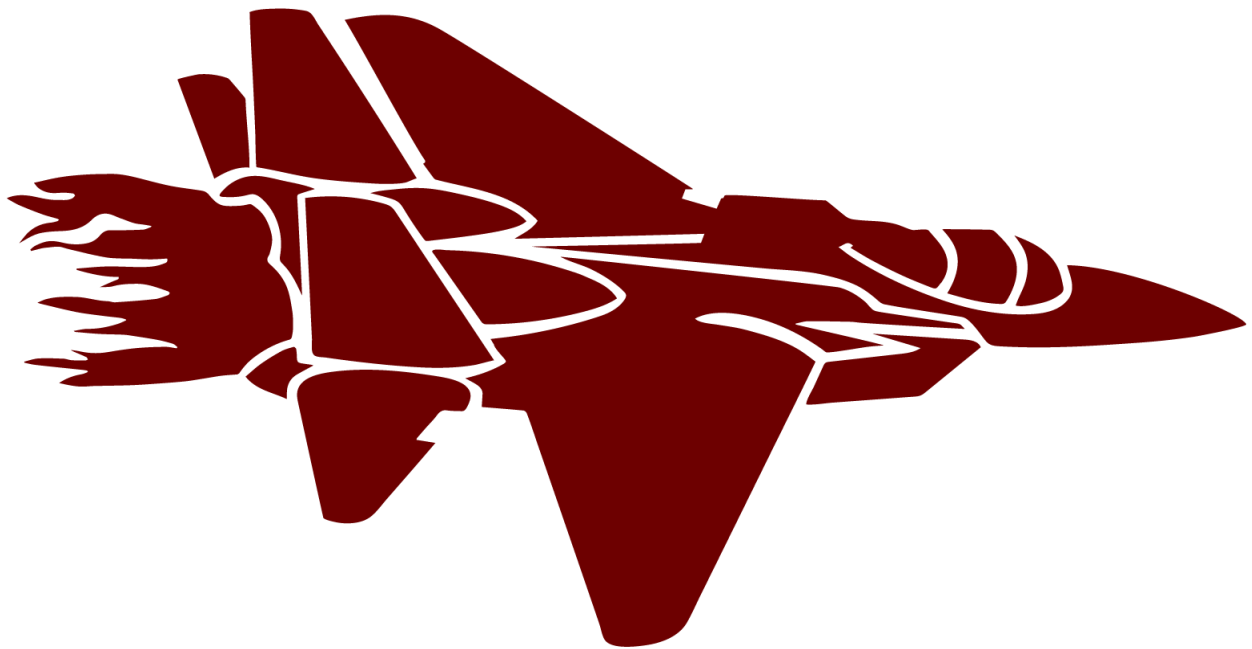


# **Airline Community School**

## **Student/Parent Handbook**

### **2023 - 2024**



Airline Community School's mission is to challenge each individual to reach his or her full intellectual, creative and physical potential through a fully integrated curriculum. We believe learning is maximized when it takes place in an environment enriched with support, encouragement and assistance. We encourage students to become life-long learners by developing intellectual curiosity and a thirst for discovery and achievement. We strive to develop qualities of character that foster mutual respect and social responsibility, enhanced by a strong partnership between home and school.

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**CODE OF RIGHTS FOR EDUCATION FOR**  
**AIRLINE COMMUNITY SCHOOL**

ALL STUDENTS HAVE A RIGHT TO COME TO A SAFE AND ORDERLY PLACE IN WHICH TO LEARN.

ALL STUDENTS HAVE A RIGHT TO COME TO A PLACE WHERE LEARNING IS RESPECTED.

ALL STUDENTS HAVE A RIGHT TO HAVE THEIR PERSONAL BELONGINGS PROTECTED.

ALL STUDENTS HAVE A RIGHT TO HAVE THEIR IDEAS AND FEELINGS RESPECTED AND FEEL GOOD ABOUT THEMSELVES.

ALL STUDENTS HAVE RIGHT TO LEARN IN A CLEAN, INVITING ENVIRONMENT.

