

Student Handbook

Dear Parents,

Welcome to the 2018 - 2019 school year! We are happy to have the opportunity to work with you and your children in the coming year. Our school is continually initiating programs and updating our curriculum to better meet the needs of our students. We are proud of our accomplishments and the accomplishments of our students.

We believe communication is a critical part of our success at Boothbay Region Elementary School. This handbook is designed to acquaint you with the important policies and procedures we follow at B.R.E.S. In addition to individual teacher correspondence, progress reports and report cards, you will receive our weekly newsletter on Friday. A calendar of school activities, academic updates, and special information are always a part of this newsletter. A copy of the newsletter can also be accessed on the B.R.E.S. website <http://bres.aos98.net>. If you have any questions, please feel free to call (633-5097) or stop by the school.

You will be invited to visit the school throughout the year for special programs and events. We hope you will take advantage of these wonderful opportunities to visit your child here at school. The support you provide your child and your participation in their educational program will correlate highly with his/her success. Thank you for allowing us to work with you and your children in the coming months.

Sincerely,

The Staff at Boothbay Region Elementary School

**BELIEF STATEMENT
BOOTHBAY REGION C.S.D.**

Education is a lifelong process which begins with our students and their families, extends to our schools, and encompasses our entire community. Our common goals are to create a safe environment, stress academic excellence, respect diversity, and promote self-awareness and an appreciation of the world. Shared high expectations lead all students to develop the knowledge and skills to participate constructively and creatively in society.

Each of our students will be expected to become:

An effective communicator who

Reads, listens to, and interprets information accurately
Writes, speaks, and responds in a clear and purposeful manner

A lifelong learner who

Thinks and questions logically, critically, and relatively
Locates, evaluates, and applies information
Establishes and attains goals
Develops new interests and skills
Exhibits intellectual curiosity and aesthetic interest

A healthy individual who

Makes knowledgeable decisions regarding physical and mental well being
Accepts responsibility for his/her own actions
Demonstrates a positive self-concept
Demonstrates an understanding of moral and ethical choices
Reacts to adversity in responsible ways and adapts to challenging circumstances

A productive worker who

Completes tasks independently
Collaborates with others
Plans, creates, evaluates, and recognizes quality products
Assumes accountability for their work
Manages time, space, resources and technology

A responsible citizen who

Demonstrates awareness of current issues
Understands and respects human diversity
Understands historical and cultural heritages
Participates in the local, national and world communities
Applies sound environmental practices

A creative and practical problem solver who

Frames questions and designs data collection and analysis strategies from all the disciplines to answer those questions
Identifies patterns, trends, and relationships that apply a solution to a problem

Generates a variety of solutions, builds a case for the best response, and critically evaluates the effectiveness of this response

WELCOME TO THE BOOTHBAY REGION ELEMENTARY SCHOOL

Boothbay Region Elementary School is a receiver of NCLB Title 1A funds. As the parent of a student in a Title 1A school, you have the right to request information about your child's teacher's qualifications.

School, Parent and Student Responsibilities

School Responsibilities

We, as educators at Boothbay Region Elementary School, will support student learning in the following ways:

1. Provide challenging curriculum and instruction that enables the participating children to meet the State of Maine Learning Results:
 - a. Provide a safe, caring environment that promotes active learning.
 - b. Provide quality teaching and leadership.
 - c. Inform students, families and the community about the high academic standards at our school and how they can help students achieve these standards.
 - d. Explain assignments clearly and provide homework that supports the curriculum.
 - e. Give students the time they need in order to learn.
 - f. Recognize students as individuals with different learning styles and needs.

2. Develop a caring school climate that promotes academic achievement:
 - a. Educate parents, staff and students about our Code of Conduct.
 - b. Help children to solve conflicts in nonviolent ways.
 - c. Promote understanding and appreciation for cultural differences.
 - d. Provide mentoring opportunities.

