

Student-Parent Handbook &
Policy Manual
Sanford Junior High School



2019-2020

Dear Students and Parents/Guardians:

Welcome back to school and we are looking forward to a great school year!!

This handbook provides important information about Sanford Junior High School. Please take time to read it. In addition to our 6th and 7th grade students, we would like to welcome incoming 5th grade students to our building! This year will prove to be very challenging and also rewarding as our 8th graders will be at Sanford High School while we prepare for our move to the new middle school where the end goal will be a grades 5-8 middle school.

Regardless of what grade your child is in, we encourage you to save this information so that you can refer to it throughout the school year. If you have any questions about the material in this handbook, please feel free to contact us at school so that we can answer any of your questions or concerns. We want to create a strong partnership with you so we can create an educational setting where all students are successful.

Our handbook was written to help students and their families learn about Sanford Junior High School. This is your school and your efforts combined with the faculty and staff's are needed to continue to make this an even better place for learning. If there happens to be a discrepancy between our handbook and school policy, policy supercedes. Due to unforeseeable circumstances, the terms of the handbook may need to be changed without notice.

We have made a deliberate effort to make our school feel as small as possible, and that is why we divide our school into separate learning communities. Our goal is to personalize and individualize instruction. Before long, teachers will get to know their students very well. With that in mind, we encourage you to stay in close contact with our teachers and to talk about school and learning at home.

Students and parents are expected to read and become familiar with our student handbook. The student handbook can be accessed on the sanford.org website under Sanford Junior High School. All Policies are available under the "District" tab on the Sanford.org website. If you do not have Internet access or would like a printed version of the handbook or any policy, please stop by for a copy or we can send a copy home with your child. Students will become familiar with the handbook during the first days of school through classroom activities. Please do not hesitate to call or email if you have other questions or need clarifications. We are looking forward to a wonderful year with your child!

Best Regards,

SJHS Staff

Topic	Page Number
Absences and Attendance	5
After-School Activities at SJHS	6/7
Positive Behavior Incentives	7
Arrival Time for Students	7
Athletic Event Transportation	12
Athletics	12
Bikes/Skateboards/etc.	7/8
Bus Rules	25-26
Bus Passes	25
Cell Phones/Devices	13
Cell Phones/Devices (Other Impact Areas)	13
Detention	14
Dismissal (Parent)	14/15
Dismissal (Student)	15
District Policies	29-61
Dress Code	17
Early Release Day Wednesdays	16
Excused Absences	5
Fire Drills	15
Good Weather Days	8
Grading/Report Cards/Progress Reports	17/18
Guidance	18
Guidelines for students 7:10-7:40 Lower Parking Lot/Library/ Cafeteria	9/10
Health Services	18

Homework Club	16
Honor Roll/High Honors	18
Lockers	19
Lunch Money & Procedures	19/20
Media Permission/District Website	14
Parent & School Communication	18
Passes	20/21
Red Flag Days	11
Safety Plan/Drills	21/22
Schedule(s)	22-24
Special Education/Section 504	26
Stormy Weather/Emergencies	26
Student Behavior & Discipline	26-28
Student Searches	28/29
Student/Parent Signature Page	62
Success at SJHS	5
Supply List	26
Tardiness	7
Technology Use	14
Unexcused Absences	6
Visitors and Volunteers	29

Success at SJHS

In order to be successful at SJHS, we need to form a partnership with students and their parents. Success is dependent on all three components working well together. Students are responsible for taking an active part in their learning and working with their teachers each and every day. We hope that all students are involved in after-school clubs, activities, and sports as students who are involved in their school are more likely to be successful.

Absences and Attendance

State law is clear regarding students' and parents'/guardians' responsibilities for regular school attendance. Absenteeism tends to have an adverse effect on student achievement.

On each day a student is absent, a parent/guardian should call the school between 7:00-8:30 a.m. to notify the school of the absence. Parents/guardians may also email the school any time before 8:30 a.m. at (eb Blanchard@sanford.org). The school must be notified by a phone call or email from the child's guardian as to why a student has been absent. All absences are classified as excused or unexcused. If a student is absent two or more consecutive days, parents may request homework.

Excused Absence

According to Maine Law, an absence is excused when the absence is for the following:

1. Personal illness.
2. An appointment with a health professional that must be made during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency.
5. A planned absence for an approved personal or educational purpose.

Parents should notify the office for absences due to family vacations.

Examples of excused absences are dismissal by the school nurse, verified medical and dental appointments, death or serious illness in the immediate family, school-sponsored field trips, and any absence previously approved by the administration.

Unexcused Absences

An unexcused absence is an absence with or without the knowledge and permission of a parent/guardian which is not excused under state law. If a parent fails to notify the school of an absence it will be marked as unexcused and can only be changed to excused with a doctor's note. Examples of unexcused absences include: transportation problems, babysitting, employment, and truancy. Truancy is an absence without the knowledge and permission of a parent or guardian. If students are truant, their parents/guardians will be notified immediately, and the attendance officer will try to locate the students. There may be disciplinary consequences, and the school will talk with the parents/guardians so we can work together to correct the problem. An attendance meeting may also be scheduled at school to help develop a specific plan. If the problem continues, the truancy will be referred to the superintendent of schools.

Parents, please note: Under Maine Law, a student is considered "truant" in grades 5 & 6 if they have 5 consecutive unexcused absences OR 7 cumulative unexcused absences. Students in grades 7 & 8 are considered truant if they have 7 consecutive unexcused absences or 10 cumulative unexcused absences. Should your child fall into either of these categories, you will receive a written notice from the school. Additionally, please understand that if your child has two consecutive unexcused absences, this may result in the district attendance officer coming to your residence.

After-School Activities at SJHS

We encourage students to get involved in activities and participate in an area of interest. These activities occur primarily after school. If there are any activities you would like to join, please ask your teachers to help you in finding the advisor of the club. Activities include Art Club, Theatre, Intramurals, Jazz Band, Math Club, Student Council, Yearbook, Guitar Club, Ultimate Frisbee Club, and Mechanical Advantage to name a few. During the opening school days, this information will be presented by staff at a school-wide assembly.

Parents, please note: Unfortunately, we do not have a late bus that runs after hours for students in grades 5-7, so parents would need to arrange for after-school transportation. Please understand that your child needs to be picked up on time as our staff cannot leave until they are picked up or have permission to walk via phone, email, or note given to their child. The same holds true for Detentions after school.

8th grade parents: The district is currently working to provide busing for 8th grade students who wish to participate in after-school activities and athletics at

the junior high campus. Please be patient in this process as we continue with the various school construction projects throughout the district.

Positive Behavior Incentives (All Ones Pass)

Incentives are awarded to students each quarter who consistently show they are meeting the expectations of their teachers in their classes. These expectations include modeling the core values and consistently listening to teacher direction, using class time effectively, respecting peers and adults, and showing an overall interest in their learning. This pass allows students a variety of rewards and privileges including field trips. Specific privileges will be reviewed at the end of the first quarter.

Arrival time for students

Students should not arrive at SJHS prior to 7:10 AM. Please understand that we do not have supervision for your child before 7:10. Students may not be on school grounds prior to this time. Thank you for your cooperation regarding this time frame. **Students who are being dropped off, walking, or riding a bike should arrive between 7:10 AM and 7:40 AM. School starts at 7:40 a.m where students report to their homeroom.** Our staff values punctuality. Students are encouraged to be here and ready to learn on time.

Please note: Students should not arrive at SJHS with any drinks other than water or juice (only allowed during lunch time). **Students should not be bringing coffee, hot chocolate, soda, energy drinks, or other colored beverages. Students will have these drinks taken from them upon arrival and not returned.**

Tardiness

If students are not in their homerooms when the tardy bell rings at 7:45, they are tardy. When students are tardy, they must report to the office for a pass. Excused tardies include only verified medical appointments, illnesses, and emergencies. Transportation problems and over-sleeping are not acceptable excuses for tardiness. (Issues other than the obvious ones will be resolved by an administrator). We will also be exploring positive incentives for students who come to school consistently on time on a quarterly basis.

Bikes/skateboards/other modes of transportation

Students who ride bikes or other modes of transportation need to follow these rules and procedures:

- Students may not ride in the roadways at or near the entrance to SJHS. This

is highly unsafe and very dangerous. This goes for both arrival and dismissal times

- Hover-boards/similar items are **not** allowed at SJHS.
- It is recommended that students lock their bike on our bike rack. SJHS will not be responsible for bikes that are stolen or left overnight.
-
- **Students should not be “riding” on the sidewalk once on school property. For example, students should get off their bike and walk it on the sidewalk to and from the bike rack at the beginning and end of the day.** If students are purposefully riding on or off paths, wrecking school grass, etc., they will be subject to the consequences below:

First Offense: warning

Second Offense: phone call home

Third Offense: phone call home, loss of bike/skateboard privileges for one week

Fourth Offense: phone call home, loss of bike/skateboard privileges until further notice.

