

DAWN F. BARNES ELEMENTARY SCHOOL



STUDENT CODE OF CONDUCT 2015/2016

Adopted: May 26, 2010

I have read and understand the policies and procedures of this Students Code of Conduct and School Handbook. I take responsibility for those policies and procedures as well as the responsibility for textbooks and other school items issued during the 2014/2015 school year. If any book or school item is lost, damaged, or destroyed, I agree to pay for such loss.

Parents,

Please discuss the information in the handbooks and sign and return this form to school. The handbooks are yours to keep. Please have each child attending school sign also.

Parent _____ Date _____
Signature

Student _____ Date _____
Signature

Student _____ Date _____
Signature

Student _____ Date _____
Signature

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Student Code of Conduct

Introduction

The Caswell School Committee 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 student may develop as ethical, responsible and involved citizens.

To achieve this goal, Dawn F. Barnes Elementary School 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 (or core values):

- *fairness,
- *compassion,
- *honesty,
- *responsibility,
- *respect, and
- *courtesy

The Committee believes that each member of the school community should take responsibility for his/her own behavior. To that end, the Committee 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 Committee adopts this Student Code of Conduct (“Code”), consistent with the requirements of 20-A MRSA § 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.²

¹ These are the core values (standards) derived from the values identification process previously engaged in by the Committee with the participation of educators, parents, students, and the community members, consistent with 20-A § 1001 (15). If the core values identified through the process were identical to those arrived at by the Commission and stated in the Reports, this sentence would be: “These expectation are based on the values (or standards or principles) of respect, “consistent” with the statewide standards for student behavior. The core values/standards expressed in the school unit’s code of conduct do not need to be identical to those shown in the Report; the emphasis is on use of a participatory process to identify the core values that will serve as the foundation for behavioral expectations.

² The purpose of this provision is not to authorize administrators to take disciplinary action whenever they wish for any unacceptable conduct which occurs off school grounds, but to give notice to students about the possible consequences of such conduct and to give administrators the authority to assess the impact of this conduct on the larger school community. This assessment will assist in determining whether disciplinary sanctions are appropriate and, if so, what they should be.

STATEMENT OF DAWN F. BARNES ELEMENTARY SCHOOL
VALUES AND STANDARDS
FOR ETHICAL AND RESPONSIBLE BEHAVIOR

As a school community, we are dedicated to the values of :

- ***fairness,**
- ***compassion,**
- ***honesty,**
- ***responsibility,**
- ***respect, and**
- ***courtesy**

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 **FAIR** in dealing with others

Does:

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

Does not:

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

A person who is **COMPASSIONATE**

Does:

- *Treat all people with kindness
- *Possess an ability 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 shortcoming

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 **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 consequence of personal actions

A person who is **RESPECTFUL** and **COURTEOUS** 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.

DISCIPLINE AND LEGAL VIOLATIONS**

Students who break rules are subject to disciplinary action by teachers, administrators or other school personnel. There are four levels of disciplinary actions.

Staff members may conduct a conference among any combination of the following:

- *Teacher/Class, Teacher/Student, Teacher/Parent
- *Teacher/Counselor
- *Teacher/Student Administrator
- *Teacher/Student/Counselor/Parent
- *Administrator/Parent (Telephone)
- *Teacher/Parent (Telephone)
- *Other parties deemed necessary

Level 1 Intervention

Block System:

4 Blocks each day

Each time a classroom rule is broken a block is taken away.

First one: Warning

Second one: Note home & 10 minutes in designated area, if in the afternoon consequence will carry to the next day

Third one: Note home & all of recess in designated area

Fourth one: Note home & 4-8 detention/ K-3 loss of recess with the principal/free time
3 out of 5 days results in escalation to Level 2

Middle Level

2 Blocks each day

First One: Note home and all of recess in designated area

Second One: Note home and 4-8 detention / K-3 loss of recess with the Principal/free time

3 out of 5 days results in escalation to Level 2

Level 2

In school suspension- Alternative to out-of-school removal – When students are removed, this results in the denial of classroom instruction to students. The program also provides a means for students to keep up with class work and homework assignments while under supervision during their disciplinary period.

Parent Meeting

Every 3rd Level 2 consequence escalates to Level 3

Level 3

- a. Suspension 1-2 days
- b. Suspension 3-5 days
- c. Suspension up to 10 days

Level 4

Expulsion- (case by case basis)

Subcommittee to evaluate possibility to expulsion

Subcommittee arranges a meeting with the superintendent to present recommendation (within 5 school days)

Student suspended during wait period

Emergency meeting when needed

RULES and SANCTIONS

An Explanation of the RULES

The rules of conduct for students for DAWN F. BARNES ELEMENTARY SCHOOL are presented in this section of the student's Code of Conduct Handbook. These rules and regulations have been adopted by the School Committee and represent its official policy.

The rules are presented in three categories

*ATTENDANCE VIOLATIONS

*DISCIPLINE VIOLATIONS


*LAW VIOLATIONS

Examples for most rules are provided. Each rule is accompanied by the consequences for breaking that rule.