3. Provide opportunities for parent involvement in their child's schooling.
 - a. Hold open houses in the fall.
 - b. Schedule parent teacher conferences in the fall or as needed throughout the school year.
 - c. Written reports are distributed at least 5 times per year.
 - d. Develop opportunities for parents to volunteer.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Talk and listen to my child regarding his or her school experiences
- Require regular, on time school attendance

- Send my child/children to school ready to learn
- Attend school activities and parent teacher conferences
- Show respect and support for my child, the staff and the school
- Provide a quiet place for my child to study
- Encourage my child to do well at all school assignments
- Volunteer for school-related activities
- Monitor my child's homework
- Promote positive use of my child's extracurricular time
- Stay informed about my child's education and communicate with the school when necessary

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State of Maine Learning Result. Specifically, we will;

- Come to school regularly, on time, and ready to learn
- Work hard and do my best
- Accept responsibility for my own actions
- Show respect for myself and others
- Resolve conflicts peacefully
- Ask for help when I need it
- Make healthy decisions that help me reach my goals
- Know what is expected of me

SCHOOL POLICIES AND GENERAL INFORMATION

(NOTE: If there is a conflict between information in this school handbook and school board approved policies, board policies take precedence)

SCHOOL DAY

The school day begins at 7:45 a.m. and dismissal begins at 2:30 p.m. Dismissal begins at 2:15 for Edgecomb students only. Students are not permitted in the building prior to 7:45 a.m. and should not arrive at school before 7:30 am. Students who arrive at school prior to 7:30 a.m. are not supervised.

VISITORS

We welcome parents who wish to visit the Boothbay Region Elementary School during school hours. However, all visitors, including parents, are asked to enter the building through the front entrance and report to the office before they move to other areas of the building. To minimize disruption to classroom activities, B.R.E.S. students are asked NOT to bring "student guests" to our school.

FAMILY TRIPS

Families who plan to take family trips during school are requested to notify the school prior to their departure. Any missed assignments will be made up after the student returns from their trip.

EMERGENCY CARDS

Each year you are asked to fill out emergency cards for your child. Please make sure that the information is accurate and kept up to date. If you change jobs, or have a new phone number please call the school office so the changes can be made on the cards. We also need a name and number of someone who can make decisions about your child in case we are unable to reach you. We refer to these cards very often and your cooperation is greatly appreciated.

ATTENDANCE AND TARDINESS

The law allows the school to excuse absences for the following reason only:

Personal illness
An appointment with a dentist or doctor
Emergency family situations
Observance of recognized religious holidays
Planned absences, which the principal has approved

Parents are obligated to call the school from 7:00 to 8:00 on the days their child will not be present. If you do not call, your child's absence will be recorded as unexcused.

Our Bell rings at 7:45. Students who arrive after 7:50 will need to check in with the staff on duty in the front lobby. If you arrive after 8:00 you will need to check in at the office because attendance has already been taken.

Students who arrive after 10:00 a.m. will be considered present for a half-day. Students who are dismissed after 10:00 a.m. will be marked present for a half-day. Students who enter school after 1:00 p.m. will be marked absent for the entire day.

Students who arrive after 9:30 a.m. will not be allowed to participate in after school activities. Exceptions will be granted if the tardiness is due to appointments that could not be scheduled outside of school hours. Parents are urged to make doctor or dentist appointments outside of school hours.

After four non-excused absences within a quarter, school personnel will schedule a meeting with the family to discuss the importance of regular attendance.

If a student is out for an illness, the school may ask for a doctor's note.

After an additional non-excused absence, an action plan will be developed. If appropriate, the school may refer the student to the Maine State Department of Human Services (DHS) for support.

STUDENT HEALTH AND SAFETY

ILLNESS GUIDELINES

Students who become ill during the school day will be assessed by the school nurse and receive appropriate care and supervision in the nurse's office. The school nurse will dismiss the student only after a parent or other responsible adult listed on the Emergency Information Card has been contacted.

Please keep your child's emergency contact information up-to-date.

In accordance with Maine Department of Health and Human Services guidelines, a child should not attend school if he/she exhibits one or more of the following symptoms or infections:

- Fever – fever is defined as having a temperature of 100 degrees F or higher.
- Diarrhea – watery, foul smelling, runny and/or bloody stools.
- Vomiting – one or more times in the last 24-hour period.
- Nasal discharge – runny, yellow-greenish mucous accompanied by fever, vomiting or diarrhea.
- Sore throat, vomiting, earache or irritability accompanied by a fever.