Good Weather Days

7:10 a.m. to 7:40 a.m. - When students arrive on school property, if they are going to eat breakfast they need to go directly to the cafeteria and eat and then either stay in the cafeteria or go to the gym, library, lower parking lot or band room. All other students need to go to the lower parking lot, gym, cafeteria, library or band room and stay there. **Students should not be walking back and forth between locations as it presents a safety issue.** They are not to leave school property once they arrive. (Students should not arrive at school prior to 7:10. We cannot provide supervision prior to 7:10.) Students are not permitted to be in other areas of school property or in other sections of the building without a note signed by a teacher.

Guidelines for students in the lower parking lot 7:10-7:40

- Students need to stay within the red boundary detailed below
- Students may socialize with their peers in a school appropriate manner using appropriate language
- Students should NOT be running or playing sports (basketball being the exception)
- Students should have hands, feet, and body to themselves
- Students on picnic tables must be sitting on seats
- Students should NOT be on or leaning against barricades
- Students should NOT be sitting or laying on the ground
- Students should NOT be under the overhang by the gym lobby



Guidelines for students in the cafeteria 7:10-7:40

Students need to follow the same rules and procedures detailed in the “Cafeteria Guidelines” section of this student handbook.

Guidelines for students in the library 7:10-7:40

Mrs. Williams opens the library at 7:10 and students are able to check out/return library books, socialize, and play various board games. Students may also bring gaming cards from home to use during this time. **Please note that the school will not be responsible for cards and personal games that are lost or stolen.**

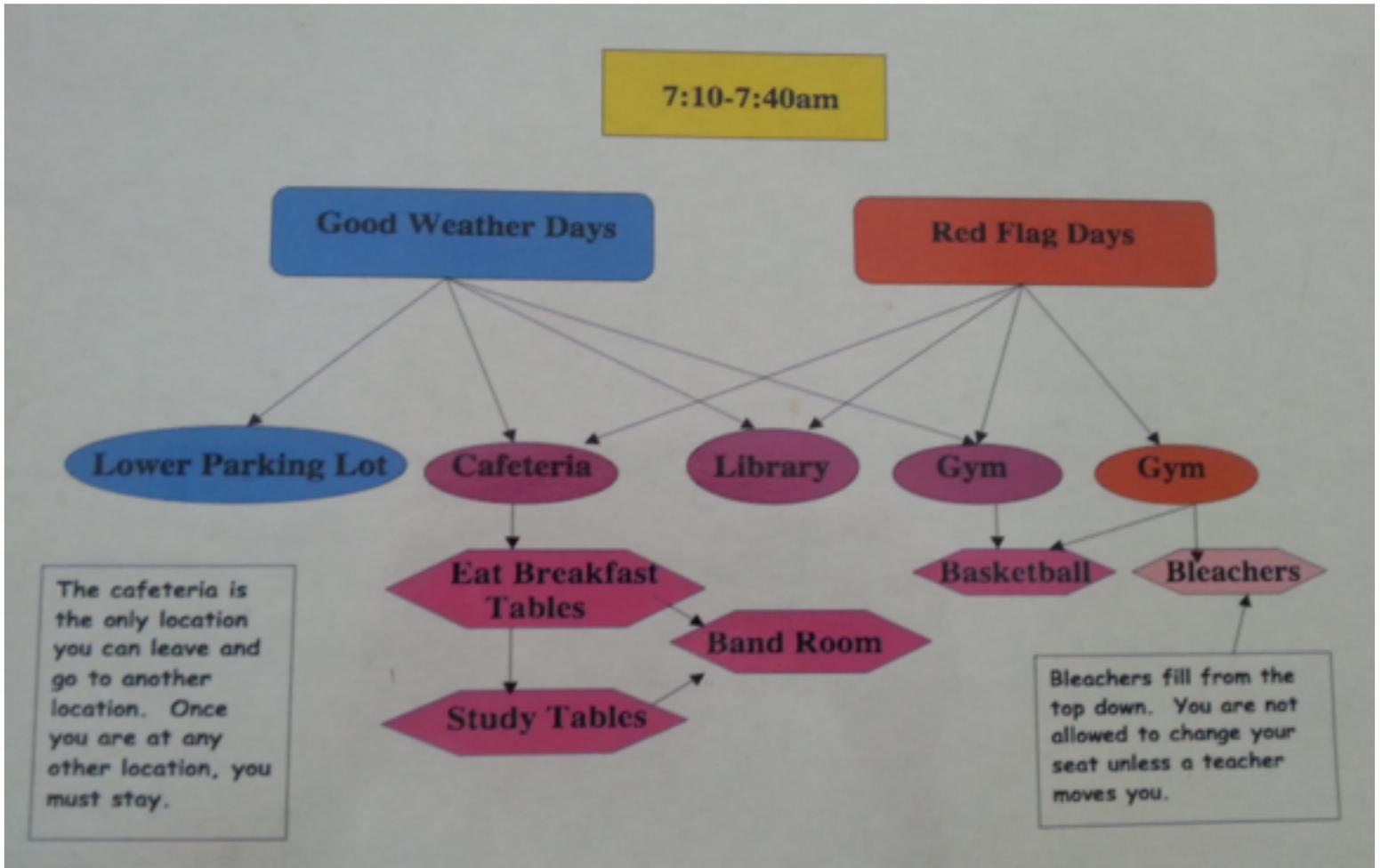
When the 7:40 bell rings,

- students in the parking lot should come into the building by the following entrances:
LC 3, 4, 5, 7 Enter through the gym lobby
LC 6, & grade 5 Enter through the front lobby doors.

At 7:45 a.m., a late bell rings. At this time all students should be in their homerooms. Students not in their homerooms at 7:45 are considered tardy and must report to the office window for a late pass. This includes walkers and late bus students. If a student is tardy because the bus is late, s/he has an excused tardy.

Red Flag Days

When there is inclement weather outside, the red flag will be on the flagpole out front of the school to indicate to the students to come inside before school. Students will have the choice of the gym for intramurals, the cafeteria for breakfast, the library, or the band room. When the intramurals, library, band room and tables in the cafeteria that are not for students eating are full, the remaining students will sit in the gym bleachers. Students in the bleachers will exit through the gym lobby at 7:40. Below is a flow chart that is posted in our building which shows students where they can go in the morning on both good weather days and red flag days.



Athletics

Sanford Junior High offers several interscholastic sports for 7th and 8th grade students. 6th graders can participate in intramurals in the morning before school as well as cross country, wrestling, and track.

Sports offered at Sanford Junior High are:

Fall - Sept-Oct	field hockey 7 th , 8 th cross country, girls and boys 6 th , 7 th , 8 th soccer, girls and boys 7 th , 8 th
Winter – Nov-Jan	girls basketball 7 th , 8 th cheering 7 th , 8 th boys basketball 7 th , 8 th
Feb-March	wrestling 6 th , 7 th , 8 th
Spring - April- June	softball 7 th , 8 th baseball 7 th , 8 th girls track and boys track 6 th , 7 th , 8 th intramurals 7 th , 8 th

Any time that a team member is failing any subject, s/he does not meet the eligibility requirements and does not have full team privileges. S/he may practice with the team but may not play in games. After two weeks of not passing a class, the student may be dismissed from the team.

Please note: Student athletes and their guardians should always conduct themselves in an appropriate manner at all home and away contests. The purpose of athletics at the middle level is to teach our student athletes the sport, as well as build a high level of character.

Athletic Event Transportation

Transportation will be provided for students on athletic teams when they have away games. Some parents occasionally wish to drive their child home from away games. If your son or daughter is participating in a sport and you would like this option, please coordinate this with our athletic liaison, Nate Mann, at the start of the season (nmann@sanford.org). He will provide coaches with a specific form where parents can designate who specifically they would like to be able to pick up their child from an away game.

Cell Phones/Electronic Devices

Cell phones, tablets, iPods and other devices used for music, messaging, and phone calls are a huge distraction and disruption to the learning process. We have strict rules in place to help curb misuse by students. From the first bell at 7:40 to 1:55 pm, any device that is seen out and being used will be confiscated by a teacher and sent to the office.

- First offense: The parent or guardian will be contacted and their phone will be given back to the student at the end of the school day.
- Second offense: The parent or guardian will be contacted and the parent will be asked to come in and pick up the phone.
- Third Offense: The parent or guardian will be contacted, the phone will be picked up, and an after-school detention will be served.
- Fourth Offense: The student will have the option to leave the device with administration during school hours daily OR the parent may choose to keep the phone at home for the duration of the school year.
- **Please note:** It is against school rules for a student to use a device for any reason without teacher permission even if it is to call a parent because the child is not feeling well. Students are only allowed to use a device during the day with teacher permission. For example, a student may use their phone with teacher permission if an after-school practice or game is cancelled and they need to call for a ride.

Cell Phones/Electronic Devices (Other Impact Areas)

It is important that parents/guardians are supportive of our device policy as well and should refrain from messaging/calling their child during the school day. If your child is messaging you during the day stating they “do not feel well and need to be picked up” or are “having a bad day and need to be picked up”, they are doing so without permission. Should your child need to be sent home for any reason, you will be contacted directly by the school and not your child.

Students will **NOT** be permitted to use personal devices for academic reasons (for example: using a phone as a calculator in math class). Any application that a student would need to access for academic reasons can be done so on the laptops issued by the state of Maine. If there is a special class activity where students need to use their personal devices, this would need to be approved by administration.