Principals and staff are responsible for monitoring student conduct.

School personnel will take disciplinary action against any student who violates one or more of these rules and regulations in accordance with the consequences stated. Disciplinary action may include, but is not limited to, reprimand, after-school work, repayment for damages, clean up or revocation of privileges associated with school activities.

RULES and SANCTIONS

A telephone () identifies a rule violation when the parents and the law enforcement agency may be notified.

ATTENDANCE VIOLATIONS

Rule 1. Attendance: A student is to attend school (including all classes) each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent(s)/guardian is subject to its penalties. Efforts will be made to communicate with parents of absent and truant students. ***(1-4)**

- a. Tardiness** – Failure to be in a place of instruction at the assigned time without a valid excuse.
Attendance will be taken during breakfast
Report to office at 8:00 AM
Report to cafeteria before 8:00 AM if not on the bus
Tardy slip needs to come to the teacher from the office, 10 in a quarter **(2)**
- b. School Cutting** – Failure to report to school without prior permission or excused by the school or the parent. Must bring a note or make contact with the school for evidence **(2)**
- c. Excessive Absences (Truancy)** – Excessive absences are felt to affect adversely the student's education (See Attendance Policy on page 18-19 **(2)**)
- d. Leaving the School or School Property without permission (2)**

Discipline Violations

Rule 2. Unauthorized Activities *(1-4)

- a. Selling of Items** – Unauthorized selling of items on or off school property. **(1-2)**
- b. Electronic Tampering:** Unauthorized access or use of any network files or documents (Students will sign a document, Internet Acceptable Use Procedures). Some examples of this rule violation may include destruction of files, virus introduction, altering data or any other interference with electron management system of the school division. **(2-3)**

Rule 3. Medication: Students are not to transport prescription medication to or from school or have medication in their possession at any time. This rule will not be interpreted to prevent a student from taking medication (prescribed or over the counter) in the office. **(1 & confiscate)**

Rule 4. Student Dress: A student will maintain personal attire and grooming standard that promote safety, health, and acceptable standards of social conduct, which may include but not limited to clothing advertising any prohibited substances or/or sexually offensive materials. Student dress that disrupts the school environment will not be tolerated. **(1& change)**

Rule 5. Personal Property: A student will not bring or possess any object that has no educational purpose and may distract from teaching and learning. For example: **(1 & confiscate)**

- a. Toys** – Possession of any toys, games, etc., without permission of the administration **(1 & confiscate)**

RULES and SANCTIONS (continued)

- b. Radio-** Possession of radio, walkman, etc. without permission of the administration **(1& confiscate)**
- c. Other** – Possession of any object that could disrupt the normal order of school to include but not limited to cellular phones, pagers, laser pointers, look-a-like beepers, etc. **(1 & confiscate)**

Items will be confiscated from students and may be returned to parents following a conference. A second offense will result in the items being confiscated and not returned until the end of the quarter.

Rule 6. Misrepresentation: A student will not lie or cheat. For example:

- a. Altering Report Cards or Notes** – Tampering with report cards, official passes, and notes in any manner, including changing grades or forging names to excuses. **(3)**
- b. False Information** – Making false statements, written or oral, to any one in authority. **(3)**
- c. Cheating** - Violation rules of honesty, such as copying another student's test, assignment, etc. **(3)**
- d. Plagiarism** – Plagiarism is the intentional use of another person's words or ideas as your own. It is a very serious form of cheating. **(3)**

Rule 7. Disrespect: A student will behave in a respectful manner. Examples of disrespectful behaviors are:

- a. Walking Away** – Leaving while a staff member is talking to the student **(1)**
- b. Talking Back** – Responding orally in a rude manner to a staff member **(1)**
- c. Degrading Behavior** – Treating peers in degrading manner. **(1)**
- d. Inappropriate Body Language** – Gestures, turning away, etc. **(1)**

Rule 8. Insubordination: A student will obey the lawful direction of any staff member during the time the student is in school or participating in a school activity. Examples of insubordination are:

- a. Failure to comply with proper and authorized direction or instruction of a staff member** – Failure to follow any reasonable direction given by a staff member. **(1)**
- b. Refusal to do assigned work** – Failure to do assigned work. **(1)**
- c. Refusal of Detention** – Failure to report to after-school detention and/or In-School alternatives as directed by a staff member. **(2)**
- d. Refusal to participate in In-School Alternatives** – Failure to report to In-School alternatives as directed by a staff member. **(1)**



Rule 9. Profanity Obscenity: A student will not use profane or obscene language or make obscene gestures. For example:

- a. Swearing** - Saying anything that conveys an offensive, racial, obscene, or sexually suggestive message. **(1 w/detention)**
- b. Obscene/Offensive Gestures** – Making any sign that conveys an offensive, racial, obscene, or sexually suggestive message. **(1 w/detention)**
- c. Derogatory Written Materials** – Having any written material or pictures that convey an offensive, racial, obscene, or sexually suggestive message toward another person. **(1 w/detention)**

RULES and SANCTIONS (continued)


Rule 10. Disruption: No student may disrupt the class, school, or bus activity.