- Pinkeye – drainage from the eye or inflammation of the conjunctiva/mucous membranes of the eye. Children may return to school after receiving medication for 24 full hours.
- Rash – an unexplained rash with fever or behavioral change. Child can return to school if a physician has determined the illness is not communicable and fever is gone.
- Strep Throat/Impetigo and other bacterial infections requiring antibiotics. A student with strep throat must remain home until they have been on their antibiotics for a full 24 hours.

Students with these symptoms cannot comfortably participate in program activities and unnecessarily expose others to their illnesses; they should stay home for at least 24 hours before returning to school. **Students should be fever-free without the aid of fever-reducing medication, such as Acetaminophen or Ibuprofen for 24 hours before returning to school.**

CONTAGIOUS DISEASES

The school must be notified if your child contracts the following disease: chicken pox, measles, mumps, scarlet fever, hepatitis, meningitis, scabies, impetigo or head lice.

HEALTH SCREENINGS

The Boothbay Region School Health Program facilitates the healthy growth and development of school age children. Health screenings of vision, hearing, and height-weight are provided at intervals recommended by the State of Maine. Vision is screened at grades K,1,3,5,7 & 9. Re-screening can be done any time at teacher or parent request. Hearing screening is done at K, 1,3, &5.

Parents will be contacted via referral with unusual findings.

MEDICATION AT SCHOOL

It is the Boothbay Region School Department's policy that medications are given at home whenever it is medically feasible. In exceptional cases when the child needs the medication in order to be in school, the prescribing physician can order it during school hours. This policy was developed with the safety of your child in mind.

If medication is necessary the following policy must be followed:

1. Medication will be sent in the original bottle.
2. Written instructions with the following information:
 - a. Name of child
 - b. Name of medication
 - c. Reason for medication
 - d. Dosage
 - e. Time to be administered
 - f. Possible side effects
 - g. Termination date of medication
3. Parents will provide a signed informed consent.
4. Parents will provide a signed informed consent from the prescribing physician.
5. Parents must bring controlled substances to the health room.
6. Parents will be responsible for informing the school nurse of any medication change.
7. Medication will be stored in a secure space in the health room.
8. Students cannot carry or self-administer any medication at school except for inhalers, epipens, and insulin. In order to carry these medications, the student must first meet with the school nurse to review the administration of the medication in a manner directed by the physician. The student must be able to

assess their medical need for the medication and understand any necessary follow up post administration.

IMMUNIZATION

Maine School Immunization Laws require that all students produce certification of immunization prior to school attendance.

IMMUNIZATION REQUIREMENTS

5 doses of DTAP (4 if the 4th dose given after 4th birthday)

4 doses of Polio vaccines (3 if 3rd dose given after 4th birthday)

2 doses of MMR (first dose on or after first birthday)

1 doses of Chickenpox (2 doses recommended) or proof of immunity.

Any child who does not meet these requirements within 90 days of registration may not attend school. You must bring documentation of immunization dates to the school office by the start of school or present one of the following:

- A physician's written statement that immunization is medically inadvisable

OR

- A written statement each year stating an opposition to immunization because of a sincere religious, moral, philosophical or personal reason.

Boothbay Region School Based Health Center

The Boothbay Region Health Center is up and running again this year. We are fortunate to offer a broad range of health services to our students. Our nurse practitioner, Anne Barker is available Mondays 7:30-9:30, Tuesdays, Wednesdays and Fridays 7:30- 8:30am by drop in or scheduled appointment in the school based health center. Through a partnership with Lincoln County Dental, dental screenings are available once a month at reduced or no cost. Social work services are provided on campus by referral through Maine Behavioral Health.

The following services are available:

- Sports/new student physicals
- Immunizations
- Diagnosis and treatment of common illnesses
- Evaluation of sports injuries and Physical Therapy referrals
- Mental Health referrals
- Annual health assessment
- STD testing/treatment
- Contraception
- Other services as indicated

- Dental Screenings

Several payment options are available, for further information, please contact either Anne Barker or Kacy Pound at 633-1934.

Students may access Physical Therapy Services with licensed PT, Josh Garneau on Monday and Thursday afternoons from 2-3.