Technology Use

We are fortunate to have the use of 1 to 1 laptop/Ipad technology at SJHS. There are district policies and guidelines which are sent home with paperwork at the start of the school year. Please understand the junior high school does a very good job of monitoring technology use for instructional purposes. If your child chooses to access inappropriate or unapproved websites or applications, consequences will be put in place. Depending on the severity of the infraction, this may be handled at the classroom level or by school administration. Consequences may include both teacher and/or administrative consequences depending on where the infraction falls on the discipline rubric. Consequences may also include the student ultimately losing their technology for the duration of the school year depending upon both the severity and frequency of infractions.

Detention

Detentions are an intervention teachers and administrators may assign to students. Detention commitments are a priority over all co-curricular activities (practices, rehearsals, meetings, etc.). Detentions can be issued for academic and behavioral reasons. Students will receive a 24-hour notice of detention by phone call, note, detention slip or email. Detentions may be given on the same day if parent contact is made that day and are typically from 2:00 to 3:00 p.m. Teacher detention times vary depending on the purpose of the detention. If students are unable to attend an assigned detention, they are to see the teacher prior to the time of that detention to see if other arrangements may be made. If they fail to report for an assigned detention, they will face an additional detention or further consequences.

District Websites and Media Permission

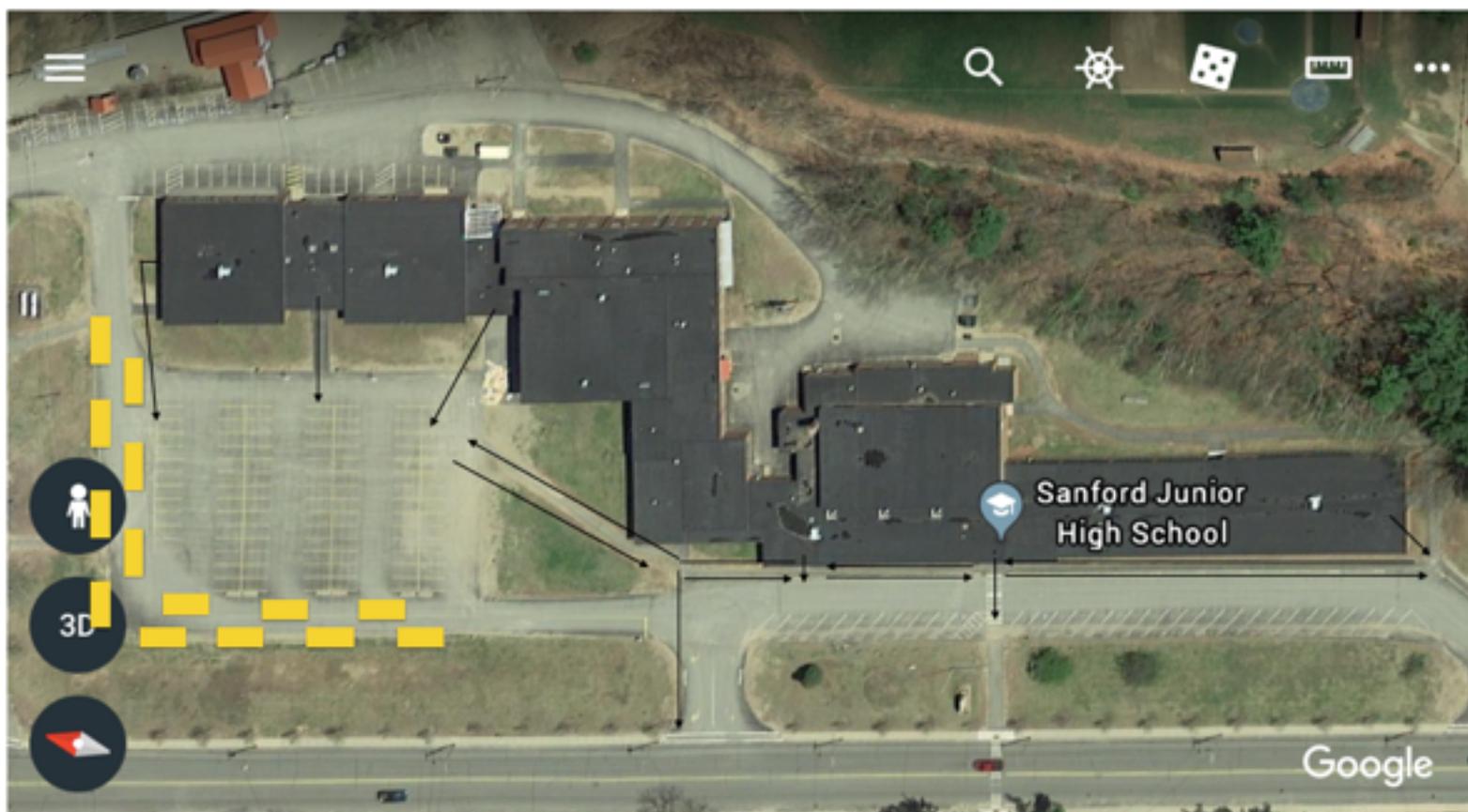
Sanford School Department has a website, www.sanford.org. As we expand use of the school district's website and as teachers sometimes create their own classroom websites, students may be shown on such websites. Please see Policy IJNDB-R in Appendix 7 regarding students being shown on school websites.

SJHS teachers are very proud of the work their students do in classes, in activities, in school leadership, and in community service. We sometimes request newspaper and television coverage as they work. We also sometimes videotape school events to share with other classes and schools.

There is a permission slip in each student's first-day packet which gives permission for students to be included in any activities shown on a school website and for student pictures to be included in such publicity. Parents/guardians should fill it out letting us know whether their child can be included.

Dismissal Procedures (Student)

All students will be dismissed at the bell through either the front lobby or gym lobby doors. Bus students are dismissed during this time as well; buses will be in the lower parking lot of SJHS. **It is very important that students are walking to their locations, using appropriate volume and language, and not running.** Students should not be walking or riding their bike at all until they reach Main Street as it creates a very unsafe situation. Students who are walking to Main Street to walk home or pick up their ride need to do so **using the crosswalk at the main entrance to the building or the right side of the exit. They should not be cutting across the hill by SJHS car exit as this presents a safety issue.** Students waiting for after-school activities to begin need to be either with a coach or a teacher until their activity begins. Please see the below diagram in terms of where students should exit, where parents should pick their child up, and where the crosswalks are located.



Early Release Wednesdays

Every Wednesday students will be dismissed at 1:00 as it is a district early release day. **Students may NOT remain at SJHS for any reason during these days as all staff are engaged in professional development.** This means that students who have games or practices later in the day must make arrangements to be off school grounds during that time. There will also not be after-school detentions scheduled during this time. Additionally, administration and staff are typically unavailable during this time for phone calls and meetings as district professional development is occurring.

Early Dismissals (Parent)

Students may be dismissed early from school for medical or dental appointments or for personal business that must be conducted during school hours. Students may also occasionally need to go somewhere other than home after school or change their mode of transportation. For these early or unusual dismissals, the process is outlined below:

- A signed written request or phone call from the parent/guardian must be received in the school's main office before 8:30 am on the day of the dismissal.
- Requests may be verified by phone at the discretion of the school staff or Administration.
- Anyone dismissing a student must be listed on the student's emergency card OR specifically named in the written request; students will not be released to an unauthorized person.
- Staff will NOT excuse students from school prior to the end of the school day or into any person's custody without the direct approval and knowledge of the building principal or designee.
- Parents/guardians/authorized adults picking up students before the official end of the school day, with or without submitting a written note or phone call, must go to the main office and sign the student out; students must remain in their classroom until they are released by the main office. **The end of the day can be a very busy time for our office staff. We request that students not be dismissed between 1:45 and 2:00 if possible.**
- **Please note:** We can dismiss students only to parents, legal guardians, or the person noted on the emergency card. To authorize anyone else to pick up a student, a parent/guardian must come to school and fill out the neces-

sary paperwork. Additionally, parents/guardians or their designee (on the emergency card) must come into the building and sign out the child when s/he is being dismissed.

Dress Code

SJHS has developed a dress code so that we may maintain a safe, respectful environment where the focus is learning. The following rules are intended to ensure that one's dress does not disrupt the educational process. Students who are found to be dressed inappropriately will be required to cover up the inappropriate clothing or will be sent home to change such clothing. Students should wear clothing appropriate for school.

- No head gear including bandanas, headbands, hats, or visors.
- Shirts and shoes must be worn at all times.
- Cutoff shirts and/or tank tops are not permitted.
- No trench coats or pajamas.
- Clothing with vulgar or profane lettering or drawings is prohibited, as is clothing that advertises drugs, alcohol, or tobacco.
- Items that are indicative of gangs or negative group affiliations are not permitted.
- All clothing must fully cover underwear including boxers and bras.
- Cleavage must be covered fully.
- Shorts and skirts must be 12 inches or longer in length, measured from the top of the waist to the bottom of the garment on the outside hip.
- No leggings are to be worn as pants but may be worn with shorts. Leggings may also be worn with a long shirt or tunic.
- Sunglasses are not to be worn in the building unless prescribed by a physician.
- Chains and spikes are not permitted because they are considered to be weapons.

Since all students are different in physical dimensions, administration will be the final judge of whether dress is inappropriate.