For example:

- a. **Chronic Talking** – Repeated talking in the classroom without permission. (1)
- b. **Throwing Objects** – Throwing any object inappropriately in any part of the school, bus, or school grounds. (1)
- c. **Horseplay** – Rough or noisy play or pranks (1)
- d. **Harassing/Teasing** – Pestering or tormenting (1)
- e. **Refusing to Remain in Seat** – Getting out of seat or moving seat without permission of staff member. (1)
- f. **Rude Noises** – Making any unnecessary noises (1)
- g. **Leaving without permission/Unauthorized Area** – leaving the classroom, building, or assigned area without obtaining approval of the teacher an/or administrator or being in an area without permission. (1)
- h. **Bus Misconduct** – Bus Rules found on page 16.
- i. **Shoving and/or Kicking** – Willfully pushing and/or kicking any one. (1)
- j. **Hitting** – Hitting a student or an adult.  (1-3)
- k. **Biting** – Biting a student or an adult.  (2-3)
- l. **Spitting** – Spitting at or on a student or an adult. (2-3)
- m. **Other** – Any other action that disrupts or interferes with educational activities or the school environment, to include public displays of affection. (1-3)

Rule 11. Bullying – Intentional hurtful behavior reported over time in a relationship. (2-4)

Rule 12. Threatening: A student will not threaten another student or staff member. For example, the following

actions are prohibited: 


- a. **Against a staff member** – Threatening to strike, attack, or harm any staff Member. (3-4)
- b. **Against a Student** – Threatening to strike, attack or harm any student or other person. (2-4)

Rule 13. Fighting: Exchanging mutual physical contact between students by pushing, showing, or hitting with or without injury is prohibited. (2-3)


A SECOND FIGHTING OFFENSE MAY CARRY A PENALTY OF LONG-TERM REMOVAL OR EXPULSION. (4)

Rule 14. Hate Speech: A student’s exposure to hate-related works or the feeling of vulnerability. An environment in which students are confronted with discriminatory behavior is not conducive to learning and creates a climate of hostility. Hate speech and/or graffiti is any verbal or written conduct that degrades a person’s race, creed, color, national origin, marital status, sex, sexual orientation, or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile, or offensive environment. (3-4)


RULES and SANCTIONS (continued)


Rule 15.  **Assault and Battery** – A student will not assault and/or batter another person (student, staff member, or any other person). For example: **(4)**

- a. **Against Student** – Unlawful threatening or beating; any physical force or violence against another student, to include tearing clothes or threatening to seize or strike another student. **(4)**
- b. **Against Staff** – Unlawful threatening or beating; any physical force or violence against a staff member, to include tearing clothes or threatening to seize or strike a staff member. **(4)**
- c. **Other** – Unlawful threatening or beating; any physical force or violence against any other person while under the jurisdiction of school authority; to include tearing clothes or threatening to seize or strike. **(4)**


Rule 16.  **Sexual Offenses:** A student will not engage in sexual behavior on school property or at school sponsored activities. For example: **(1-4)**

- a. **Offensive Touching** – Inappropriate fondling. **(2)**
- b. **Sexual Harassment** – Verbal or physical abuse of a sexual nature. **(3)**
- c. **Consensual Sex** – Sexual activity involving willing participants **(3-4)**
- d. **Offensive Touching** – Inappropriate fondling. **(2)**
- e. **Sexual Harassment** – Verbal or physical abuse of a sexual nature. **(3)**
- f. **Indecent Exposure** – Intentional exposure of private parts of one’s body (including “mooning” and “Hoe Downs”, but not limited to) **(2-3)**
- g. **Rape or Attempted Rape** – Unlawful sexual intercourse or attempted sexual intercourse by force, threat, or fear on or off school property. **(4)**

Rule 17.  **Trespassing:** A student will not enter any school property or school facility without proper authorization (includes entering any school during period of removal or expulsion). **(1-4)**


Rule 18.  **Vandalism:** A student will not willfully or maliciously damage or destroy property belonging to another, including school or private property. A student or parent/guardian will be held financially responsible, for willful or malicious destruction of property. For example: **(1-4)**

- a. **Writing on Wall, Mirrors, Desks** **(1)**
- b. **Damaging Another’s Clothing** **(1)**
- c. **Graffiti** – Willful or malicious defacing of public or private property. **(1)**
- d. **All Books** **(1)**


Rule 19.  **Theft:** A student will not steal property or possess stolen property. **(2-3)**

- a. **School Property** – Unlawfully taking and/or carrying away property belonging to School. **(2-3)**
- b. **Staff Property** – Unlawfully taking and/or carrying away property belonging to a staff member. **(3)**
- c. **Student Property** – Unlawfully taking and/or carrying away property belonging to another student. **(3)**
- d. **Possession of Stolen Property** – Having in one’s possession property obtained without the permission of the owner. **(3)**


