

Easton Elementary School
Behavior Expectations
Handbook
2022-2023

PREPARE - INSPIRE - EDUCATE
for tomorrow's opportunities



EASTON SCHOOL DEPARTMENT

EES Behavior Expectations Introduction

This student handbook includes behavior expectations that clarifies standards of student responsibility for behavior, defines unacceptable behavior, and establishes consequences for violations to the expectations. The handbook was created in an effort to promote ethical and responsible student behavior, an essential component of Easton Elementary School's educational mission. We expect all students to familiarize themselves with this handbook and their related rights and responsibilities as citizens of the Easton Elementary School community.

The Easton Elementary School community wants to create caring and civil learning environments in our schools. The characteristics of our school culture must embody core community values that support an ethical and responsible culture for all. In an effort to support our students in becoming college, career and life ready, we emphasize the need for students to be the directors of their own learning. This requires students and teachers to be passionately engaged in the education that takes place both in and out of the classroom setting. One of our learning goals is to develop students who are responsible and involved citizens who recognize the power of personal participation, understand the diverse nature of our society, and understand the importance of accepting responsibility for personal decisions and actions.

We expect all members of the school community - students, faculty and staff, and parents - to conduct themselves as positive role models at all times. A positive role model is:

- respectful of self and others;
- honest in academic endeavors and personal relationships;
- compassionate in dealing with all people by treating them with kindness;
- fair in dealing with others by treating them the way you would want to be treated;
- responsible for personal actions by acknowledging personal mistakes and accepting consequences of personal actions or failure to act; and,
- courageous in the face of challenges by doing the right thing, even if it is not popular.

All students must stand together to discourage and eliminate bullying, discrimination, and harassment in our schools.

Our schools need leaders in academics, athletics, and ethics to serve our community. All students have the power within themselves to be ethical and responsible individuals. Our goal is to engage collaboratively in order to create respectful climates and civil cultures for all schools that make up the Easton School Department.

Easton School Department does not discriminate on the basis of race, color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin. (Maine Civil Rights Act)

Discipline and Legal Violations

Students who break rules are subject to disciplinary actions by school personnel and/or administrators. The range of consequences listed below will apply in **most circumstances**. Extended removal from school will only be used for the most serious violations. Maine Law 20-A M.R.S. § 1001(9-A) prohibits the out of school suspension of students in 5th grade or below unless they are violating the Gun Free Zones Act or presents an imminent danger of "serious physical injury" to the student or to others. Students in 5th grade and below may be out of school suspended up to 3 days.

The school administrator will have the authority to assign any consequence that is determined to be appropriate for the prohibited behavior and is not limited to the disciplinary responses mentioned below. The developmental level of the student will be considered in assigning consequences.

School personnel will take disciplinary action against any student who violates one or more of these rules and regulations. Disciplinary action may include, but is not limited to: warning/reprimand, reteaching, detention, conferencing, counseling, after-school work, repayment for damages, clean up, or revocation of privileges associated with school activities.

Due Process Procedures for Investigation of Incidents and Parent Notification Regarding the Suspension or Expulsion of Students

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

The administrator:

- advises the student of the charge(s).
- advises the student of the facts on which the charge(s) are based.

- gives the student the opportunity to respond to the charge(s) and to provide his/her version. The student will be asked to give a written statement or verbal statement concerning the incident.
- provides written verification of the proposed disciplinary action (including a written or verbal statement concerning the incident).
- provides written verification of the proposed disciplinary action. Discussion of the concern or complaint must start at the source and proceed up the chain of command. A complaint or concern about disciplinary action must follow the procedure below.
 1. Classroom teacher attempts to resolve the issue with parents and student.
 2. Teacher refers the issue to the Principal or designee if unresolved at Step 1.
 3. If unresolved at Step 2, the Principal refers to the Superintendent.
 4. If unresolved at Step 3, Superintendent refers to the Easton School Department School Board.
- makes every effort to notify the student's parent(s)/guardian(s) by telephone, if action is going to be taken immediately based on the guidelines in the Behavior Expectations Handbook.