Grading

Letter grades on report cards are used to indicate your progress in grades 6-8: A (93-100); B (85-92); C (77-84); D (70-76); F (below 70). Grades at SJHS are calculated using both summative and formative assessments. Please remember that there are academic eligibility requirements for extracurricular activities.

Grade 5 parents: students will follow the elementary grading model that has been used in previous school years.

Report Cards and Progress Reports

Report cards will be given out every quarter. Progress reports will be given out half way through each quarter. However, parents are strongly encouraged to use infinite campus to monitor their child's progress throughout the school year. More information regarding accessing infinite campus can be found at the following link: <https://www.sanford.org/o/Sanford%20School%20Department/page/infinite-campus-information-portal>. Parents can also contact teachers with concerns or questions at any time via email. All staff emails are listed on the school website and are the first initial and last name @sanford.org. For example, John Smith would be jsmith@sanford.org.

Honor Roll and High Honors

The criteria for Honors are all A's and B's in Allied Arts, Band, Chorus, Language Arts, Math, Science, and Social Studies. The criteria for High Honors are all A's in the above areas. Grade 5 will continue to follow the elementary grading model as it has been conducted in previous years.

Guidance

The counselors are Ms. Nicole Quarto and Ms. Colleen Quartararo. Counselors assist students in facing the challenges of adolescence, learning decision-making skills, and communicating with teachers, parents/guardians, and classmates. Students may arrange to see the counselor by leaving a note in the guidance office or sending a message by a teacher.

Attention Students: You will only be allowed to the guidance area by appointment or specific permission from your teacher. You will not be allowed in the guidance area before morning announcements or during your lunch block.

Matters discussed with the counselor are treated as confidential within the standards of school counseling guidelines. Parents/guardians may arrange meetings by calling the school (324-3055) or emailing the counselors at nquarto@sanford.org or cquartararo@sanford.org.

Health Services

A student must have a pass from a teacher or the office to see our school nurse, Ms. Deborah Toothaker. If the nurse thinks the student should go home, she will inform the parents/guardians. **If students need medication during school hours, they may not carry the medication to school.** Medication must be brought to school by a parent/guardian who will be required to sign a permission slip and provide in-

formation about the prescription from the doctor. If parents/guardians have questions about student health issues, they should call the nurse at 324-3566.

Lockers

Students can be assigned a locker, only if they want one. Homeroom teachers will assign the locker and it can only be accessed before and after school and not during the school day as we have minimized passing time between classes and maximized learning time. For these reasons, many students do not have lockers. However, should students want a locker they need to rent a lock from the school for 2 dollars or provide their own combination lock. **Lockers will be offered to students during the first two weeks of school. After two weeks, students will no longer have the option to get a locker. Please speak with your child as to whether or not they would like to have a locker.**

Please note: Lockers and locks are provided during gym class in each respective locker room. This is separate from school lockers and provided at no charge. Students are strongly encouraged to lock their items up during Gym class as to prevent theft.

Lunch Money (forgotten or lost)

If a student forgets or loses lunch money, s/he may charge a lunch in the cafeteria by speaking with the cafeteria cashier. Students must repay the costs of any meal charged as soon as possible. **Students will always be given food;** but after 2 charged lunches, a letter may be sent home to parents stating the amount that the account is past due. When lunch or snack is purchased, remaining money will be placed on the student's account.

Lunch

Students may bring lunch or buy lunch. They may buy milk and other beverages in the cafeteria. Students who bring lunch may not bring beverages in breakable containers. Soda and energy drinks are not allowed.

Attention Students: You should not be bringing food and/or drinks out of the cafeteria.

Cafeteria Information/Expectations/Rules

- Students must travel with their teachers to and from the cafeteria in orderly, quiet lines.
- **The snack bar will close five minutes before lunch dismissal.**
- Students should not be out of their seats during the last 5 minutes of lunch unless directed by the duty teacher.

- **The duty teacher(s) will dismiss each table to dump trash during this 5-minute time frame.**
- Students must show courtesy and respect for others. (No line cutting or saving places in line or at tables.)
- Students should not move their seats from table to table.
- Students may be assigned tables or seats by the teachers:
 - A. This may be in an individual case because of inappropriate behavior.
 - B. It may be to rearrange groups in order to improve the cafeteria atmosphere.
 - C. Students will be in their assigned seats until they receive new directions from the teacher.
- Students may not save seats for others.
- Students are expected to use good manners.
- Once students are seated, they may not get up for any reason except to clean their trays unless they have permission from the teacher.

SJHS is committed to being environmentally responsible. Each student will be responsible to use the sorting station for their trash. In addition each student may be asked to monitor the sorting stations periodically. We feel this teaches our students to be involved and responsible members of our school community while hopefully instilling responsible environmental habits

- _At the end of lunch, students will be prompted by their classroom teacher to line up and travel back to their classes.
- All food and drinks must be consumed in the cafeteria. Food and beverages may not be taken from the cafeteria.

Parent and School Communication

Communication between parents and the school is vital to a student's success. Please do not hesitate to call or email your child's teacher at school if you feel they are being unsuccessful. Teachers are also expected to contact parents about academic and behavioral concerns as well as giving praise to your child. Please contact administration if there are ever concerns that you feel are not being addressed and a phone conference or meeting can be scheduled.

Note: Parents should always communicate any changes in contact information (phone, email, etc.) so that we can always have the most up-to-date information in our system.

Passes

The SJHS staff is responsible for school safety and student supervision. Students

must have passes when they are in the halls during class time. All students must have a signed pass in their possession for any destination. Students also must sign in and out of class on the sign-out sheet and return the pass to the teacher. When students are on a pass, they may go only to the location noted. They must go directly there and directly back. They may not visit friends in the hallway. **If students are unable to follow these procedures, then more restrictive pass plans may be put in place by school administration.**

Passes to the Office or Guidance Area

Students should only come to the office or guidance area if they have a pass from their teacher. Students should not be coming to the office or guidance area during AM homeroom time or during the lunches. If a student needs to report a student issue that is disrupting their learning or the learning of others, they need to first speak with a teacher. The teacher will then provide support and include administration if interventions are needed at a higher level.

Safety Plan

Many of our building procedures (e.g., traffic flow design, rules for student behavior, and procedures for visitors in our school) have been designed with student safety in mind. In addition, our district policies for administering medications to students and for responding to substance use and weapons in our schools reflect our concern for student safety. Sanford Junior High School, like each of Sanford's other schools, has a comprehensive safety plan to meet emergencies. **Practice lock-down drills occur regularly, but we do not inform parents of when these drills have occurred.** Students must turn in current information on forms provided (addresses, phone numbers, and contact people) during the first week of school. Please call the front office during the school year to report any changes to these cards so we can ensure our contact information is up to date. Listed below are the safety drills that may be conducted throughout the school year.

Safety Drills

Safety drills are important precautions that are conducted periodically. It is important that students take them seriously in the event that there is ever a real emergency. They are as follows:

Fire Drills:

Students evacuate the building with their given classroom teacher **SILENTLY**. Students then line up in their designated locations at the direction of their teacher to have attendance taken. Again, students should be **SILENT** during this process. We

may have a number of these drills during the opening weeks of school, so please be prepared.

“Clear the Halls”:

Students will hear over the intercom, “At this time, we are in a clear the halls”. When they hear this phrase, teachers will shut their doors, close their curtains, and students will not be allowed out of the classroom. However, teachers will continue teaching their classes as normal. Students and teachers will remain in the “clear the halls” until it is announced that the “clear the halls is over” on the school intercom.

“Lockdown” Drills

Students will hear over the intercom, “At this time, we are having a lockdown drill”. When students hear this phrase, teachers will shut and lock their classroom doors and students will not be allowed out of the room. Students will sit on the floor out of view of the door and be silent. Students and teachers will remain in the lockdown until it is announced that the “lockdown drill is over”.

Schedule

SJHS will use the following schedules with each day listed below. Students in grades 6 and 7 typically receive instruction in their four core classes of math, language arts, science, and social studies which are listed as “blocks” for grades 6 & 7. Students also receive allied arts quarterly at various grades including music, art, STEM and Health/PE. They have a “tutorial” during the day which serves as a time for supported study and/or opportunities to participate in band, chorus, or foreign language in grades 7 and 8.

Grade 5 students’ schedules will look a little different as they will spend the majority of their time with their classroom teacher focusing on all subject areas as they have done in previous years. Grade 5 students will also have an allied arts block, lunch, and recess daily.

