Services

- 1) **Referral.** The School Board has adopted policies and procedures for determining when a student shall be referred for special services.

See policies: IHBAA – Identification of Students With Disabilities
IHBAB – Child Find

- 2) **Review of Individual Education Plan.** The school shall schedule a PET meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or to others; b) the class removals are sufficient to constitute a change in the student's

special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

See policy JKE – Disciplinary Removal of Students with Disabilities

Referrals to Law Enforcement Authorities

The superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, student or staff. The superintendent/administration may also inform law enforcement authorities when they have reason to suspect that 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.

Dissemination of System-wide Student Code of Conduct

The system-wide Student Code of Conduct shall be distributed to all staff, students and parents through handbooks 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: Standard for Ethical and Responsible Behavior in Maine Schools and Communities (Report of the Commission for Ethical and Responsible Behavior, February 2001)

MSAD 23/RSU 19 Discipline and Behavior Related Offenses and Consequences

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. For cases involving absences, truancy, class cutting, tardiness, to school or class, the intention is not to remove the student from school or the classroom setting except in extreme circumstances. All attendance related offenses must be dealt with in accordance with the MSAD 23/RSU 87 Board of Directors' attendance policy.

I Staff/Administrative Response	II Parent/Guardian Involvement	III Reallocation of Student's Time	IV Exclusion from Normal School Activities	V Expulsion
<p>Options</p> <ul style="list-style-type: none"> •Verbal Reprimand •Time-out or out of classroom •Loss of privileges •Teacher/administrator conference with student •Contact with parent 	<p>Options</p> <ul style="list-style-type: none"> •Phone call to parent/guardian •Written Notification •Conference with parent/guardian •Parent/guardian accompanies student to school/class 	<p>Options</p> <ul style="list-style-type: none"> •Detention •Campus clean up •In-school suspension •Saturday/vacation school <p>(parent/guardian notification required)</p>	<p>Options</p> <ul style="list-style-type: none"> •Restricted access •Suspension •Alternate placement <p>(parent/guardian notification required)</p>	<p>Options</p> <p>(Parent/guardian notification required)</p>
<p>Restitution for loss or damage may be requested in addition to any of the above consequences. When appropriate, law enforcement will be involved.</p>				

Offense	Definition	Range
Absence-Unlawful	An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence.	I to IV
Alcohol Violation	Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute.	IV to V
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.	IV to V
Bus Misbehavior	Any violation of school system policy or bus driver rules to policy occurring on a school bus.	I to IV
Cheating/Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.	I to IV
Computer/Electric Communication Misuse	Any unauthorized use of computers, software, or internet/intranet, accessing inappropriate websites. Misuse of a website, internet/intranet account or internet/intranet resources	I to V
Cutting Class	Unexcused absence from a class or school activity.	II to IV
Defamation	False or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.	II to IV
Destruction of Property/Vandalism	Damage, destruction, or defacement of property belonging to the school or others.	I to IV
Discrimination	Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	II to V
Disrespect Toward Adults	Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community.	I to IV
Disruption, classroom	Behavior that interferes with the learning of others in any learning environment.	I to IV
Disruption, inciting and/or participating	Behavior disturbing the atmosphere or order.	I to V
Disruption, school	Behavior that interferes with the safe and orderly environment of the school or school activity.	I to IV

Drug Violation	Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia.	IV to V
Extortion/Strong arming/Blackmail	The process of obtaining property from another, with or without that person's consent, by wrongful use or force, fear, or threat.	IV to V
Failure to Serve Assigned Consequences	Failure to serve detention, Saturday or vacation school, suspension, or other assigned consequence.	I to IV
Bomb Threats/False Alarms	Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.	IV to V
Fighting	A hostile confrontation with physical contact involving two or more students	III to V
Fireworks or Explosives	Possession, use and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or combinations of substances or articles.	IV to V
Forgery	To use, make, or reproduce another's signature for deceptive purposes.	I to IV
Gambling	Wagering money or property.	I to IV
Harassment	A sufficiently severe action or persistent pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.	II to V
Hazing	Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.	IV to V
Indecent Exposure	Exposure to sight of the private parts of the body in a lewd or indecent manner.	II to V
Insubordination	Refusing to follow reasonable directions of teachers, staff, administration, including failure to identify self.	III to IV
Intimidation	Engaging in actions or statements that put an individual in fear of bodily harm.	I to IV
Leaving School Grounds Without Permission	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.	III to IV
Pager/Cell Phone	Carrying, wearing, or using an unauthorized portable electronic communication device.	II to IV

Physical Attack on Students or Others	Aggressive action, with physical contact, directed at another person, student, or non-student on school grounds or at a school-sponsored event.	IV to V
Profanity	Using vulgar or abusive language, cursing, or swearing.	I to IV
Refusal to Obey School Rules	Behavior of a sexual nature including consensual sexual activity; possession of pornographic materials.	II to IV
Sexual Harassment	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward others.	II to V
Stalking	A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death; or that a third person will likely suffer serious bodily injury or death.	IV to V
Tardiness	Lateness to school or class.	I to IV
Theft	Taking or obtaining property of another without permission or knowledge of the owner	II to V
Threat to Staff, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to another student.	IV to V
Threat to Student, Physical or Verbal	Possession or use of any tobacco or tobacco products, including possession with the intent to sell, give, deliver, or distribute.	III to V
Tobacco Use/Possession	Possession or use of any tobacco products, including possession with the intent to sell, give, deliver, or distribute.	III to V
Trespassing	Unauthorized presence on school property including while on a restrictive trespass, suspension, or expulsion.	II to V
Truancy	Unexcused absence without parental knowledge.	III to IV
Uncooperative Behavior	Intentional failure to follow reasonable directions of a staff member or to participate cooperatively in a school or class activity.	I to IV
Weapons Violations	Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, knives, and any implement, visible or concealed, possessed under a circumstance which would reasonably lead to a person to believe it was a weapon.	IV to V