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**M.S.A.D. #8 Vinalhaven School**

**Code  
of  
Conduct  
Pre-K -12**

**Adopted : April 16, 2014**

# Table of Contents

School Values	4
Discipline for Students With Disabilities	6
Discipline and Legal Violations	7
Rules and Sanctions - Explanation	8
Rules and Sanctions	9
Attendance Violations	9
Unauthorized Activities	9
Medication	9
K - 12 Dress Code	10
Personal Property	10
Misrepresentation	10
Internet and Computer Usage	10
Harassment	11
Insubordination	11
Profanity/Obscenity	11
Disruption	12
Assault/Threatening	12
Fighting	12
Battery	13
Sexual Offenses	13
Reckless Vehicle Use	13
Vandalism	14
Burglary/Theft	14
Criminal trespass	14
Extortion	14
Alcohol, Tobacco, and Other Drugs	14
Weapons and Dangerous Instruments/Objects	15
Firearms	16
False Alarm	16
Arson	16
Serious or Repeated Violations	17
Endangerment	17
Affirmative Action Plan	18

**The Common Core of Learning  
Personal and Global Stewardship**

“Responsible citizenship requires awareness and a concern for oneself, others, and the environment.”

# **CODE OF CONDUCT**

## **Message From The School Superintendent**

The educational community of MSAD 8 strives to establish a respectful, caring, and civil learning environment in our school. What follows is a written code of conduct that we feel embraces the core community values defining ethical and responsible actions. It is our goal for students to recognize and embrace the values put forth in this document as they learn and grow to become respectful, responsible, honest, compassionate, and courageous members of our community. Furthermore, we strive to develop students that will be involved citizens who understand and appreciate the value of volunteerism and participation in local endeavors and students that understand the importance of accepting responsibility for personal decisions and actions.

This student code of conduct clarifies standards of student responsibility for behavior, defines unacceptable behavior, establishes consequences for violations, and provides a protocol for handling discipline. The Code of Conduct has been distributed to all students and staff and, as a responsible citizen of the educational community, you are expected to become familiar with the rules, the consequences, and your rights.

Remember, whether you are a student, a teacher, a parent, or a community member, you are always a role model to someone.

Portions of this document were acquired from RSU 20.

# Local Codes of Conduct

**“With input from educators, administrators, parents, students and community members, each school board shall adopt a district-wide student code of conduct consistent with the statewide standards for student behavior developed under section 254, subsection 11. The student code of conduct must:**

- A. Define unacceptable student behavior;
- B. Establish standards of student responsibility for behavior;
- C. Prescribe consequences for violation of the student code of conduct, including first-time violations, when appropriate;
- D. Describe appropriate procedures for referring students in need of special services to those services;
- E. Establish criteria to determine when further assessment of a current individual education plan is necessary, based on removal of the student from class;
- F. Establish policies and procedures concerning the removal of disruptive or violent students from a classroom or a school bus, as well as student disciplinary and placement decisions, when appropriate, and
- G. Establish guidelines and criteria concerning the appropriate circumstances when the superintendent or the superintendent’s designee may provide information to the local police or other appropriate law enforcement authorities regarding an offense that involves violence committed by any person on school grounds or other school property.

The school board is responsible for ensuring that school officials inform students, parents, and community members of the student code of conduct.”

***-Maine Statutes, Title 20-A, Section 1001 (15): Adoption of Student Code of Conduct (enacted Public Law 1999, Chapter 351)***

***MSAD#8 does not discriminate on the basis of race, color, national origin, sex, creed, marital status, age, or disability in its programs, activities, or employment practices.***

## SCHOOL VALUES

As a school community including students, staff, parents and community members, we have identified the following core values: **RESPECT, RESPONSIBILITY, HONESTY, COMPASSION, and COURAGE.**

Without practicing these values, we cannot fulfill our mission statement or our belief statements about a good educational environment.