ALL TEACHERS HAVE A RIGHT TO BE RESPECTED AS PROFESSIONALS.

ALL STAFF MEMBERS HAVE A RIGHT TO BE RESPECTED IN CARRYING OUT THE OBLIGATIONS OF THEIR EDUCATIONAL RESPONSIBILITIES.

ALL PARENTS, SCHOOL COMMITTEE AND COMMUNITY MEMBERS HAVE A RIGHT TO EXPECT A HIGH-QUALITY EDUCATION.

**HONESTY \* RESPONSIBILITY**  
**RESPECT \* KINDNESS**

## THE SCHOOL HANDBOOK

One of our school's primary goals and responsibilities are to support students learning to be productive citizens.

Our staff will support students using multiple strategies to meet this goal, ie teaching them what the expectations are, positive reinforcement, role modeling, etc. Discipline is utilized as a last resort and tool rather than the primary one.

The rules, regulations, procedures, and articles described in this handbook have been established to create the best possible atmosphere for the education of all students. They are based on respect for the rights of others and the individual responsibility to perform their job in the best way possible. The information provided herein will help our school continue to maintain the standards we have all come to expect.

[Maine Department of Education Guiding Principles](#)

## ANNUAL NOTIFICATIONS

All Annual Notifications: <https://www.airlineschool.org/o/airline/page/annual-notice>

- [Bullying, Cyberbullying, and Hazing](#) (JICK)
- [Student Code of Conduct](#) (JIC)
- [Harassment and Sexual Harassment of Students](#) (ACAA)
- [Hazing](#)
- [Student Discrimination/Harassment Complaint Procedure](#) (ACAA-R)
- [Student Use of School Computers, Devices and the Internet](#) (IJNDB)
- [Student Drug and Alcohol Use](#) (JICH)
- [Student Records and Information](#) (JRA)
- [Parent Involvement in Title I Programs](#) (KBF)
- [Selection of Educational Materials](#) (IJJ)
- [Integrated Pest Management](#)
- [McKinney-Vento Homeless Education Assistance Act Information](#)
- [Child Find](#)
- [Employment Opportunity Ads on Web](#)
- [English Language Learner Services](#)
- [ESSA: Highly Qualified Teachers /NCLB: Highly Qualified Teachers](#)
- [FERPA](#)
- [Free and Reduced Lunch](#)
- [Educational Research of Student Surveys, Analysis, or Evaluations](#) (ILD)
- [Student Immunization Requirements](#)
- [Excused from Standardized Testing](#)
- [Notice of Nondiscrimination](#)
- [Use of Physical Restraint and Seclusion](#)

- [Pupil Rights Amendment](#)
- [School Cancellations](#)
- [Summer Food Service Program](#)
- [Work Permit](#)

### RESPECT FOR PROPERTY & OTHERS

Students are to refrain from marking desks, tables, walls, etc. Students who mark, deface, or damage school property will be expected to pay for the damage, along with consequences for the act. Students are expected to respect the property and personal belonging of others. It should be noted that students who disrupt the right of others to learn, teach, and feel safe and comfortable will have immediate consequences which can be found in the “Code of Conduct”.

### SNACKS

Students are allowed to bring snacks from home, which may be consumed during the morning/afternoon break. Students may have water at any time.

**\*All food is strictly prohibited on the bus.**

### BEFORE SCHOOL

Students should not arrive before 8:00 without prior permission. Students are not to be in the hallways or cafeteria unless prior permission has been granted by a staff member.

### LUNCH

Every student has a right to dine in a cafeteria setting that is safe, orderly, and pleasant. Everyone is responsible for creating and maintaining that environment. Consequences for inappropriate behavior in the cafeteria are described under the “Code of Conduct” later in the handbook.

### AFTER SCHOOL

Students will leave the building when dismissed unless they are participating in school activities. Parents will need to pick up students promptly after school activities, detention, or academic enhancement.

### PERFUME-FREE SCHOOL

ACS is a perfume free school. We ask that all staff, students, and volunteers refrain from bringing and using heavily scented products or sprays while at our school, due to the increase in allergies and asthma of our students and staff. Thank you!