RULES and SANCTIONS (continued)

Rule 20.  **Burglary or Criminal Trespass:** A student will not break into school property. (3-4)

- a. **Attempted** – Unlawfully attempting entry into a school. (3-4)
- b. **Actual** – Unlawful entry into a school with the intent of committing another crime. (3-4)

Rule 21.  **Extortion:** A student will not take or threaten to take the property of others through intimidation. For example: (2-4)

- a. **Attempted** – Use of threats or intimidation in an attempt to obtain money or property from another. (2-4)
- b. **Actual** – Use of threats or intimidation to obtain money or property from another. (2-4)

Rule 22.  **Alcohol, Tobacco and Other Drugs:** Except as permitted under Rule 3, (medications), a student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, anabolic steroids, substances that look like drugs, imitation controlled substances, and drug paraphernalia. For example: (2-4)


Tobacco

A student may not possess, distribute, sell or use tobacco products on school premises. (2-3)

Alcohol

- a. **Use/Under the Influence** – Drinking any alcoholic beverage in school, on school grounds, on school bus, or at any school function, or coming to school or school activities after consumption. (3-4)
- b. **Possession** – Possessing any alcoholic beverages in school. On school grounds to and from school, on school bus, or at any school function. (3-4)
- c. **Sale/Distribution** – Distributing or attempting to distribute any alcoholic beverage while under the jurisdiction of school authority. (4)

Other Drug Offense

 **Use/Under the Influence** – Using any narcotic, illegal or controlled drug, or any illegal substance, on school grounds, on school bus, or at any school function, or coming to school or school activities after consumption. (3-4)

- a. **Possession/Attempt** – Possessing, or attempting to possess, any illegal or controlled substance or any action that contributes to the possession of any illegal or controlled substance. (3-4)
- b. **Paraphernalia** – Possessing, distributing, or using any drug related paraphernalia. (3-4)
- c. **Inhalants** – Possessing, distributing, or inhaling any substance/product (off-the-shelf, controlled, or illegal) for mind-altering effects. (3-4)
- d. **Sale/Distribution/Purchase/Attempt** – Distributing, selling or purchasing any illegal or controlled substance; attempting to sell, distribute, or purchase any illegal or controlled substance; or any action that contributed to the possession of any illegal or controlled substance. (3-4)

RULES and SANCTIONS (continued)



Rule 23. Weapons and Dangerous Instruments/Objects: A student will not possess, handle, transport, or use any weapon or dangerous object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual. (This rule does not apply to normal school supplies unless they are used as weapons.) For example:

- a. **Bomb/Bomb Threats** – Any device brought to school that contains combustible material or making statement that such a device exists in school or on school property. (3-4)
- b. ***Explosive** – Any device containing combustible material and a fuse. (4)
- c. ***Knife** – Possession of any size or shape knife. (4)
- d. ***Toy Knife** – Possession of any size or shape toy knife. (4)
- e. ***Box Cutter** – Possession of a box cutter, or similar device for cutting. (4)
- f. ***Ammunition** – Possession of any bullets or shells or any object that could be considered to be ammunition or resemble ammunition. (2-3)
- g. ***Fireworks, Small Explosives** – Possession of firecrackers of any small explosive device, including caps, and snapper pops. (2-3)
- h. ***Matches and Lighters** – Possession of lighters, matches or sparklers. (2-3)
- i. ***Other** – Possession of any object or substance that could cause injury including (but not limited to) slingshots, razor blade, ice picks, multi fingered ring, metal knuckles, nun-chucks, throwing stars, clubs, stun guns, the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons (Possession of certain weapons defined by the Maine State law require a report to be made to the police.) (4)



Rule 24. *Firearms: A student will not possess, handle, or transport any pistol; revolver, firearm, or any other weapon designed or intended to propel a missile of any kind.

- a. **Possession of a pistol, revolver, or any other firearm (loaded or unloaded)** (4)
- b. **Possession of any other weapon or device other than item above.** Examples may include but not be limited to starter pistol, BB gun, flare gun, paint ball gun. (3-4)
- c. **Possession of an instrument or device that resembles or looks like a pistol, revolver, or any type of weapon not capable of propelling a missile.** May include but not be limited to a cap pistol, water pistol, or any look-a-like gun. (1-2)

***All items confiscated will not be returned and may be turned over to the law enforcement agency.**



Rule 25. False Alarm: Calling 911, or signaling or setting off an automatic signal, falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists in the school. (3-4)



Rule 26. Arson: A student will neither set fire nor attempt to set fire to school property. (4)

OTHER CODE OF CONDUCT VIOLATIONS

Rule 27. Serious or Repeated Violations: Serious or repeated violation of one or more rules require a need for strong parent-administrator communication, coordination, consideration of outside assistance, and will result in suspension, and/or possible expulsion. **(2-4)**

Rule 28. Endangerment – A student will not be involved in or be responsible for creating a situation that will endanger the safety of self or place other in jeopardy or at risk. This may include bringing dangerous devices onto school property or to school sponsored activities. **(3-4)**

All rules and regulations will be enforced on all school grounds and premises before, during and after school hours, or at any other time when school buildings and/or grounds are being used by school group; or off school grounds at any school activity, function, field trip or event. The rules contained in this Code of Conduct Handbook apply to bus behavior and behavior at the bus stop.