### A person who is **RESPECTFUL** of self and others

Does:

- \* appreciate diversity
- \* respect views and beliefs that differ from one's own
- \* support and contribute to a healthy and safe environment

Does Not:

- \* participate in activities that have the potential to cause physical or emotional harm
- \* make derogatory statements about another's gender, sexual orientation, race, religion, socioeconomic class, disability, intellect or appearance

### A person who is **RESPONSIBLE**

Does:

- \* acknowledge making a mistake
- \* answer for personal actions or failures to act
- \* report harmful, hateful or dangerous behavior to an adult

Does Not:

- \* rationalize or make excuses for unacceptable behavior or evade the consequences of personal actions

### A person who is **HONEST** in all academic endeavors or relationships

Does:

- \* seek to speak the truth, respectfully
- \* recognize that trust is an essential component of all relationships
- \* interact with others in a sincere and genuine manner
- \* acknowledge his or her own shortcomings

Does Not:

- \* steal from others or cheat
- \* plagiarize the work of others
- \* engage in secretive, fraudulent or manipulative behavior

## A person who is **COMPASSIONATE**

Does:

- \* treat all people with kindness
- \* possess an ability to empathize with others
- \* lend a helping hand to those in need
- \* seek to understand others

Does Not:

- \* tease or taunt others
- \* seek to judge others
- \* seek to draw attention to another's shortcomings

## A person who is **COURAGEOUS**

Does:

- \* the right thing even if it is not popular
- \* seek the advice and/or assistance of a trustworthy adult when making difficult decisions or when in a dangerous or troublesome situations
- \* hold high expectations for self and community

Does Not :

- \* say, "I can't", but instead says, "I will try" when faced with difficult challenges
- \* stand by idly while others engage in unethical or harmful behavior
- \* sacrifice aspirations when confronted by academic or ethical set backs

## **Discipline for Students with Disabilities**

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

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

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

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

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

# Discipline and Legal Violations

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

## **Level 1 Conference**

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

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

## **Level 2 Intervention**

### **Referral**

To School Counselor, Student Assistance Team, Administrator or other

### **Time-Out**

The temporary denial of a student's right to attend class. The student will be assigned for a period of one (1) to six (6) hours.

### **Detention**

Retaining a student for disciplinary reasons before or after school hours

### **Staffing**

A meeting of school personnel and perhaps other individuals to consider the behavior of the student and make recommendations

### **Contract with Student/Parent**

A statement is written listing steps to be taken to improve behavior. The statement also describes the support to be provided by school staff and/or parent/guardian as well as the date when the contract will be reviewed.

### **Restricted Activity**

The denial of participation in school activities and extracurricular events or the use of common areas or other parts of the school

### **Exclusion**

Separation of student from class/school for up to one (1) day to contact parent for conference.

## **In-School Alternatives**

May include but is not limited to restitution, work assignment, transportation restriction.

### **Tobacco Education**

Refer to school counselor for referral for consultation

### **Substance Abuse Education**

Refer to school counselor for referral for consultation

### **In-School Suspension (if available)**

In-school suspension provides an alternative to out-of-school removal. This program also provides a means for students to keep up with class work and homework assignments while under supervision during their disciplinary period.

### **Community Service**

Whenever possible, administrators seek opportunities for students to participate in community service projects for the school or the community in lieu of out-of-school removal.

### **Other**

To be determined

## **Level 3 Removal**

1-5 days out of school. Parent conference with principal may be required for re-entry.

## **Level 4 Removal**

6-10 days out of school with re-entry contract and parent conference with principal

## **Level 5 Removal**

10 days out of school with a meeting with superintendent or principal and parents/guardians.

## **Level 6 Expulsion**

The denial of a student's right to attend school or school sponsored activities. Expulsion can only be ordered by a vote of the Board of Directors and re-entry is only through a vote of the Board of Directors.



# Rules and Sanctions

## An Explanation of the Rules

The rules of conduct for students in the MSAD #8 are presented in this section of the student's **Code of Conduct Handbook**. These rules and regulations have been adopted by the MSAD #8 Board and represent its official policy.

The rules are presented in three categories

- ✱ **Attendance Violations**
- ✱ **Discipline Violations**
- 🚫 **Law Violations**

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

Principal and staff are responsible for monitoring student conduct.

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

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

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

The administrator:

- Advises the student of the charge(s).
- Advises the student of the facts on which the charge(s) are based.
- Gives the student an opportunity to respond to the charge(s) and to provide his/her version. The student is asked to give a written or verbal statement concerning the incident.
- Provides verification of the proposed disciplinary action (including a written or verbal statement concerning the incident).
- 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 issue with parent.
  2. Teacher refers issue to principal if unresolved at step 1.
  3. If unresolved at step 2, principal refers to superintendent.
  4. If unresolved at step 3, superintendent refers to MSAD #8 School Board.
- Makes every effort to notify the student's parent(s)/guardian(s) by telephone, if action is going to be taken immediately to suspend the student based on the guidelines in the student's **Code of Conduct Handbook**.