### STUDENT BEHAVIOR AND DISCIPLINE

School is a place for learning and instruction to take place. Students are expected to help maintain an atmosphere conducive to study. Students and staff are entitled to learn and work in a school environment free of violence, threats, harassment, and disruptive behavior. Students who have not demonstrated regard for school rules, or those who have flagrantly shown lack of behavioral judgment in the current school year, may have conditions placed upon class, field, and/or sport trips, or may be exempted from such trips. If there are significant concerns regarding liability, safety, behavior and/or cooperation, then the student, parents, classroom teacher, and administrator will meet to discuss a plan to move forward. Any behavior that is violent, threatening, harassing, illegal, disrespectful, uncooperative, or disruptive is unacceptable and appropriate disciplinary consequences including, but not limited to detention, suspension, legal complaints, and charges and/or expulsion may occur. Police involvement, searches and seizures can also take place if the situation is necessary. Students should practice common rules of behavior and respect that will be expected of them as adults. Students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. Students are prohibited from engaging in prohibited conduct as outlined in School Board policies relating to students while on school property, while in attendance at school, 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. If anyone has questions about the above, please contact the building principal.

### THREATS

Threats of any kind will be taken very seriously. Students are reminded that threats or threatening behavior regardless of whether they are joking, just fooling around or in anger can result in very serious consequences. These consequences can include, but not be limited to detention, suspension, expulsion, or immediate arrest by the police.

### CODE OF CONDUCT

Preventative Strategies are utilized by faculty prior to detention being issued.

General classroom problems will be handled by the teacher or educational technician.

Other more serious problems will be referred to the Principal.

Serious or continuous classroom and school problems will be referred to the Principal.

Fighting, cheating, plagiarism, vandalism, stealing, threats, harassment, truancy, and possession, use, selling, giving or distributing of any illegal or dangerous substances, weapons or items that can be used as a weapon shall be referred to the Principal.

The "Code of Conduct" also applies to transportation and any problems will be handled accordingly.

Other situations may be handled at the discretion of the teacher or Principal.

### CAFETERIA

1. If a student is disruptive, involved in excessive mischief, playing with, or throwing food, the student will receive disciplinary consequences that may include, but not be limited to assigned seating, removal from the cafeteria for a time and/or detention.
2. Other situations may be handled at the discretion of the faculty member or Principal.

### DETENTION

1. Students will be given twenty-four hours notice of detention. They may serve the detention that day, and if not, then they must serve the detention the next school day.
2. The faculty member or Principal will let the student know that detention has been given. Faculty members will call the parent about detentions or disruptions, disrespect, physical aggressiveness, etc.
3. A student must serve the detentions prior to attending or participating in any extra-curricular activity. Any student receiving a detention is ineligible for any activity (games, practices, activity nights, etc.) for that day.
4. The amount of time for detention may vary depending upon the circumstances: however, a student may only serve one hour of detention per night, ending by 4:00 pm.
5. Parents have the responsibility to provide transportation immediately after detention.
6. It is the responsibility of the parent to notify the school and to communicate directly with the appropriate faculty member if any problem with detention exists, such as a previously scheduled doctor's appointment.
7. Alternative strategies may be utilized to correct behavior prior to detention being given.



8. Academic problems will be handled by the individual teacher. Detention will not be given for direct academic problems; however, academic enhancement will be assigned for academic work not completed after multiple opportunities have been given for the student to complete the work. Parents will be notified before academic enhancement is assigned.

9. Students must complete academic work in order to go on year-end, non-academic class trips.

### CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are discouraged from bringing cell phones, ipads, ipods, and other electronic devices to school because of their distracting influence and the possibility of being damaged or stolen. If cell phones are brought to school they are not to be used from 8:00-3:00 except for during designated times. Cell phones need to be shut off and kept in backpacks. Students also have the option to keep their cell phones in a secure location in the office. **Students may contact home with permission from teachers using the school phone.** If students are not following the policy they are warned the first time. The second time we collect the phone for students to pick-up from the main office at the end of the day and a parent is notified. The third offense, the parent has to pick it up and the phone is not to return to school.