Schedule 2019-2020 Grades 5-7

Grade 5: 5 HR	Grade 6 6 HR	LC 6 4 HR	LC 7 4 HR	LC 3: 4 HR	LC 4:4 HR	LC 5: 3 HR
		HR & Block 1 7:40-8:40 (60 Min)	7:40-7:50 Homeroom 7:40-7:50			
			Allied Arts 7:50-8:40 (50 Min)	Tutorial 7:50-8:40 (50 Min)	Tutorial 7:50-8:40 (50 Min)	Tutorial 7:50-8:40 (50 Min)
		Allied Arts 8:40-9:30 (50 Min)	Block 1 8:40-9:30 (50 Min)	Block 1 8:40-9:30 (50 min)	Block 1 8:40-9:30 (50 min)	Block 1 8:40-9:30 (50 min)
Allied Arts 9:30-10:20 (50 Min)		9:30-10:00 Guided Reading (30 min)		9:30-10:00 Guided Reading (30 min)		
		Block 2 10:00- 11:15	Block 2 10:00- 10:55 (55 Min)	Block 2 10:00-10:50 (50 min)	Block 2 10:00-10:50 (50 min)	Block 2 10:00-10:50 (50 min)
	Allied Arts 10:20-11:10 (50 Min)	Lunch 10:30-10:50				
		B2: 11:15 (55 min)	Lunch 10:55-11:15	Block 3 10:50 - 12:05	Block 3 10:50-	Block 3 10:50-
		Block 3 11:15-12:05 (50 min)	Block 3 11:15-12:05 (50 min)	Lunch 11:20-11:40	Lunch 11:20-11:40	Lunch 11:20-11:40 2HR
				Lunch 11:45-12:05	Block 3 cont. 12:05 (55 min)	Lunch 11:45-12:05 1HR
Lunch 12:10-12:30				B3 Cont. 12:05 (55 min)		B3: 12:05 (55 min)
		12:05-12:15 M & M (Movement & Mindfulness)				
	Lunch 12:35-12:55	Block 4 12:05-12:55 (50 min)	Block 4 12:05-12:55 (50 min)	Allied Arts 12:15-1:05 (50 Min)	Block 4 12:15-1:05 (50 Min)	Allied Arts 12:15 -1:05 (50 Min)
		12:55-1:05 M&M (Movement & Mindfulness)				
		Tutorial 1:05-1:55 (50 min)	Tutorial 1:05-1:55 (50 min)	Block 4 1:05-1:55 (50 Min)	Allied Arts 1:05-1:55 (50 Min)	Block 4 1:05-1:55 (50 Min)
		1:55-2:00 Homeroom 1:55-2:00				
Guided Reading	Allied Arts	Tutorial	Block 1	Block 2	Block 3	Block 4

Schedule 2019-2020 WEDNESDAY ONLY Grades 5-7

Grade 5: 5 HR	Grade 5 6 HR	LC 6 4 HR	LC 7 4 HR	LC 3: 4 HR	LC 4:4 HR	LC 5: 3 HR
		HR & Block 1 7:40-8:35 (10/45 Min)	7:40-7:50 Homeroom 7:40-7:50			
			Allied Arts 7:50-8:30 (40 Min)	Tutorial 7:50-8:30 (40 Min)	Tutorial 7:50-8:30 (40 Min)	Tutorial 7:50-8:30 (40 Min)
		Allied Arts 8:35-9:15 (40 Min)	Block 1 8:30-9:15 (45 Min)	Block 1 8:30-9:15 (45 Min)	Block 1 8:30-9:15 (45 Min)	Block 1 8:30-9:15 (45 Min)
Allied Arts 9:15-9:55 (40 Min)		Block 2 9:15-10:00 (45 min)	Block 2 9:15-10:00 (45 min)	Block 2 9:15-10:00 (45 min)	Block 2 9:15-10:00 (45 min)	Block 2 9:15-10:00 (45 min)
	Allied Arts 9:55-10:35 (40 Min)	Lunch 10:00-10:20	Block 3 10:00	Guided Reading Workshop 10:00-10:25		
		Block 3 10:20- 11:05 (45 min)	Lunch 10:20-10:40	Block 3 10:25-11:10 (45 min)	Block 3 10:25-11:10 (45 min)	Block 3 10:25-11:10 (45 min)
	Lunch 10:40-11:00		B3- 11:05 (45 min)			
		Guided Reading Workshop 11:05-11:30				
		Block 4 11:30- 12:15 (45 min)	Block 4 11:30- 12:15 (45 min)	Allied Arts 11:10-11:50	Lunch 11:10-11:30	Lunch 11:10-11:30 2HR
Lunch 11:30-11:50					Lunch 11:50-12:10 1HR	Block 4 11:30-12:15 (45 min)
		Tutorial 12:15-12:55 (40 min)	Tutorial 12:15-12:55 (40 min)	Block 4 12:10-12:55 (45 Min)	Allied Arts 12:15-12:55 (40 Min)	Block 4 12:10-12:55 (45 Min)
		12:55-1:00 Homeroom 12:55-1:00				
Guided Reading	Allied Arts	Tutorial	Block 1	Block 2	Block 3	Block 4

School Buses and Bus Passes

Students can only ride their own buses unless there is an emergency and they have prior approval from their school administrator. Parents need to send in a note requesting this change and the specific reason for the change. Students must bring this note to the office at the beginning of the school day. **Bus passes will not be issued by the administrator to a student for social, academic, athletic, or convenience reasons.** Please indicate the nature/reason for the bus pass request in a note given to the main office.

Bus Rules

*** Students riding the bus need to follow the same rules and guidelines as if they are in a school setting. This means that school rules apply, and they need to model our core values as they would in school. This includes using personal devices appropriately as you are riding a school vehicle. The Sanford School District contracts with the bus company Ledgemere.**

Meeting the bus (Ledgemere's requests)

- All students must be on time (5 minutes before bus is due) as the bus will not wait.
- All students should stand on the sidewalk or 10 feet away from the road while waiting for the bus. Never enter the "danger zone" around the bus except to load and unload.
- Students should not approach the bus until it is stopped and the driver signals the student(s) to board. Remember the "thumbs-up" policy.
- Students shall not run alongside the bus when it is moving.
- Students need to remain seated as requested by the driver, especially when the bus is in motion.

If you have any questions regarding busing at Sanford, please contact Ledgemere transportation at 324-4888.

*** The following are the SJHS guidelines for handling bus slips; however, the school administrator reserves the right to determine if the misbehavior requires skipping steps and or/giving alternative consequences.**

1. First slip* - a warning
2. Second slip* - loss of bus privileges for three days
3. Third slip* - loss of bus privileges for fifteen days
4. Fourth slip* - loss of bus privileges for thirty days
5. Fifth slip* - loss of bus privileges for the rest of the year

Please understand that the schools must support the safety effort of our bus company. We cannot allow uncooperative students to endanger a busload of students and a driver. If parent/guardians have any questions regarding our bus discipline procedures, please call us (324-3114).

Special Education/Section 504

Parents/guardians of children who participate in special education classes should feel free to call the special education teacher with any questions or concerns. If you have further questions, you can call the district special education office 457-1413. If you feel your child would qualify under an ADA Section 504 Plan, you can also speak with the school guidance counselors for more information regarding this process.

Stormy Weather/Emergencies

In case of stormy weather/emergencies, the Sanford School District may cancel school, have a late arrival, or have an early release. Information about cancellations, late starts, or early releases will be on local television and radio stations. You can also download the Sanford School Department App and ask to receive notifications regarding cancellations, delays, and other district news.

Classroom Supply Lists

We do not have mandatory classroom supply lists. Some teachers will give suggested lists out to their students, but the majority of supplies needed for class are provided depending upon the class. However, the following items are always helpful for students to start the year.

- pencils (instead of pens)
- a cheap pair of earbuds/headphones (for 1 to 1 technology use)
- 3-ring binders/notebooks
- lined paper

Student Behavior

Students are expected to follow our core values and our student code of conduct. This, above all, means being respectful to themselves and others. Students will receive various behavior interventions when they violate our core values and student code of conduct. These interventions may include parent phone calls, collaborative problem solving, loss of privileges, detentions, or suspensions. While students will experience consequences if they misbehave, our goal is to help them change their behavior. See Policy JIC on the Sanford Website (www.sanford.org) for a full description of the district's Code of Conduct.

Parents and students please note: Sanford Junior High School provides a wide variety of after-school events and activities. These include but are not limited to school dances, athletic events, and other functions. Students must exhibit our core values, responsibility, compassion, honesty, respect, and responsibility on a consistent basis to be a part of these functions. **Consistent violations (as determined by administration) of our school policies may result in your child’s inability to attend after-school events.**

Discipline Intervention Guide

Reasoning: Education of our students is not only academic but also social. It is our duty as educators and parents to promote positive behaviors and teach students to be responsible for their actions and make decisions through logical and natural consequences. We want to partner with parents to help change negative behaviors.

Below is a 3-level classification of behaviors, with each level listing recommended interventions. Since behaviors and situations are all different, staff (teachers and administrators) are given the flexibility to handle situations appropriately and fairly based on their severity. Recurring behaviors will result in the same or more severe consequences than before. Typically, the administrator will stipulate the consequence if a similar behavior occurs again so it is clear to both the parent and child.

	Description	Interventions
Level 1	Low-level behaviors exhibited in the classroom and hallway such as work refusal, minor class disruption, minor disrespect, horseplay, mild swearing, etc.	Consequence determined by the teacher including lunch detentions, after-school detentions, reflection forms, loss of privileges, etc. (Parent may be contacted depending on severity and frequency.)
Level 2	Mid-level behaviors which may be formal office referrals. Leaving school grounds without permission, major swearing, major class disruption, disrespectful behavior, fighting, assault, sexual harassment, bullying, etc.	Consequence determined by administration including parent meeting, teacher conference, reflection forms, office detentions, loss of privileges, In-School Suspension, Out-of-School Suspension. Parent must be contacted.
Level 3	High-level behaviors which are formal office referrals. Possession of weapon, major assault, drug/alcohol use and or possession. Chronic level 2 behaviors such as fighting, bullying, or disrespectful actions.	Consequence determined by administrator: parent meeting, Out-of-School suspension. Administrator is required to contact superintendent. Parent must be contacted.