School nursing is available during all school hours with Kate Schwehm. She is on call at the high school and easily accessed by all students pre-k-12 in her office in the elementary school. Feel free to contact her with any questions or concerns: 633-9814 or kshwehm@csd3-bres.org.

BUSING

All students are eligible to ride the school bus to and from school. All students in grades K-5 must take the bus home unless the office is notified of alternative arrangements. It is your responsibility to make arrangements for someone to meet your child at his/her destination.

Any students in grades Pre-K through Grade 2 will not be dropped off without a parent or adult guardian visibly present at the bus stop, or without a prior written authorization from parents that has been given to the school's main office. If no one is at the bus stop for your child, your child will be brought back to the school to be picked up there.

Parents must observe the following procedure when altering a student's method of transportation:

1. Students (K-5) who will not be riding the bus home **MUST HAVE A NOTE FROM THEIR PARENT/GUARDIAN**. These notes are to be given to their homeroom teacher. **To ensure the safety of all children at BRES, we cannot accept phoned in bus notes.**
2. Students (K-5) who have a change from their regular scheduled after school plan **MUST HAVE A NOTE FROM THEIR PARENT/GUARDIAN**.

*All bus notes must contain the child's first and last name, the name of his/her homeroom teacher, where he/she is going (street address) and whom he/she will be with and must be signed by a parent/guardian.

3. Students attending after school programs or extracurricular activities may use a blanket permission slip for the period of time involved. When the program or activity has ended, a new note to update the after school plan will be needed.
4. Notes may be written on Monday for the entire week.

5. **In the case of an emergency** and you must change your child's after school plan, call the school office by 12:00. For the safety of your child, **we cannot take any bus changes after 12:00 am.**

Keeping track of over 350 students is always a challenge. Please help us to protect your child's safety by keeping us informed of their destination.

SCHOOL CANCELLATIONS

If weather conditions indicate that school might be canceled, please check your local listings for cancellations. Please note that our district might be listed by town or under AOS 98. For your convenience, you may sign up for Instant Alert at www.aos98schools.org

On occasion we may be required to dismiss students early or delay our opening due to inclement weather. In the event we have a delayed school opening, the following procedures will be observed:

1. Buses will pick up students two hours later than their usual time.
2. When school has a delayed opening, school will begin at 9:45 a.m.
3. Students should arrive at school by 9:45. Please do not drop off your child prior to 9:30

If a delayed opening is called for and the road conditions have not improved by the time buses are scheduled to travel, school will then be canceled. This information will be updated.

FOOD SERVICES

A balanced breakfast and hot lunch are offered daily at BRES. The cost of breakfast for the 2017-2018 school year is \$1.40 for the paid student. Breakfast is free to reduced students as well as the free student. Breakfast will be available in the classroom at their break time daily.

Lunch will be provided for \$2.85 for paid students and \$.40 for reduced students in grades K-8. Milk may be purchased for .50 cents. The adult price for breakfast is \$1.50 and lunch is \$6.00.

Access to /our digital menus at <http://aos98schools.nutrislice.com>

Pre pay your child's meals at K12PaymentCenter.com.

The Meals Plus Program will be in effect again this year. Students in grades K-8 will have the same account number they had last year. This number stays with them until they graduate from high school. Kindergarten and all new students will be given an account number the first day of school. Parents may pre-pay for meals on a daily, weekly, or monthly basis. No charging of meals will be allowed. Please send the accurate amount of money, as the homeroom teachers will not have the money available to make change.

Students in grades 5-8 may purchase a la carte items such as chips, juice, baked goods, crackers, etc. Students need to pay cash for these items or have parent's permission to debit their account for these purchases. If a parent chooses not to allow a child to participate in the a la carte program, please contact

the Food Service Department. A block can be put on the student's account to prevent any purchases being made.

Applications for free and reduced priced meals are sent home at the beginning of the year and are available from the office throughout the year.

Any questions or concerns may be directed to Food Services at 633-7131.

GRADING AND PARENT CONFERENCES

Parent /Guardian– Teacher communication is one of the highest priorities at B.R.E.S. For this reason, parent conferences are held in the fall and throughout the year as needed. Report cards are sent out every quarter. Parents/Guardians may call and request a meeting with their child's teachers if they have any questions. Parents/Guardians of 7th and 8th grade students can also refer to Power School for academic updates.