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

<b>Level 1</b> Conference	<b>Level 2</b> Intervention	<b>Level 3</b> Removal (1-5 days)
<b>Level 4</b> Removal (6-10 days with contract)	<b>Level 5</b> Removal (10 days with meeting)	<b>Level 6</b> Expulsion

# Rules and Sanctions

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

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

## Attendance Violations

- Rule 1. Attendance:** A student is to attend school (including all classes) each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent(s)/guardian are subject to its penalties. A student tardy to school or classes will be treated in the same manner as a truant. Efforts will be made to communicate with parents of absent and truant students.
- A. Tardiness** – Failure to be in a place of instruction at the assigned time without a valid excuse
  - B. Class Cutting** – Failure to report to class without proper permission, knowledge, or excuse by the school or teacher
  - C. School Cutting** – Failure to report to school without prior permission, or excuse by the school or the parent
  - D. Excessive Absences (Truancy)** Excessive absences are felt to affect adversely the student’s education
  - E. Co-curricular Participation** – Student eligibility to participate in co-curricular activities is subject to specific restrictions related to school attendance as stated in the school handbook.

## Discipline Violations

- Rule 2. Unauthorized Activities**
- A. Food/Beverages:** A student will not eat in unauthorized areas of the school
  - B. Selling of Items** – Unauthorized selling of items on or off school property
  - C. Electronic Tampering: Unauthorized** access or use of any network files, or documents (Students will sign a document, Internet Acceptable Use Procedures). Some examples of this rule violation may include, destruction of files, virus introduction, altering data or any other interference with electronic management systems of the school division,
- Rule 3. Medication:** Students are not to transport prescription medication to or from school or have medication in their possession at any time. This rule will not be interpreted to prevent a student from taking medication (prescribed or over the counter) in the office. Exceptions to this rule will be made in accordance with School Board policy.

Levels of Disciplinary Action	
<u>Min</u>	<u>Max</u>
1	6
1	2
2	6
2	6
2	6
1	6
1	3
1	3
1	6
1	6

<b>Level 1</b> Conference	<b>Level 2</b> Intervention	<b>Level 3</b> Removal (1-5 days)
<b>Level 4</b> Removal (6-10 days with contract)	<b>Level 5</b> Removal (10 days with meeting)	<b>Level 6</b> Expulsion

# Rules and Sanctions

**Rule 4. K-12 Dress Code**

Students have the right to wear clothing that allows for free expression. But, there are legal exceptions to what individuals can wear. For example, students cannot wear items that advertise or promote activities that are illegal for minors. By law, students are not permitted to wear articles of clothing or anything worn on the body that:

1. Includes advertising for products that are illegal for a minor.
2. Include vulgar, obscene or sexual material (this includes Hooters, FBI (???), and Yankees S\*\*K shirts).
3. Is disruptive to the instructional or educational opportunities of others. This includes overly revealing clothing such as clothes that by design, or because of holes or tears, reveal bust, cleavage, stomach, sides, backs, bottoms or underwear when either standing or sitting; extremely tight clothing or garments shorter than mid-thigh (other wise known as the fingertip rule: hem lines are not above the fingertips when hands are held down at sides). shirt straps must be at least two fingers wide.
4. Poses a safety threat or suggests violence.

Parents are asked to work with the school to ensure a respectful and safe learning environment for all our K-12 community. Students violating the dress code will be asked to change clothes and may be sent home. Students who repeatedly violate the dress code will be considered for an SAT, detention, and/or suspension.

**Rule 5. Personal Property**

- A. Toys** – Use of any toys, games, etc., without permission of the teacher.
- B. Electronic devices**–Use of electronic devices such as but not limited to cell phones camera phones, iPhones, iPods, PDAs, pagers, electronic games, handheld computers, head phones, ear buds, and other electronic devices of similar capabilities are prohibited at all times during the day except at lunch after a student has obtained his/her lunch.
- C. Head phones and ear buds** -Use is prohibited in hallways and other common areas but may be allowed in classrooms for educational purposes with teacher permission.
- D. Other** - Use of any object that could disrupt the normal order of school.

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

- A. Altering Report Cards or Notes** – Tampering with report cards, official passes, and notes in any manner, including changing grades or forging names to excuses
- B. False Information** – Making false statements, written or oral, to any one in authority
- C. Cheating** – Violating rules of honesty, such as copying another student's test, assignment, etc.
- D. Plagiarism** – Plagiarism is the intentional or unintentional use of another person's words or ideas as your own.