### HARASSMENT

Airline Community School does not tolerate harassment of any kind. Harassment of students or staff because of race, color, sex, religion, ancestry or national origin, disability or any other reason is prohibited. Defined by federal and state law, harassment includes but is not limited to any unwelcome or unwanted physical, gestured, verbal or written activity that interferes with a student or person's ability to do their work or come to school. If harassment occurs, then disciplinary consequences including, but not limited to detention, suspension, legal complaints, and charges, and/or expulsion can occur. Students who are harassed should report incident(s) to the teacher or the Principal.

## HARASSMENT, BULLYING. SEXUAL HARASSMENT AND/OR OTHER EDUCATIONALLY DISRUPTIVE BEHAVIOR:

By definition (stopbullying.com) bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Types of bullying include Physical, Verbal, Social/Emotional Bullying, and Sexual Harassment.

- Physical aggression includes repeated threat to a student's physical safety or an act of physical aggression such as hitting, tripping, shoving, pushing, grabbing, slapping, repeatedly taking others belongings, inappropriate gestures, or other uninvited physical contact.
- Verbally bullying includes statements meant to be hurtful or intimidating, such as name calling, teasing, or inappropriate jokes, this includes statements made through electronic technology, including, but not limited to emails, texts, and social media sites.
- Social/Emotional bullying are actions meant to impact someone's reputation or relationships. Examples include purposeful exclusion from a group, spreading rumors, or embarrassing a student publicly.
- Sexual Harassment includes inappropriate sexual remarks, gestures, touching, action and/or other unwanted behaviors.

These behaviors are unacceptable and will not be tolerated.

If a student is determined to be involved in and/or causing these behaviors on an ongoing basis, the following disciplinary consequences will take place for the student:

Level 1: Meet with teacher, referral to office, and parents notified.

Level 2: Meet with Assistant Principal, 1 hour detention, referral to Principal, and parents notified.

Level 3: Meet with Principal, 2-hour detention- referral to Superintendent.

Level 4: Meet with Principal and Superintendent- 1 day suspension- parents notified- referral to police.

Level 5: 5-day suspension and a formal complaint will be filed with police. The police will determine if charges will be filed against the student. There will be a required meeting with the Superintendent of Schools for parents and students to outline behavioral expectations before the student is allowed to return to school.

Please note: If there is a serious incident, then a student may bypass levels 1 through 3 and end up in levels 4 or 5. It is very important to emphasize that the intent of these steps is to address on-going, harassing, sexually harassing, bullying and/or other educationally disruptive behaviors that are unacceptable. Parental support and help are extremely important in the prevention of any further escalating problems.

### EXTRA-CURRICULAR ACTIVITIES

Students need to be aware that all athletic, extra-curricular, and co-curricular activities are a privilege in which to participate. All participants will abide by the schools Code of Conduct.

ELIGIBILITY- All participants are subject to Extra-Curricular Guidelines which states: To be eligible for participation in an extra-curricular activity, a student must first demonstrate a commitment to academics. Consequently, at the end of the ranking period, any student currently participating, or intending to participate, in extracurricular activities who has not demonstrated effort and commitment to learning, will not be eligible to participate for ten school days. If the academic standing is validated, the student may again participate in their activity(s).

All students participating in extracurricular activities must conform to the guidelines issued by each coach or advisor for dress, behavior, and training

rules. Any student receiving a detention or academic enhancement is ineligible for games or practices for that day. Any student receiving a total of 3 detentions/academics (4 for the winter sport season) during a sport/club season will be ruled ineligible for the remainder of the season.

The following shall constitute extracurricular athletic activities: soccer, cross country, basketball, peewee and intramural sports. Other extracurricular activities include such groups as Lego club.

### ATTENDANCE IN SCHOOL

No student will be allowed to participate in any extracurricular/co-curricular activity on the day he/she is absent from school unless the absence is approved by the principal due to extenuating circumstances. If a student comes to school late, the arrival time must be on or before 11:30 am in order to participate in an after-school activity on that day.