The Student Code of Conduct Handbook sets forth expectations of the conduct of every student in the Dawn F. Barnes Elementary School.

Alternative schools/programs and programs for students who attend other schools may require additional and/or more restrictive expectations of students relating to the program design and mission. Such components may include but are not limited to attendance, participation, and dress code regulations

BUS AND BUS STOP RULES

Violation of any rule in the **Code of Conduct Handbook** may result in removal from school and/or removal from riding the school bus. Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct which will offer a hazard to themselves, their fellow students, or the general public; and to refrain from violating federal, state or local law or the requirement of the **Code of Conduct Handbook**.

Student safety on the school buses and at the bus stops is a major priority. Parents/guardians are encouraged to monitor student behavior going to and returning from the bus stops and at bus stop locations. Students' behavior on the bus that endangers others will not be tolerated. Rules regarding bus stop safety and behavior on the bus are provided. Adults are encouraged to go over these rules with students and support the school district in enforcing the rules and the expectation that students will be good citizens on the bus. Students will respect bus drivers and bus assistants and follow their directions.

The Superintendent assigns bus stops. Students must get on the bus and exit the bus at the assigned stops.

State law and policy authorizes the proper discipline of students going to and returning from school. As a general rule, this authority to discipline extends to pupils on their way to or from school if such conduct directly affects the good order and welfare of the school. The principal will stress to students that they are expected to conduct themselves in an orderly manner at all times and that failure to do so going to and from school may result in discipline described in the **Code of Conduct Handbook**.

Students are expected to observe the following rules for safety and courtesy on the bus and at the bus stop.

At the Bus Stop

- *Arrive at the assigned stop five minutes before bus pickup
- *Stand visibly on the edge of the road, but at a safe distance from traffic
- *Stay off private property
- *Do not stand on the traveled part of the road
- *Be respectful and watchful of traffic
- *Wait quietly and orderly

When the Bus Arrives

- *Allow the bus to come to a complete stop
- *Board the bus in a quiet orderly manner

On the Bus

- *Remain seated at all times

*Cooperate with the driver and practice orderly conduct

*No profanity or obscene behavior

*No smoking

*No eating or drinking

*No vandalism

*No body parts outside bus

*No electronic audio/video devices without permission of the bus driver

*No animals

*No unsafe objects or weapons

*No throwing items from the bus or on the bus

*Keep legs and feet out of the aisle when the bus is moving

Leaving the Bus

*Remain seated until the bus comes to a complete stop

*Leave in an orderly manner

*Look both ways and cross in front of bus

BUS STOP AND BUS STOP RULES

A responsible adult must meet kindergarten students at the bus stop. If no one is available, the child will be returned to school and the parent will be contacted to pick up the child.

SAFETY TIPS FOR WALKING TO BUS STOPS AND TO SCHOOL

- Always walk with a friend or in a group.
- Walk to the left side of the road in order to be seen better
- Stay in well-lit or populated areas.
- Never approach or talk to anyone you do not know.
- Report any suspicious activity or anything that makes you feel uncomfortable. Dial 911 if necessary.
- Children should follow their parents' instructions for what they are to do if the bus or their regular ride to or from school does not arrive.

Caswell Bus Conduct Report

Bus No. _____ School: _____ Driver: _____ Date: _____

Students in Caswell who ride buses are subject to rules & regulations designed to provide safe transportation to and from school. Any behavior, which distracts the driver, is a serious hazard to the safe operation of the vehicle and jeopardizes the safety of all passengers. Inappropriate behavior on the bus could result in your child being denied bus-riding privileges for some period of time.

_____ has been cited for a violation of the rule(s) checked below:
(Name)

- | | | |
|--|--|--|
| <input type="checkbox"/> Failure to remain seated | <input type="checkbox"/> Scuffling or Horseplay | <input type="checkbox"/> Profanity or obscene language |
| <input type="checkbox"/> Loud, annoying, or distractive noise | <input type="checkbox"/> Littering | <input type="checkbox"/> Eating or drinking on bus |
| <input type="checkbox"/> Harassing others | <input type="checkbox"/> Spitting, fighting, hitting, or punching | <input type="checkbox"/> Skateboards or Roller blades |
| <input type="checkbox"/> Vandalism or destruction of property | <input type="checkbox"/> Throwing objects | <input type="checkbox"/> Hanging out windows |
| <input type="checkbox"/> Refusal to obey the driver or aide | <input type="checkbox"/> Possession of weapon or dangerous implement | <input type="checkbox"/> Possession or use of tobacco |
| <input type="checkbox"/> Possession or use of drugs or alcohol | <input type="checkbox"/> Possession of matches or lighters | <input type="checkbox"/> Other |