STUDENT RECORDS

Boothbay Region Elementary School adheres to all aspects of the Family Education Rights and Privacy Act (F.E.R.P.A.), and has developed a local policy to assist in implementing the law. One aspect of that law is the provision for parents to have access to student records. Parents have the right to inspect, to request copies and to appeal the inclusion of some materials. There are specific guidelines regarding maintenance of records and access to those records. Parents are urged to contact their school principal to discuss records or to request a copy of the policy.

ASSESSMENT

All students in grades 3 through 8 are assessed in the fall using eMPowerMe and in the spring using N.W.E.A. a nationally normed computerized assessment. The D.R.A. (Diagnostic Reading Assessment) is given to students in the elementary grades. These assessments help inform and guide teachers in planning instruction.

GUIDANCE

The guidance counselors are available to meet with children in groups or as individuals to assist them in a variety of ways. The goal of the guidance program is to assist each child in reaching their academic and personal potential. The guidance counselors are available to meet with parents to answer any questions they might have, or assist them in any way possible. If you are interested in contacting our Guidance Department, please call Kim Dionne for K-4 students, or Sarah Gordon for 5-8 students.

STUDENTS ASSISTANCE TEAM/Response to Intervention (R.T.I)

The Students Assistance Team (S.A.T.) is a committee of staff members who meet to develop and evaluate intervention strategies for individual students who need additional support.

Purpose:

The Student Assistance Team has 2 major purposes:

1. To assess needs and develop interventions for students
2. To be available as a brainstorm team for staff

Confidentiality:

The SAT acknowledges the importance of confidentiality. Information is shared on a "need to know" basis in an attempt to provide the best possible services for students. The SAT will obtain permission for the release of information from students and parents when appropriate.

Referrals:

If a student is not meeting with success academically, socially, or emotionally, a referral can be made to the SAT by the student, parents, or staff. Referral forms are available in the main office at BRES.

SPECIAL EDUCATION SERVICES

Each school in Maine is required to provide Special Education services for children who are identified. The following programs are available at Boothbay Region Elementary School.

- Speech and Language therapy
- Resource Room
- Multi-handicapped Classroom
- Evaluation services
- OT and PT Services
- Services for the Blind/Visually Impaired
- Services for the Deaf/Hearing Impaired

For more information on the Special Education program, please contact Lisa Smith, Special Education Director, at 633-6699.

For information regarding Section 504 procedures, please contact the Guidance Department for the BRES 504 Coordinator, at 633-5097.

LIBRARY SERVICES

The library is designated as a resource center to help students obtain a wide variety of information, and to support the curriculum of the school. Students are taught library skills in grades K-5. As with any library, there is a need for cooperation in the care and use of books and for prompt return of borrowed materials. Parents are asked to help their children keep track of library materials, return them on time and pay for books in the event they are lost or damaged.

Books may be checked out for 2 weeks at a time. Kindergarten students may check out books for 1 week at a time. Reference and periodical materials may be checked out by teachers overnight and returned before classes the next day.

COMPUTER USE

We are pleased to offer Internet access at Boothbay Region Elementary School. The Internet is a valuable and unique tool for learning. Use of the Internet however must be in support of the educational objective of AOS 98/C.S.D. #3. Access to the Internet via school computers is a privilege, not a right. All students at BRES are provided access to iPads for learning. It is the expectation the user will follow all guidelines outlined in our **Acceptable Use Policy**.

Using any electronic device while at school to transmit any harassing, threatening, or illegal material is a serious violation of federal law. Illegal incidents may be reported to law enforcement officials, and under appropriate circumstances prosecutions will be considered.

PERSONAL DEVICES

Students are prohibited from using personal devices on school property during the school day or during instructional programs that extend beyond the school day. The school day is defined as beginning when the student arrives at school until the student leaves the school building. Exceptions are at the discretion

of the teacher/coach/administration. The following personal devices include, but are not limited to: cell phones, laser pointers, MP3 players, iPods, electronic games and remote control vehicles. If this rule is violated:

1st offence: The device will be taken from the student and held in the office. The student may pick the device up at the end of the school day.

2nd offence: The device will be taken from the student and held in the office. The student's parent or guardian will be contacted to pick up the device in the office.