Detentions and/or Unexcused Absences - that equal four absences will result in dismissal from sports teams.

### PHYSICAL EXAMINATIONS

For a student who has not participated in extracurricular sports previously at Airline Community School, a physical examination must have been passed within 2 years before trying out and participating in extracurricular sports. Thereafter, a physical exam must have been passed every other year, unless the student has had a significant injury. In such cases, a doctor's permission will be necessary before participating again. Students must also present a permission slip, signed by their parent/guardian indicating that they are covered against injury by acceptable insurance. The philosophy that athletics is important to the emotional and physical growth of students is recognized. It is also to be recognized that the program of athletics is secondary to the academic program, and in the event of conflict, the academic program takes precedence. It is desired that the athletic program develops as a part of the overall school program, taking its proper place in the development of each student in the school.

### GRADE REPORT TO PARENTS

Report cards will be given out one week after the end of the grading period. Parents will also be notified of any special events, difficulties, or circumstances concerning their child. The ranking system will be fully explained by teachers during parent-teacher conferences. If parents have any questions, they should feel free to call the school (584-3012).

### DRESS AND APPEARANCE

Appropriate dress and grooming allow students to fully engage in school learning. Airline Community School has established the following specific restrictions and requirements for student dress. In addition, school administration can impose additional restrictions when, in their judgment, a student's dress disrupts the educational process or poses a threat to health and safety.

#### **Prohibited Items of Clothing**

- Articles of clothing which promote the use of tobacco, alcohol, other drugs or illegal activities
- Articles of clothing with displays that are sexual, vulgar, lewd, indecent, or including insulting words or gestures
- Articles of clothing that are racially inflammatory or clothing that violates the school committee's discrimination/harassment policies
- Adornment items that could be used as weapons
- Clothing that is destructive of school property (cleats, etc.)
- Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang

## **Wearing of Clothing**

- All clothing is to fit properly, be of accurate length, and not be revealing or indecent. Shorts and skirts must measure four inches from where the leg meets the pelvis and must cover the buttocks. Skirts shorter than six inches must have further coverage underneath
- Tank tops with spaghetti straps are allowed provided that no other part of the bra is showing except the straps
- Off the shoulder tops are allowed as long as some type of strap is evident on the shoulder and there is some type of sleeve
- Midriff shirts are allowed to show two inches of midriff from the top of the pants/skirt/shorts provided the bottom of the bra is not exposed
- Underwear/Undergarments should be covered
- Top fronts may be no lower than 4½ inches from the clavicle
- Sheer, transparent, or translucent articles of clothing must be covered by an article of clothing that conforms to this policy
- Students must wear shoes at all times. Footwear must be appropriate for the environment/conditions and activity in which they are participating

Students may be asked to change clothes, given clothes to wear, asked to call home to have other clothes brought to school, or sent home to change into appropriate clothes for school. If a student is asked to change clothes, parents will be notified at the discretion of the classroom teacher. It is strongly suggested that students keep a change of clothes in their backpack in the event their attire is questioned.

### MIDDLE SCHOOL WINTER DRESS CODE

- We will have inside recess if there is a “Feels like” temperature of 10 degrees or lower

- During a “Feels like” temperature of between 10-31 degrees a long-sleeved second (outer) layer and long pants/leggings must be worn
- When snow/ice is on the ground in the play area, students must wear a long-sleeved second layer and long pants/leggings

### LAPTOPS

Students in grades 3 through 8 will be issued laptops. Students are taught the responsibilities of caring for a laptop, along with the responsibilities involved in our internet policy. After sufficient instruction students sign off on agreeing to abide by the rules for laptop and internet use. Students who abuse the privilege of using their laptop will have restrictions placed upon them.

### ATTENDANCE

Absence- Maine Law states that children between six and seventeen years of age attend school. Excusable absences are for one of the following reasons: Personal illness; appointments with health professionals that cannot be made outside of the regular school day; observance of recognized religious holidays when the observance is required during a regular day; emergency family situation; or planned absences for personal or educational purposes which have been approved. Parents are expected to call the school when their child is absent. The school may call home if no call has been received.