Driver's Comments: _____

Driver's Signature: _____

Date of Offense: _____ 1st offense 2nd Offense 3rd Offense 4th Offense (or more)

Principal's action: _____

Principal's Signature: _____

Parent/Guardian Comments: _____

Parent's Signature: _____

BUS CONDUCT POLICY & DISCIPLINE FLOW CHART

The students are responsible and accountable for their behavior on the bus, as inappropriate behavior could affect the safe operation of the bus. Behavior that distracts the attention of the bus driver, and therefore endangers the safety of all students will be reported and disciplinary action misconduct by the school principal and encouraged to meet with the bus driver and school officials. If the need arises to resolve issued with their child's behavior on the bus. Bus conduct slips will be given to the school staff for recording and distribution to the parents.

SCHOOL BUS RULES

Do....

1. Be at the bus stop and clearly visible as the bus approaches
2. Stand back from the road a safe distance as the bus approaches
3. Walk to seat and sit down.
4. Remain seated during the entire bus trip.
5. Keep your hands to yourself.
6. Remain seated until bus stops at your destination.
7. Keep your feet and all materials out of the aisle.
8. When getting off the bus
 - a) walk off in an orderly manner
 - b) use the handrail when using the stairs
 - c) immediately walk away from the bus if not crossing the road
 - c) cross the road in front of the bus when the driver signals you to do so
9. Obey bus driver at all times.

Do Not.....

1. Use profane or abusive language
2. Spit, Hit fight, push, or poke others
3. Get out of your seat unless told by the driver
4. Eat or drink on the bus
5. Possess or use tobacco products on the bus
6. Bring glass objects such as bottles or jars on the bus
7. Bring animals or pets on the bus
8. Play radios, CD's, or tapes on the bus unless the driver says it's ok
9. Bring knives, sharp objects, or weapons of any kind
10. Bring matches or lighter on the bus
11. Leave trash, debris, or personal belongings on the bus
12. Bring skateboards or roller blades on the bus, if brought in a backpack or bag.
13. Hang out windows

Students who remain seated and exhibit quiet behavior considerate of others will have a successful bus ride.

Minor Infractions

Profanity	Not following driver instruction
Out of seat	Littering on the bus
Making loud noises	Eating or drinking on the bus

Major Infractions

Harassment	Hanging out of windows
Fighting/Spitting	Refusing to obey driver
Vandalism	Possession of weapon/explosive
Skate Boards	Possession of drugs or alcohol
Throwing objects	Possession of tobacco products

st **Minor Offense** – Driver will issue a bus conduct report. The principal will contact the parent and return a copy of the conduct report to the office

nd & ^{3rd} **Minor Offense** – Drive will issue a bus conduct report. The principal will contact the parent to review the student's behavior. Riding privileges will be suspended for 1 to 3 days. The parent must sign the conduct report and return it to the principal upon return. *All additional minor infractions during the school year will be considered major infractions.*

st **Major Offense** – Driver will issue a bus conduct report. The principal will contact the parent to review the student's behavior. The suspension of riding privileges will be from 1 to 5 days. The parent must sign the bus conduct report and return it the principal upon return.

nd & ^{3rd} **Major offenses** – Same procedure as 1st offense, however the suspension of riding privileges will be 10 to 15 days.

Additional major infractions will be referred to the superintendent and may result in the loss of busing privileges for the remainder of the school year.

DUE PROCESS PROCEDURES FOR INVESTIGATION OF INCIDENTS AND PARENT NOTIFICATION REGARDING THE SUSPENSION/EXPULSION OF STUDENTS.

When a student is sent to the principal or designee for any disciplinary action or conferencing concerning an incident, the steps listed below must be followed. These guidelines for disciplinary action constitute a hearing for the student and represent the due process procedures that are required.

The administrator:

- Advises the student of the charge (s)
- Advises the student of the facts on which the charge (s) are based.
- Gives the student an opportunity to respond to the charge(s) and to provide his/her version. The student is asked to give a written or verbal statement concerning the incident.
- Provides written verification of the proposed disciplinary action (including a written statement of appeal procedures) to parent(s)/guardians(s).
- Makes every effort to notify the student's parent(s)/guardian(s) by telephone, if action is going to be taken immediately to suspend the student based on the guidelines in the student's Code of Conduct Handbook.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and opportunity to present his/her version of what occurred, shall be provided as soon as practical thereafter.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities are disciplined in the same manner as students without disabilities, but with some restrictions. A student with a disability may be removed for up to 10 days in the school year without any services. If the student is to be removed for more than 10 days a year, educational services must be provided and the Pupil Evaluation Team must decide if the misconduct is a manifestation of the student/s disability.