Discipline Referrals

Students may be sent to the office with a discipline referral for severe problems such as fighting, sexual acting out or sexual harassment, repeated misbehavior and disruption, and dangerous or unsafe behaviors that create risk for anyone's health and safety.

If referred to the office, students will be given the opportunity to state their view of what took place. If consequences are appropriate, the consequence will fit the offense and our school rules. Administrative action may include but are not limited to a conference, restorative discipline, detentions, contact with parents/guardians, or suspension. Administration reserves the right to determine the consequence and its length. Any suspension longer than 10 consecutive days requires a review before the school committee.

If students are on suspension, (out-of-school or in-school) they may not participate in any school-sponsored activities during the period of their suspension. For example, this means they may not go to a game, practice, or dance on the day(s) of suspension. If students are suspended out-of-school, they should not be on any Sanford school property during the time of their suspension.

Out-of-School Suspension

Students on out-of-school suspension (OSS) are removed from the school, all school property, and school activities for the duration of the OSS. We expect that OSS students will complete all missed work. Classroom assignments are given by the teachers and can be picked up at the main office by a parent/guardian. An administrator will inform the parent when school assignments can be ready. Schoolwork completed during the OSS will receive full credit. During the time of the suspension, the student cannot participate in or attend any school activity or be on any school property.

Searches

The school administrators have the authority to conduct searches when there is a need to do so. While this is very unpleasant for a student as well as the administrator, there are some instances in which this is necessary to preserve order in the school. Searches are always conducted in a respectful manner with another adult staff member present. Parents will be contacted if their child was searched and whether or not contraband was found.

*** Parents are STRONGLY encouraged to regularly check their child's backpack to help PREVENT any unsafe items entering into our school such as knives, weapons, drugs or alcohol. If students bring such items to school**

they are subject to the district JICIA and JICH policy and a suspension and possible expulsion may occur.

- * Students should also leave other items/toys at home that may disrupt in the educational process. Fidget toys such as spinners, cubes, etc. are not allowed at SJHS. If a child has an educational plan that requires the use of a “fidget”, the school will provide one that is safe and does not disrupt in the educational process.**

Visitors

For security reasons, we request all who enter our building (except for open houses, athletic events, concerts, etc.) to enter by the front office, sign in, and receive a guest badge. This is often done in the event of parents who are attending an IEP or 504 meeting.

Attention Students - You should never open a door for anyone who is coming in from the outside. This goes for both students and adults. On occasion, teachers may take students outside for a class activity. It is important that students do not let other students in the building as they should be entering in through the main entrance with their teacher and buzzed in by the school secretary. Bottom line, don't prop doors open and let people into the building!

Any parents or guardians who wish to drop items off for their child during the school day must leave them with the front office. To limit classroom disruptions, students will only be called to the office at 9:55 or 1:55 to receive these items.

Volunteers

Parents/guardians who are interested in being volunteers should call Central Office at 324-2810 and request a volunteer application. The volunteer application form will have further information about volunteering opportunities.

Policy Information

All district policies are on the sanford.org website. If you do not have internet access and would like a specific policy, please stop by or call and we would be happy to print a copy for your reference or answer any questions you may have. We have also taken the liberty of including many of our district policies on the pages that follow the parent/student sign-off page for your convenience. They include the following:

- Student attendance and truancy**
- System-wide student code of conduct**

- **Questioning and searches of students**
- **Tobacco use and possession**
- **Bomb Threats**
- **Student discrimination and harassment/sexual harassment**
- **Bullying & hazing**
- **Student education records and information**
- **Student computer and internet use**

STUDENT ATTENDANCE AND TRUANCY

I. Rationale

The School Committee has adopted the Student Attendance and Truancy Policy to ensure compliance with state laws concerning student attendance at school and truancy. In addition, the School Committee, school administrators and staff recognize our duty to provide a proper education for the children of the community. The word "education" encompasses more than academic performance. A proper education includes consistent attendance at school and regular participation in classes. Learning experiences which take place in the classroom are essential components of the educational process. Only by being present in the classroom can students take advantage of the intangible benefits of a public school education, such as group interaction with teachers and fellow students, participation in class discussion, instruction, and other related learning experiences. As class attendance is one of the important factors contributing to academic achievement and personal growth, teachers take this into account when determining students' grades.

II. Attendance Policy and Procedures

All children between the ages of 7 and 17 are required by Maine law to attend public school full-time. Parent(s) or Guardian(s) having control of a person or persons of compulsory attendance age are responsible for ensuring that any such student attends school. The School Committee expects school administrators and staff to work with families in an effort to ensure compliance with attendance laws and this policy.

The law allows certain alternatives and exceptions to the compulsory attendance requirement. These alternatives and exceptions are described in Section III and IV below.

The following subsections contain the procedures building administrators will use to monitor student attendance and attendance issues.

A. Excused Absences and Tardies

Student absence from school or tardiness to school and/or class will be excused for the following reasons allowed by state law:

1. Personal illness.
2. An appointment with a health professional that must take place during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during the school day.

4. A family emergency that is an unplanned, and unforeseen, stand-alone event that interrupts family routine during school hours and prevents school attendance for that day.

Note: The School Committee encourages parents and students to schedule family trips during periods when school is not in session, to avoid disruption of the student's education. In addition to the educational loss to students, extended student absences from class place a significant burden on classroom teachers. Parent(s)/Guardian(s) must meet with school administration in advance of any planned student absence that is for personal or educational purpose.

B. Unexcused Absences/Tardies

All absences not listed in Section II are considered unexcused, including, skip days, daytrips, babysitting, student employment not school connected, or recreational events not school sponsored. Students are tardy if they are not in the school assigned area at the start of class or the school day; (See transportation exemption).

C. Consequences for Unexcused Absences/Tardies

Students who have an unexcused absence or tardy may receive a zero for all work missed, in addition to any other consequences imposed by individual teacher(s): as delineated in student handbook/agenda books.

D. Notification of Parents Concerning Student Absences

1. Documentation of unexcused absence(s) will be maintained in each student's cumulative file.
2. After **ten** absences and /or tardies in one school year, whether **excused or unexcused**, parents will be notified and asked to attend a conference that includes the student, the principal or designee, and the guidance counselor in order to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance.
3. In cases of illness lasting five or more days, or chronic irregular absences reportedly due to illness, the principal or designee may request a physician's statement certifying such absences to be for medical reasons.

E. Absence Reporting by Parents and Make-Up Work

1. Parents are expected to notify the school (in person, by documented phone call, or by e-mail) as soon as possible of any planned student absence. Each school in Sanford has in place procedures for contacting

parents of students who fail to attend school. These procedures are described in each student handbook/agenda book. Students are responsible for obtaining assignments in advance from their teachers for planned absences. Students must complete assignments and make-up work within the time specified by their teachers, or they will not receive credit for the assignments.

2. If a student is absent or tardy due to illness or other unplanned reason, his/her parent is expected to call the school office prior to the start of school that morning. Students have two days to bring a note from their parent after an absence or tardy. If an acceptable note is not received in that time, an unexcused absence or tardy will be recorded.
3. Students must check in at the office if they arrive late at school for any reason. Tardies will be excused for the reasons listed in Section IIA or if the tardy is due to a problem with school bus transportation.
4. Students who miss one day of school for an excused reason or are tardy for an excused reason should be prepared to make up their assignments the following day. If a student misses more than one day of school, he or she is expected to make up any missed assignments in accordance with his/hers teachers' instructions.
5. Students who are suspended from school are expected to turn in make-up work on the first day back from suspension. Work that cannot be completed during suspension (tests, oral, reports, etc.) will be scheduled for completion by teachers within a two-week period following the suspension.

F. Early Dismissal Procedure

1. Students will be excused early from school for the reasons listed in Section IIA.
2. A written note, e-mail, or documented phone call is required from a parent at the start of the school day, stating the specific reason and scheduled time for the early dismissal.
3. Emergency dismissals requested after the start of the school day require a direct communication between the office staff and the parent.
4. A student's parent(s) must sign for a student's release at the office when the student is dismissed from school.
5. Leaving school without following this procedure will be treated as an unexcused absence.

III. **Alternative to Attendance in Public School**

A person between the ages of 7 and 17 shall be excused from attending public school if he/she obtains equivalent instruction as allowed by law. Equivalent instruction alternatives are as follows:

- A. A private school approved for attendance purposes pursuant to state law and regulation;
- B. A private school recognized by the Department of Education as providing equivalent instruction;
- C. A home instruction program that complies with state law and regulations; or
- D. Any other manner arranged by the School Committee and approved by the Commissioner of Education.