3rd offence: The device will be taken from the student and held in the office. The student's parent or guardian will be contacted to pick up the device in the office. The parent/guardian and student will be required to meet with the Principal.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Boothbay Region Elementary School offers a wide variety of extracurricular activities. Participation in these activities enhances the school experience. To participate students must be in good academic standing. Students who participate in any extracurricular activities will be monitored every two weeks. Students not meeting the academic standards become ineligible to participate. The student's progress will be reviewed and a decision will be made regarding further participation.

Appropriate student behavior is also an expectation. Each sport season, one office visit will constitute a warning, with notice to the coach and a call to the athlete's parents. A second visit during the same sport season will result in no game or practice that day.

A student who has an absent the day of an activity (dances, athletics, plays, etc.) may not participate in the activity.

DRESS CODE

Students are required to wear clothing that is appropriate for weather conditions and school activities. All clothing is to be of appropriate length, and not be revealing or indecent. Underwear should not be visible and clothing should cover the chest, midriff, back and mid-thigh appropriately. The bottom hem of all shorts and skirts must equal the length of the student's fingertips when their arms are hanging by their sides. Tank tops with "spaghetti straps" are not to be worn to school. All students on school grounds will wear shoes. Any clothing or accessory with an inscription, symbol or design promoting or depicting illegal substances, alcohol, tobacco, illegal or indecent activity or profanity is not acceptable attire for school. Hats/hoods are to be removed upon entering the building and will be put away until needed for outside wear. Students who are not dressed according to the dress code will be asked to change their clothing or to call their parent or guardian for a change of clothes.

STUDENT CODE OF CONDUCT

All students attending Boothbay Region Elementary School have the right to learn in a safe and calm environment. We make every effort to provide a climate that is conducive to learning. Our ultimate goals are to promote responsible student attitudes and help students develop good work habits and social skills that are essential to becoming responsible, self-controlled and productive citizens.

As a school community we have developed the following core values as a guide for student conduct and behavior:

MATRIX

Boothbay Region School Wide Positive Behavior Support Matrix

Behavior	Be Respectful	Be Responsible	Be Safe
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Expectations	(Be Nice)	(Be Here)	(Be Aware)
Everywhere	Use kind words and actions Be aware of others Be nice to others	Own your actions and accept consequences without arguing Follow directions the first time	Keep hands, feet, and objects to yourself Walk safely at all times Stay in control
Classroom	Be a good listener and be patient with others Mind your own business Help others	Be attentive and prepared Do your best work Seek help if you need it	Have permission before leaving the classroom Use materials properly
Hallways	Calm and quiet voice at all times Be considerate of others' space and belongings	Go directly to where you need to be Stay to the right and allow others to pass	Keep hallways free of clutter Stay in line if you're with your class (don't forget, NO running)
Playground	Follow game rules Be fair and honest Include others	Be a problem solver Put away equipment when you're done	Stay within boundaries Use equipment properly Line up when the whistle blows
Cafeteria	Use appropriate manners while you eat Be quiet when adults are talking	Raise your hand if you need help Clean up after yourself (take care of your tray and trash)	Stay seated until you're dismissed Wait your turn in line No sharing food
Bathrooms	Give people their privacy Wait your turn Maintain personal space	Flush the toilet Pick up after yourself Return to class promptly	Wash hands with soap and water Report any problems to an adult
Bus	Use a quiet voice Share your seat with others	Listen for directions Pick up after yourself Be on time	Stay seated Keep aisles clear Report any problems to the bus driver

BULLYING

The B.R.E.S. school community is committed to providing a safe and positive school climate. School rules dictate that there will be no bullying behavior. We define bullying as repeated negative or aggressive behavior creating a victim, due to an imbalance of power. We ask you to please help others if you see bullying by speaking out and by getting adult help. All students are to be included in activities at our school.

DISCRIMINATION/HARASSMENT

Discrimination against and/or harassment of students or staff because of color, sex, religion, ancestry, national origin, or disability violate school board policy and state and federal laws. Each employee and student has the right to a working and learning atmosphere free of intimidation, hostility and offensiveness. Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor or administrator.