If the misconduct is a manifestation of the student's disability, it is dealt with through normal special education procedures for determining program and placement; the student may not be removed or expelled except in the case of weapons or drug violations, or threats of violence.

If the PET determines that the misconduct is not a manifestation of the student's disability, then the school may use the regular disciplinary procedures applicable to students without disabilities. The school shall apply them in the same manner, except that the student must continue to receive educational services during any suspension or expulsion that is ordered beyond the 10 day per year limit.

If a student with a disability brings weapons or drugs to school, he/she may be immediately removed from school to an alternative placement for 45 days. If a student threatens violence, the school may request a hearing officer to remove the student to an alternative placement for 45 days while an assessment of the level of danger the student presents is done. During the 45-day period, the PET meets and determines if the misconduct is a manifestation of the student's disability. If the behavior is related to the disability, the PET reviews the student's program and does a functional manifestation of the student's disability. Regular discipline procedures apply. Educational services for extended removal from school must allow for progress on IEP goals and in the general curriculum.

When parents believe that the school may have violated the rights of their child with a disability, they may follow due process procedures. Parents may file a written complaint with the state's Department of Education, Division of Special Services, request mediation, or request a due process hearing. Parents may contact their special education coordinator or the Department of Education's Division of Special Services for further information on their due process rights. Statements of parents' rights to due process are included in the Special Education Parent Handbook and are sent to parents with PET notices.

STUDENT ATTENDANCE POLICY

Dawn F. Barnes Elementary School is committed to the academic success of all students and to the belief that all students can learn. Consistent with the school district's mission to reach and teach all students and to provide students with the opportunity to achieve full development of their potential through the acquisition of values, attitudes, knowledge, and skills essential to becoming productive adults, the school district requires that students attend school daily so that they will receive the maximum benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility.

All parties involved in the educational process will work cooperatively to keep absences and tardiness to a minimum. Student attendance at school is the responsibility of students and parents. In order for parents to fulfill their responsibility, the school will keep parents informed of student absences and parents will keep the school informed when their child is absent.

Students are expected to:

- *Attend school every day and to be punctual
- *Demonstrate responsible behavior
- *Participate in classroom activities

Parents/Guardians are expected to:

- *Keep records of their child's attendance
- *Notify the school of student absences
- *Contact the school and request make-up work during the student's absences
- *Attend all scheduled parent/principal/teacher meetings
- *Assist the school in enforcing the standards of student attendance

Administrators and Teachers are expected to:

- *Provide a relevant, up-to-date curriculum and create a positive learning environment
- *Keep accurate attendance records
- *Provide make-up work to students
- *Maintain positive home/school relations by contacting parents/guardian
- *Distribute copies of the attendance policy and procedures to all students
- *Explain the attendance policy and procedures to all students.

STUDENT ATTENDANCE

Under the statutes of the State of Maine, children who are 7 years of age or older and under 17 years of age must attend school during the times it is in regular session. The designee of the Committee for the implementation of the requirement of MRSA§5001 and 500-B is the Superintendent of Schools.

Attendance on a daily basis is a mandatory requirement of all students. This requirement does not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who is exempted pursuant to the provision of the law.

Field trips, athletic events, student's government activities, and other functions sanctioned by the school are normal school activities and students are considered to be present when attending these events.

DAWN F. BARNES ELEMENTARY SCHOOL ATTENDANCE POLICY

The school laws of Maine require regular school attendance (Maine State Law requires attendance until the age of 17).

activities is essential. Absences from school may result in failing grades, withdrawal from classes and/or other disciplinary action. It is imperative that parents plan family trips and vacations to coincide with scheduled school vacations, and to plan professional visits to doctors, dentist, orthodontist, etc. during non-school hours. Attendance is a vital part of a successful educational experience. **IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO SUBSTANTIATE AN EXCUSED ABSENCE. ALL UNEXCUSED CLASS/SCHOOL ABSENCES WILL BE SUBJECT TO DISCIPLINARY ACTIONS.**

Students are expected to be in school every day. If a student must be absent, on the first day of a child's absences, the parent or guardian is responsible for contacting the school by phone, note or other means in order to explain the absence. For any absence, the parent/guardian, within two days of the student's return to school, must send a note providing dates of and reasons for the absences. This note will be kept on file for the purposes of documentation.

OFFICE ATTENDANCE

Excused Absences

Dawn F. Barnes Elementary School and the State of Maine define an excused absence as a serious/contagious illness, a death of family/friend, a major religious holiday, an absence as part of a school program, an extraordinary emergency in the home (fire, flood etc.) a college visit or a job interview for Juniors and Seniors approved by counselor, removal from school and a pre-approved family vacation absence. **ANY OTHER ABSENCE IS UNEXCUSED.**

*For any excused absence, known ahead of time, the student is responsible for getting assignments. The absence must be discussed with the teacher/administrator before the absence occurs.

When school time must be missed, please follow this procedure.

*THE PARENT/GUARDIAN MUST CALL THE SCHOOL before 9:00am on the morning of the absence. Please give the student's name and the reason for the student's absence.