~~A student shall be credited with attendance at a private school under Paragraph A or B only if the legally required certificate from the private school is filed with the Sanford School Department.~~

IV. Exceptions to the Compulsory Attendance Requirement

A person between the ages of 7 and 17 may be excused from attending public school under one of the following conditions:

- A. He/She graduates from high school before his/her 17th birthday.
- B. He/She has:
 - 1. Reached the age of 15 years or completed the 9th grade; and
 - 2. Received permission to leave school from his/her parents; and
 - 3. Been approved by the principal for a suitable program of work and study or training; and
 - 4. Received permission to leave school from the Superintendent; and,
 - 5. Agreed in writing with that person's parent and the School Committee or its designee to meet annually until that person's 17th birthday to review that person's educational needs.
- C. He/She has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. An exception to attendance in public school under this paragraph must be approved by the Commissioner of Education.

V. Truancy Policy and Procedure

A. Definition

Under Maine law, a student is habitually truant if he/she:

1. Is subject to the compulsory attendance law; and
2. Has the equivalent of 10 full days of unexcused absences, or 7 consecutive school days of unexcused absences during a school year.

B. Procedure

Under Maine law, the Sanford School Department must follow the procedure below when a student is habitually truant.

1. If the principal and the attendance coordinator determine that a student is habitually truant, the principal shall inform the Superintendent. The Superintendent shall first try to correct the problem informally.
2. As part of correcting the problem informally, the Superintendent may ask the student's parent to attend a series of meetings with the child's teacher(s) or other school staff designated by the Superintendent. The purpose of the meetings is to describe the education program to the parent and explain the value of the child's attending an educational program, including, but not limited to, public school, adult education, a high school equivalency degree program or other alternative education program. Meetings shall occur at a mutually convenient time to parents and staff.
3. If the Superintendent is unable to correct the truancy of the child, the Superintendent or his/her designee shall serve upon the parent written notice that attendance of the child at school is required by law. The notice must state:
 - a. State that the student is required to attend school pursuant to the compulsory attendance law (20-A M.R.S.A. §5001-A);
 - b. Explain the parent's right to inspect the student's attendance records, attendance coordinator's reports and principal's report;
 - c. Explain that the failure to send the student to school and maintain the student in regular attendance is a Class E crime in accordance with the truancy statute (20-A M.R.S.A §5053(A) and explain the possible penalties;
 - d. State that the Superintendent may notify the local law enforcement department of a violation of the truancy statute; and
 - e. Require the parent and the student to attend a conference with the Superintendent or other designated administrator. The notice shall state the date, time and location of the conference.
4. The Superintendent or designee shall schedule at least one meeting as provided in subsection 2 above prior to notifying the Police Department.
 - a. If the child remains truant three days after receipt of the notice provided in subsection 3 above and the parent and child refuse to

attend the scheduled meeting, the Superintendent shall report the facts of the unlawful absence to the Police Department.

5. After receiving the report from the Superintendent, the Police Department may proceed with prosecution of the parent unless the child is at once placed in an appropriate school. In addition, a police officer who sees a truant may transport the truant to the appropriate school if the truant;
 - a. Is off school grounds during school hours; and
 - b. Is not under the supervision of school personnel.

C. Recordkeeping and State Reports.

The Superintendent is responsible for ensuring that appropriate attendance records are kept and for submitting all reports regarding student attendance and truancy required by Maine law and regulations.

Legal Reference; 20-A MRSA § 5001-A et seq.; §5051-A et seq.;
§2901; §5102; Chapters 125 and 127
(Maine Department of Education Rules)

Cross Reference: IHBG - Home Schooling
JFC - Dropout Prevention Committee

Adopted date: December 21, 1993

Effective date: May 2, 2005

Revised date: May 2, 2005

SANFORD SCHOOL DEPARTMENT

SYSTEM-WIDE STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the School Committee has developed this System-Wide Code of Conduct with input from school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

Article 1 - Standards for Ethical and Responsible Behavior

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

- Responsibility
- Respect
- Honesty
- Compassion
- Courage

Article 2 - Code of Conduct

All students are expected to comply with the Code of Conduct and all related School Committee policies and school rules. The Code applies to students:

- on school property,
- while in attendance at school or at any school-sponsored activity, or
- at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

Article 3 - General Behavior Expectations and Discipline Policies

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

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all School Committee policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

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

See policies:

JK - Student Discipline

JGB – Detention of Students

JKD – Suspension of Students

JKE - Expulsion of Students

Article 4 - Expectations

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

A. Violence and Threats

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

See policies:

JICIA – Weapons, Violence, School Safety and Bomb Threats

JICIA-RI – Bomb Threat Procedures

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 to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

See policy:

JICIA - Weapons, Violence, School Safety and Bomb Threats

C. Hazing/Secret Societies

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

See policies:

ACAD – Hazing

JFCE – Secret Societies

D. Discrimination and Harassment/Sexual Harassment

Students shall not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability; nor shall students harass one another on the basis of race, color, sex, religion, ancestry, or national origin or disability. Sexual harassment is also prohibited. Discrimination and harassment are grounds for disciplinary action up to and including expulsion.

See policies:

AC – Nondiscrimination / Equal Opportunity and Affirmative Action

ACAA – Student Discrimination and Harassment / Sexual Harassment

ACAA-R – Student Discrimination and Harassment / Sexual Complaint Procedure

E. Drug and Alcohol Use

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

See policy:

JICH – Drug and Alcohol Use by Students

F. Tobacco Use

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

See policy:
ADC – Tobacco Use and Possession

G. Conduct on School Buses

Students must comply with all School Committee 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:
JICC – Student Conduct on School Buses

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 – Student Computer and Internet Use

I. Athletics/Extracurricular Activities

Students must follow all School Committee policies and school rules while participating in athletics and extracurricular activities. Students who violate policies and school rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable School Committee policies and/or school rules.

Article 5 - Removal of Disruptive/Violent Students

1. Students who are disruptive or violent 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 shall not use force or restraint, except only to the 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 non-compliant student. The administrator may invoke the school unit's crisis response plan if appropriate.

*See 20-A M.R.S.A. § 4009 – Protection from Liability
See Crisis Response Plan (required by law)*

Article 6 - Special Services

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

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

2. **Review of Individual Educational Plan.** The school shall schedule a PET meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or 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:
JKF – Disciplinary Removals of Students with Disabilities*

3. **Time Out Rooms and Therapeutic Restraint.** The school unit also has established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute.

*See policy:
JKAA - Time Out Rooms and Therapeutic Restraint*

Article 7 - 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, students or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or

federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

See policy:
KLG – Relations with Law Enforcement Authorities

Article 8 - Dissemination of System-Wide Student Code of Conduct

The System-Wide Student Code of Conduct shall be distributed to 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: Standards for Ethical and Responsible Behavior in Maine Schools and Communities* (Report of The Commission for Ethical and Responsible Behavior, February 2001)

Adoption Date: August 19, 2002

Effective Date: August 19, 2002

SANFORD SCHOOL DEPARTMENT

QUESTIONING AND SEARCHES OF STUDENTS

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

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

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

If a search produces evidence that a student has violated or is violating the law, School Committee policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

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

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

Cross Reference: ITH-R Questioning and Searches of Students/Administrative Procedure
ITCIA Weapons, Violence, School Safety and Bomb Threats Student
JG Discipline Relations with Law Enforcement Authorities
KLG

Adoption Date: June 19,2000

Effective Date: June 19,2000

SANFORD SCHOOL DEPARTMENT

Tobacco Use and Possession

In order to promote the health and safety of students, staff and visitors and in compliance with applicable state and federal laws, the School Committee prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons. The policy applies to the use of all tobacco products, including but not limited to cigarettes, cigars, spit and smokeless tobacco, chew, snuff, electronic cigarettes, vape products and all other electronic nicotine delivery systems.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities, and on school grounds and buses during school sponsored events and at all other times.

Students and employees are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.

Employees and all other persons are also strictly prohibited, under law and School Committee policy, from selling, distributing or in any way dispensing tobacco products to students.

Legal Reference: 22 MRSA §§ 1578(B), 1580(A)(3)
 Me. PL 470 (An Act to Reduce Tobacco Use by Minors)
 20 USC 6081-6084 (Pro-Children Act of 1994)

Cross Reference: JICA – Student Dress
 JL – Student Wellness
 KF – Community Use of School Facilities
 KHB – Advertising in the Schools

Adopted: November 2, 2015

Revised: May 11, 2015

Revised: April 22, 2019, First Reading
Adopted: May 6, 2019, Second Reading

BOMB THREATS

The School Committee recognizes that bomb threats are a significant concern to the school system. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The School Committee directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

B. Definitions

1. A "**bomb**" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device; and also includes any toxic or hazardous substance or material, including biomedical materials or organisms that, when placed as threatened, could be harmful to humans. It also includes any apparatus or object that looks like a bomb or is represented as a bomb or other destructive device.
2. A "**bomb threat**" is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
3. "**School premises**" means any school property, including school vehicles, or any location where any school activities may take place.

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);

2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the School Committee. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the School Committee's required annual approval of the school unit's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building administrator, teacher, the School Resource Officer or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the School Committee to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and School Committee policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity, as determined by the Superintendent within parameters set by the School Committee.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification through Student Handbook

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate School Committee policy and civil and criminal law.