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

EES Behavior Grid

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

Level 1 - Classroom	Level 2 - Contact parents, deal with in classroom or POSSIBLY send to the office	Level 3 - Send to the Office
<p>Teachers will enforce the classroom management plan and document all behavior for grading purposes.</p> <p>Example behaviors:</p> <ul style="list-style-type: none"> • Disrespect • Disruption • Inappropriate language • Property damage/misuse • Other 	<p>Teachers will enforce the classroom management plan and document all behavior for grading purposes.</p> <p>Example behaviors:</p> <ul style="list-style-type: none"> • Disrespect • Disruption • Inappropriate language • Property damage/misuse • Physical contact • Other <p><i>*Level 2 first time offenses, most likely, shouldn't be sent to the office, unless it is physical contact.*</i></p>	<p>These are automatic office referrals. Students will be sent to the office, behavior will be documented, and parents will be notified.</p> <p>Example behaviors:</p> <ul style="list-style-type: none"> • Illegal behavior • Bullying • Overt and repeated refusal to follow directions • Fighting • Major class disruption that endangers self or others.
Level 1 Actions	Level 2 Actions	Level 3 Actions
<p>These are to be handled in the classroom and documented for grading purposes (conduct/behavior grades).</p> <p>Actions may include:</p> <ul style="list-style-type: none"> • Warning • Reteaching • Conferencing <p><i>*These behaviors will be communicated to parents.*</i></p>	<p>These behaviors MAY require an office referral, will be documented for grading purposes, and parents will be contacted.</p> <p>Actions may include:</p> <ul style="list-style-type: none"> • Conferencing - teacher/student • Conferencing - teacher/parent • Detention • Temporary revocation of classroom privileges • Referral to Guidance Counselor or SEL 	<p>Level 3 Nonviolent Behavior actions may include:</p> <ul style="list-style-type: none"> • Conference with principal • Conference with parents • Detention <p>Level 3 Physical/Mental Harm (if substantiated) actions may include:</p> <ul style="list-style-type: none"> • Conference with parents • Detention • Suspension - for 6th grade; if 5th grade or below repeated, demonstrated risk for physical harm must be established for suspension.

Discipline for Students with Disabilities

Students with disabilities are disciplined in the same manner as students without disabilities, but with some restrictions. A student with a disability may be removed for up to 10 days in the school year without any services for disciplinary misconduct, even if the misconduct is or is not a manifestation of the student's disability. If the student is to be removed for more than 10 days in one school year, educational services must be provided for days beyond the 10 day per year limit.

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

If a student with a disability brings weapons or drugs to school, he/she may be immediately removed from school to an alternative placement for 45 days. If a student threatens violence, the school may request a hearing officer to remove the student to an alternative placement for 45 days while an assessment of the level of danger the student presents is done. During the 45-day period, the Pupil Evaluation Team meets and determines if the misconduct is a manifestation of the student's disability. If the behavior is related to the disability, the Pupil Evaluation Team reviews the student's program and completes a functional assessment of behavior and may develop a behavior intervention plan. As with other misconduct, if it is not a manifestation of the student's disability, regular discipline procedures apply. Educational services for extended removal from school must allow for progress on Individual Education Plan goals and in the general curriculum.

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

Bus and Bus Stop Rules

A student's school day begins as soon as they step on the bus. It is the bus driver's responsibility to transport students safely to and from school. It is the student's responsibility to monitor their own behavior while riding on the bus. Violation of a rule in the Behavior Expectations Handbook may result in removal from school and/or removal from riding the bus. Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct which will offer a hazard to themselves, their fellow students, or the general public; and to refrain from violating federal, state and local law, or the requirements of the Behavior Expectations Handbook. State law and Easton School Department policy authorize the proper discipline of students riding the bus to and returning from school. Violations of any rule in the Behavior Expectations Handbook may result in removal from school and/or removal from riding the school bus.

At the Bus Stop

Student safety on the school bus and at the bus stop is a major priority. Parents/guardians are expected to monitor student behavior going to and returning from the bus stop and at the bus stop.

A responsible adult must wait and meet preK- 3 students at the bus stop. If no one is available/ in attendance, the child will be returned to school and the parent will be contacted to pick up the student.

Guidelines regarding bus stop safety are:

1. Arrive at the assigned stop 5 minutes before bus pickup.
2. Stand visible on the sidewalk or the side of the road, but a safe distance from traffic. Do not stand on the vehicle traveled part of the road.
3. Stay off private property.
4. Be respectful and watchful of traffic.
5. Wait quietly and orderly.
6. Allow the bus to come to a complete stop, with the door open before approaching the bus to board. If you need to cross the road in order to board the bus, wait for the driver to wave you across the road.
7. Board the bus in a quiet, orderly manner.

On the Bus

Bus stops are assigned by the Transportation Director under the direction of the Superintendent. Students must get on the bus and exit the bus at the assigned stops. On occasion, a student may ride a different bus than the one assigned. This requires a note to the school, signed by the parent/guardian, for the student to ride a different bus and/or be dropped off at a different bus stop. Disciplinary action may be taken against a student who purposely boards or exits a bus at a stop other than the assigned stop.

1. Remain seated at all times.
2. Follow directions given by the bus driver.
3. Sit in the seat facing forward.
4. Remain in the seat, keeping hands and feet to self.
5. Use positive talk on the bus (no profanity, mean words).
6. Respect self, others and the driver.
7. Cooperate with the driver and practice orderly conduct.
8. No obscene behavior.
9. No vandalism.
10. No smoking, eating or drinking.
11. No body parts outside of the bus.
12. No throwing objects on or from the bus.
13. No electronics (audio/video) devices without permission from the driver.
14. No unsafe objects or weapons.

Leaving the Bus

1. Remain seated until the bus comes to a complete stop.
2. Leave the bus in an orderly manner.
3. Cross in front of the bus.

Remember, the school bus is part of our district services to students who elect to be transported in that manner. The same rules that apply to our schools also apply to our school buses.