Tardy- Students are expected to be at school by 8:30. Students arriving after 8:30 A.M. are considered tardy.

Early Dismissal- Appointments should be made after regular school hours. If conflict is unavoidable, parents should send a note to school explaining the need for early dismissal. Students must check with the office before leaving school early.

### MAKE-UP WORK

IT IS THE STUDENT'S RESPONSIBILITY TO FIND OUT FROM THE TEACHER WHAT WORK IS DUE AND TO MAKE ARRANGEMENTS TO

## FINISH IT. MAKE-UP WORK CAN BE COMPLETED WITHIN THE GUIDELINES BELOW:

1. If a student is absent for 1-2 days, the student has up to two school days to make up the work.
2. If a student is absent for 3-5 days, the student has up to five school days to make up the work.
3. If a student is absent for more than 5 days, the student must make up the work within ten school days.
4. For long-term illnesses, family emergencies or other extenuating circumstances the principal will be consulted to develop a plan of making up the required work.

Failure to make up the work will result in an incomplete unless approval by the principal is granted for extenuating circumstances.

### BUS REGULATIONS

In order to safely transport Airline Community School students daily, we must have the active assistance of every student. Students riding the bus or waiting to meet the bus should keep in mind the consequences of misbehavior and strictly adhere to the bus rules as determined by AOS 47. A list of the rules and procedures for bus travel that need to be signed will be sent home with first day paperwork. Students will be picked up and delivered to the home unless prior arrangements by parents/guardians have been made with the school office. Please refer all bus notes and/or questions to the office.

### MEDICATION

Whenever possible, the schedule for giving necessary medicine should be arranged so that the student can take all doses at home. When medicine is necessary during the school day, it may be given if the terms of the medication policy are met. Students will be supervised while taking their medicine by the administrative assistant, or another designee of the principal.



PLEASE NOTE: Parents must bring any medication to school; students are not allowed to bring in medication. In the interest of safety, all medicines must be sent in the original container. Prescription medicines must be labeled by the pharmacist. Non-prescription medicines must be labeled with the child's name, medicine, and doctor's name. Any medicine not sent as outlined above cannot safely be given at school. Copies of the full medication policy are available in the school office. Unless otherwise noted, a new permission slip is required with each illness.

### AIRLINE COMMUNITY LIBRARY

Students will have use of the library during school hours. Behavior in the library is expected to be the same as in other areas of the school. Students are expected to show respect for library materials and furniture. Students are urged to follow library rules after school hours, as well.

### LIBRARY RULES AND REGULATIONS FOR STUDENTS

1. Students are expected to show respect and consideration for the facility, its personnel, and others using the library.
2. Students should come to the library for a specific purpose. For example:
  - a. To check a book in or out
  - b. To do research
3. Students may be issued 10-minute passes or longer research passes with no more than three students per pass. Students with research passes are expected to spend the whole period in the library.
4. Situations not specifically covered by the above will be handled at the discretion of the principal.

### FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These include the right to inspect and review the student's records; the right to request amendments of what may be inaccurate or misleading; the right to consent to disclosure of information;

and the right to file a complaint with the U.S. Department of Education concerning an alleged failure of compliance. A detailed description of these rights and exceptions to these rights is available through the Special Education Director's Office in Orrington, ME.

Further inquiries about FERPA may be made to: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

### COMPLAINT PROCEDURE

All parents, students, or other citizens initiating complaints or concerns regarding any aspect of the school department or an employee thereof, shall be encouraged to seek a resolution at the lowest possible level. If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level, (i.e., Athletic Director, Principal). If the complaint cannot be resolved at any lower level, it may be appealed to the Superintendent of Schools. Should the complaint be unresolved at the Superintendent's level, it may be appealed to the School Committee. At all levels of the procedure, school employees are required to inform the person making the complaint of his/her right to appeal the decision to the next level. In the event of any conflict between school policy and this student handbook, then school policy supersedes the student handbook.

### PRINCIPAL'S DISCRETION

Procedures will be adopted by the Principal to enforce and carry out the rules, regulations, and provisions outlined in this student handbook.