Legal References: 18 U.S.C. §§ 921; 8921
17-A M.R.S.A. § 210
20-A M.R.S.A. §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18)
Ch. 125 § 10.06 (Me. Dept. of Ed. Rules)

Cross References: EBCA – Crisis Response Plan
EBCC – R1 – Bomb Threat Procedures (recoded from JICIA-R1)
JKD – Suspension of Students
JKE – Expulsion of Students
JKF – Suspension/Expulsion of Students with Disabilities
JICIA – Weapons, Violence and School Safety
JIC - Student Code of Conduct

Adopted: June 4, 2007

**STUDENT DISCRIMINATION
AND
HARASSMENT/SEXUAL HARASSMENT**

Harassment of students because of race, color, sex, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Sanford School Committee policy and may constitute illegal discrimination under state and federal laws.

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Sanford School Committee Policy JICIA – Weapons, Violence, School Safety and Bomb Threats.

Sexual Harassment

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

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

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

Legal Reference: Title IX of the Education Amendments of 1972
(20 U.S.C. §1681, et Seq.)
Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000 (d))
5 M.R.S.A. 4602
5 M.R.S.A. §4681 et Seq.

Cross References: File: ACAA-R – Student Discrimination and Harassment/Sexual
Harassment Complaint Procedures

File: AC – Nondiscrimination/Equal Opportunity and Affirmative
Action

File: JICIA – Weapons, Violence, and School Safety

Adoption Date: August 19, 2002

Updated Cross Reference: July 27, 2007

SANFORD SCHOOL DEPARTMENT

Bullying and Cyberbullying Prevention in Schools

I. Introduction

It is our goal for our school[s] to be a safe and secure learning environment for all students. It is the intent of the Sanford School Committee to provide all students with an equitable opportunity to learn. To that end, the School Committee has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the School Committee's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the School Committee does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the Sanford schools, and the operation of the schools.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

III. Bullying and Cyberbullying Defined

"Bullying" and "Cyberbullying" have the same meaning in this policy as in Maine law:

A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- (1) Has, or a reasonable person would expect it to have, the effect of:
 - a) Physically harming a student or damaging a student's property; or
 - b) Placing a student in reasonable fear of physical harm or damage to the student's property;

OR

- (2) Interferes with the rights of a student by:
 - a) Creating an intimidating or hostile educational environment for the student; or
 - b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

OR

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

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

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or representing another student through the use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.

D. "Substantiated" means that the outcomes of the investigation on the Responding Form (JICK-E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

E. "Alternative discipline" means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while

retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

V. Reporting

Refer to the Reporting Form – JICK-E1

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

A. School staff, coaches and advisors for extracurricular and cocurricular activities are required to report alleged incidents of bullying to the school principal or other school personnel designated by the superintendent. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the superintendent.

B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.

D. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

VI. Responding

Refer to the Responding Form – JICK-E2

The school principal or a superintendent's designee will:

A. Promptly investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the superintendent;

C. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;

D. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;

E. Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;

F. Communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

VII. Remediation

Refer to the Remediation Form – JICK-E3

The school principal or a superintendent's designee will:

A. Identify the specific nature(s) of the incident.

B. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances.

Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents/guardian;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

C. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

VIII. Appeal

Notification shall be provided to parent(s), guardian(s) and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking

remedial action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

IX. Assignment of Responsibility

A. The School Committee is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;
2. Posting this policy and related procedures on the school administrative unit's publicly accessible website; and
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The superintendent is responsible for:

1. Oversight, implementation, and enforcement of this policy and its procedures;
2. Designating a school principal or other school personnel to administer the policies at the school level;
3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
4. Ensuring that the prohibition on bullying and retaliation and the attendant consequences apply to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation;
5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board;
6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
[NOTE: The law requires "training and instructional materials related to the policy" be posted on the Maine Department of Education's website. See "Bullying Prevention Resources" at <http://www.maine.gov/doe/bullying/resources/> for further information]
8. Filing the SAU policy that addresses bullying and cyberbullying with the Maine Department of Education; and
9. Ensuring that substantiated incidents of bullying and cyberbullying are reported to the Maine Department of Education on at least an annual basis.

-
- Legal Reference: 20-A M.R.S.A. § 254 (11-A)
20-A M.R.S.A. § 1001(15), 6554
Maine Public Law, Chapter 659
- Cross Reference: AC - Nondiscrimination, Equal Opportunity
ACAA - Harassment and Sexual Harassment of Students
ACAA-R – Student Discrimination and Harassment Complaint
Procedure
ACAD – Hazing
AD – Educational Philosophy/Mission
ADAA – School System Commitment to Standards for Ethical and
Responsible Behavior
CHCAA - Student Handbooks
GCI – Professional Staff Development
IJNDB – Student Computer and Internet Use and Internet Safety
JI - Student Rights and Responsibilities
JIC - Student Code of Conduct
JICC - Student Conduct on Buses
JICIA - Weapons, Violence and School Safety
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students
JRA-R – Student Education Records and Information Administrative
Procedures
- KLG - Relations with Law Enforcement Authorities
- Adoption date: December 4, 2006
- Effective date: December 4, 2006
- Revision date: October 17, 2016

HAZING

Maine law defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.”

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

“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member.

“Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students’ organizations, shall plan, encourage, or engage in injurious hazing activities.

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

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

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

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

The Superintendent/designee shall be responsible for administering this policy. In the event that an individual or organization disagrees with an action—or lack of action—on the part of the Superintendent/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the School Committee. The ruling of the School Committee with respect to the provisions of this policy shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

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

Legal Reference: 20-A MRSA § 6553

Cross Reference: ACAA - Harassment and Sexual Harassment of Students
ACAB - Harassment and Sexual Harassment of Employees
JICIA - Weapons, Violence and School Safety

Adopted: October 18, 1999 (ACAD)
December 21, 1993 (JECF)

Revised: March 19, 2007

SANFORD SCHOOL DEPARTMENT

SANFORD SCHOOL DEPARTMENT

Student Education Records and Information

The Sanford School Department shall comply with the Family Educational Rights and Privacy Act (FERPA) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

A. Directory information

The Sanford School Department designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. The Sanford School Department may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

B. Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Sanford School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior consent.

C. Information on the Internet

Under Maine law, the Sanford School Department shall not publish on the internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names without written parental consent.

D. Transfer of Student Records

As required by Maine law, the Sanford School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

E. Designation of Law Enforcement Unit

School units may disclose student education records without parental consent to personnel of its law enforcement unit, provided that they have been designated as school officials with legitimate educational interests for the purpose of compliance with FERPA.

The School Committee designates its School Resource Officers as the Sanford School Department's law enforcement unit for the purpose of disclosure of student education records under FERPA.

F. Health or Safety Emergencies

As permitted by FERPA, the school unit may disclose personally identifiable information from a student's educational record to appropriate parties, including parents of an

eligible student, if taking into account the totality of the circumstances, it determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that knowledge of the information is necessary to protect the health or safety of the student or other individuals. In the event of disclosure, the school unit will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the school unit has disclosed and maintain such record with the student's educational record.

G. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99
20 U.S.C. § 7908
20-A M.R.S.A. §§ 6001, 6001-B
Ch. 101, 125 (ME Dept. of Ed. Rules)

Cross Reference: JRA-E – Annual Notice of Student Education Records and Information Rights
JRA-R – Education Records and Information Administrative Procedure
ILD – Student Surveys

Adoption date: September 8, 2003, July 15, 2013

Effective date: September 8, 2003

Revision Date: May 28, 2013

STUDENT DEVICE AND INTERNET USE

Sanford School Department's devices, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to devices issued directly to students, whether in use at school or off school premises. Students are not allowed to use privately-owned computers / devices at school. A privately- owned computer / device brought to school without authorization may be confiscated.

Compliance with the school unit's policies and rules concerning device use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their device privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student's device privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

Sanford School Department devices remain under the control, custody and supervision of the school unit at all times. The school unit monitors all device and Internet activity by students. Students have no expectation of privacy in their use of school devices, whether they are used on or off school property.

The Sanford School Department utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Sanford School Department takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that the Sanford School Department cannot reasonably prevent all instances of inappropriate computer use by students that may violate School Committee policies and rules, including access to objectionable materials and communication with persons outside of the school.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's device system may be implemented by the Superintendent, consistent with School Committee policies and rules.

Cross Reference: IJNDB-R - Student Computer and Internet Use Rules
JICIA - Weapons, Violence, Bullying and School Safety
JICK - Bullying
GCSA - Employee Computer and Internet Use

Legal Reference: 47 USC § 254(h)(5) (Children's Internet Protection Act)
P.L. No. 110-385 (Protecting Children in the 21st Century Act)

Approved: 8/30/2010
Revised: 8/1/2016

Sanford Junior High School

Students and parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the Sanford School Committee policy manual. In case of a conflict between a School Committee policy and the rules in this handbook, the School Committee policy will prevail. You may review a copy of the policy manual in any school office. If you have any questions about this handbook, please contact Sanford Junior High school at 324-3114. This handbook may be viewed on our school website.

*A hard copy can also be provided if you visit our main office.



I have read the Student-Parent Handbook and related information and have familiarized myself with the information contained within these documents. Please sign and return to your child's homeroom teacher.

Print Student's Name

Homeroom Teacher

Student's Signature

Parent/Guardian Signature

Date