If it is not possible to call the school on the day of the absence, a note must be presented to the office before the student will be admitted to classes with a pass. The note must contain the **STUDENTS FIRST AND LAST NAME**, the date(s) student was absent, the reason for the absence, and must be signed and dated by the parent/guardian. ANY STUDENT **NOT BRINGING IN A NOTE OR A PARENT/GUARDIAN CALLING WITHIN TWO DAYS OF THE ABSENCE**, THE ABSENCE WILL BE CONSIDERED UNEXCUSED AND APPROPRIATE DISCIPLINARY ACTIONS WILL BE APPLIED.

*Students are allowed to make up all work missed for an excused absence. The student should ask for the missed assignments and/or make arrangements with the teacher to make up any tests.

The following conditions provide the only acceptable reasons for a student's absence from school. Absences for these reasons would cause the student to be exempt from the sanctions of the attendance policy.

Prearranged Appointments

For appointments with the court, social services, or other state agencies and appointments with health care providers, official documentation must be presented to the school.

Family Death or Emergency

For absences because of a death in the family or an emergency beyond the family's control, the parent must notify the school and provide documentation for the absence.

Religious Observances

The parent, who is responsible for notifying the child's school of the religious holiday to be observed, should prearrange absences as a result of observances of religious holidays. The request for exemption must be received no later than the second day after the child returns to school from the absence occasioned by the religious observance.

Removals

For absences because of a removal, the parent will be notified of the removal and the date when the student will be expected to return to school. The student must return on the indicated date.

Exceptional Circumstances

The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interest of the student and his/her family. In documented, extenuating circumstances, the principal may approve an absence after-the-fact as exempt from the sanctions of the attendance policy.

Unexcused Absences

- *As stated, any absence not meeting the above criteria for an excused absence is an unexcused absence.
- *Any absence not excused, 2 days after the return to school, will be considered an unexcused absence.
- * Any work missed, due to an unexcused absence will result in a zero.

*State Law may deem a student "habitually truant" after 10 unexcused

absences, during the year, a letter will be sent to the parent/guardian.

*If a student accumulates 6 unexcused absences, during the year a parent/guardian meeting will be set up with administration.

*If a student accumulates 10 unexcused absences, for the year, a meeting will be set up with the superintendent and administration to discuss a plan of action to improve attendance.

Appeals

All absence issues are subject to appeal to the Administration.

Perfect Attendance

For purposes of determining perfect attendance, the student must be in attendance for a period of three (3) hours to be counted as present for the school day. Prearranged absences for religious observances will not count against perfect attendance.

Tardiness to School

A student is considered tardy if they arrive after morning announcement (approximately). Just as in employment, students are expected to be on time.

Make-up Work

When students are absent, an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction. Work (including tests) missed due to an absence may be make up and credit given for such work. Upon the student's return to school, he/she must make up the work within three school days.

Additional time may be granted by the principal due to extenuating circumstances. A student will not be penalized for a teacher's absence.

Students are encouraged to get make-up work assignments before returning to school. They may do this by:

*Absence - Call the school office requesting assignments remembering that teachers need 24 hours to prepare assignments.

Dismissals

*Parents are strongly urged not to dismiss students from school unless there is a family emergency or an appointment that cannot be made at another time. This includes study halls and lunch.

*Students may be dismissed for personal illness, observance of religious holidays, family emergencies, planned absences for personal or educational purposes which have prior approval by school administrator and appointments with a health professional that **cannot** be scheduled outside of the regular school day. **FAILURE TO GET DISMISSED BY THE OFFICE WILL RESULT IN DISCIPLINARY ACTIONS FOR LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION.**

*Schoolwork missed because of early dismissal must be made up within 24 hours unless special arrangements have been made.

*Students requesting dismissal from school on a given day must present the office with a note from their parent/guardian. The note must have student's full name, date, time of dismissal, reason for dismissal, and be signed by the student's parent/guardian.

* Students missing classes due to any school events must get assignments ahead of time to avoid late work. This is the student's responsibility.

Parent/Guardian Attendance Notification

*The office will attempt to call to verify the absence of any student whose absence has not already been verified.

*For each ranking period, if a student accumulates six (6) absences (excused or unexcused) in any class, the parent/guardian will be notified through the mail. At this time the parent/guardian may be asked to meet with teacher(s), guidance counselor and administration.

*For unexcused absences, as outlined on page 17, letters will be sent home for accumulation of:

*3 unexcused absences (letter)

*6 unexcused absences (letter requiring parent/guardian meeting).

*10 unexcused absences (certified letter requiring parent/guardian meeting)

The Dawn F. Barnes Elementary School does not discriminate in its education and employment programs on the basis of age, race, color, national origin, gender, handicap, religion, and marital or parental status and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504, and ADA may be made to the Affirmative Action Officer at Superintendent's Office, 1025 Van Buren Rd, Caswell, ME 04750 or call 325-4611.