Each student and employee has the right to learn and work in an atmosphere free of intimidation, hostility, and offensiveness. Students who believe they are victims of discrimination/harassment should report such occurrences to a teacher, counselor or administrator.

HAZING

Maine statute defines hazing as “any action or situation that recklessly or intentionally endangers the mental health or physical health of a student enrolled in a public school”. Therefore, hazing activities of any type are prohibited. Failure to abide by this policy will result in disciplinary action.

DRUGS/ALCOHOL/TOBACCO

The use of, or possession of, alcoholic beverages, tobacco or drugs on school grounds, or at any school-sponsored event, on or off school grounds (including field trips, athletic events, etc.) will result in the student immediately being removed from school ground. Local law enforcement will be contacted regarding the possession of, or use of illegal substances at school or any school sponsored event. This may result in suspension and/or expulsion following the completion of an investigation and consultation with parent/guardian.

STUDENT SEARCHES

Schools have the right to ensure a safe and orderly environment conducive to the educational process. Therefore, school officials may conduct reasonable searches of students when, in their judgment there is reasonable grounds for suspecting that the search will reveal evidence that the student has violated, or is violating either the law, or policies or regulations of the school. Lockers are school property that students are provided for convenient storage. The school retains the right to open and to inspect lockers and its contents at any time for any reason. Therefore, students should not expect that items stored in their lockers will be kept private.

WEAPONS IN SCHOOL

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school vehicle, or at any school sponsored activity:

Possession or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to: firearms, ammunition, explosives, switchblades, butterfly knives, chains, clubs, brass knuckles and Kung Fu stars.

Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to coerce, or harass another person. Examples of such articles

include, but are not limited to: belts, pencils, files, compasses, scissors, or replicas of weapons (including toys).

Administrators shall take the appropriate action against any individual violating this policy, including but not limited to disciplinary procedures and/or action by law enforcement officials.

BOMB THREATS

Determining whether a bomb threat is legitimate is difficult. Therefore, every threat will be treated seriously and investigated to the greatest degree possible in conjunction with appropriate law enforcement officials. In the event that evacuation is necessary, students will exit the building to predetermined evacuation locations. Individuals found to be responsible for making bomb threats will be referred to law enforcement officials.

BEHAVIOR RELATED CONSEQUENCES

Staff/Administrative Response

Verbal warning

Time-out of classroom

Loss of privileges

Loss of break/recess *for safety only

Teacher/administrator conference with student/parent

Confiscation

Parent/Guardian Involvement

Phone call to parent/guardian

Written notification

Conference with parent/guardian

The following consequences require parent notification. They may also include an action plan developed by school personnel, parents and appropriate community members:

Reallocation of Student's Time or Activities

Detention

In-school suspension

Campus cleanup

Saturday detention

Counseling with guidance counselor or social worker

Exclusion from Normal School

Alternative placement

Mandatory use of seat belt

Removal from the bus

Restricted access

Suspension

Expulsion

Per school board policy

Recommendation by administration to school board

Note: These are only guidelines, and more serious discipline, up to and including expulsion, may be imposed for any offense when the administration determines that the offense warrants such action.

BRES ATHLETICS
STUDENT-ATHLETE CONDUCT

Reference: Maine Anti-Hazing Law (Statutes 6553 and 10004)

BRES is committed to the personal development of each student in our athletic program. The athletic department is committed to providing a safe learning environment for all participants, coaches, and supporters. As a result, we unequivocally oppose any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person

Our athletic department will interpret hazing as any act whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his or her dignity as a person.

Reported incidents will be investigated promptly and in a manner that protects the rights of the persons filing the complaint, the person complained against, and the school. Student-athletes who participate in such actions will be subject to discipline by the coach, athletic administrator, and/or school administrator.

The student-athletes general conduct in and out of school shall be such as to bring no discredit to the athlete, the parents, the school, or the team. Athletes who do not meet this standard of conduct will be subject to disciplinary actions up to and including suspension or removal from the team. Any student that is suspended will not be permitted to attend any school activities during the suspension and will not be allowed to participate in the next contest following the suspension.

The privilege of participating in any athletic event/practice may be removed by a coach, athletic administrator, or school administrator if the athlete does not conduct himself/herself in a manner that reflects favorably on the team and/or school or for violations of the athletic handbook.