**Rule 7. Internet and Computer Usage:** A student will not violate the guidelines as established in the MSAD #8 Student Acceptable Use Policy.

Levels of Disciplinary Action	
Min	Max
1	3
1	3
1	3
1	3
1	3
1	4
1	4
1	4
1	4
1	6

<b>Level 1</b> Conference	<b>Level 2</b> Intervention	<b>Level 3</b> Removal (1-5 days)
<b>Level 4</b> Removal (6-10 days with contract)	<b>Level 5</b> Removal (10 days with meeting)	<b>Level 6</b> Expulsion

# Rules and Sanctions

- Rule 8. Harassment:** A student will not engage in any behavior that infringes upon the rights of other individuals to be educated or work in an atmosphere free of intimidation, ridicule, hostility and/or offensiveness. (see board policy ACAA and ACAD)
- A. Verbal, Written, or Electronic** – Any communication directed to an individual, either directly or inferred, with the intent of intimidating, ridicule, being offensive or hostile
  - B. Physical** – The use of body language and/or contact to intimidate, ridicule, or threaten an individual
  - C. Sexual** – Inappropriate and unwelcome communication, touching and gestures conveying a sexual meaning
- Concerns regarding the possible occurrence of harassing behavior should be directed to school staff, and/or the building principal. In the event that an individual feels their concerns have not been handled appropriately, they may contact the MSAD #8 Superintendent's Office for a list of Affirmative Action Officers, 863-4800.**
- Rule 9. Insubordination:** A student will obey the lawful direction of any staff member during the time the student is in school or participating in a school activity. Examples of insubordination are:
- A. Walking Away** – Leaving while a staff member is talking to the student
  - B. Talking Back** – Responding orally in a rude manner to a staff member
  - C. Degrading Behavior** – Treating peers in a degrading manner
  - D. Failure to comply with proper and authorized direction or instruction of a staff member** – Failure to follow any reasonable direction given by a staff member
  - E. Refusal to do assigned work** – Failure to do assigned work
  - F. Refusal of Detention** – Failure to report to after-school detention and/or In-School Suspension as directed by a staff member
  - G. Refusal to participate in In-School Alternatives** – Failure to report to in-school alternatives as directed by a staff member
  - H. Refusal to report to office** – Failure to report to the administrative office as directed by a staff member
  - I. Other-** As determined by administration
- Rule 10. Profanity/Obscenity:** A student will not use profane or obscene language or make obscene gestures. For example:
- A. Swearing** – Saying anything that conveys an offensive, racial, obscene, or sexually suggestive message
  - B. Obscene/Offensive Gestures** – Making any sign that conveys an offensive, racial, obscene, or sexually suggestive message
  - C. Derogatory Written Materials** – Having any written material or pictures that convey an offensive, racial, obscene, or sexually suggestive message
  - D. Directed at Staff Member** – Writing, saying, or making gestures that convey an offensive, racial, obscene, or sexually suggestive message toward a staff member

Levels of Disciplinary Action	
Min	Max
2	6
2	6
2	6
3	6
1	4
1	3
1	3
1	3
1	3
1	3
2	3
2	4
2	3
1	4
1	5
1	3
1	3
1	5
2	5

# Rules and Sanctions

## Levels of Disciplinary Action

	<u>Min</u>	<u>Max</u>
<b>Rule 11. Disruption:</b> No student may disrupt the class, school, or bus activity.	1	6
<b>A. Chronic Talking</b> – Repeated talking in the classroom without permission	1	3
<b>B. Throwing Objects</b> – Throwing any object inappropriately in any part of the school, bus, or school grounds	1	3
<b>C. Horseplay</b> – Rough or noisy play or pranks	1	3
<b>D. Teasing</b> – Pestering or tormenting	1	3
<b>E. Refusing to Remain in Seat</b> – Getting out of seat or moving seat without permission of staff member	1	3
<b>F. Rude Noises</b> – Making any unnecessary noise	1	3
<b>G. Leaving without permission/Unauthorized Area</b> – leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator or being in an area without permission	2	3
<b>H. Chronic Lack of Supplies</b> – Repeatedly reporting to class lacking necessary material such as books, class supplies, etc.	1	3
<b>I. Bus Misconduct</b> - Rules in the Student Handbook	1	6
<b>J. Shoving and/or Kicking</b> – Willfully pushing and/or kicking any one	1	5
<b>K. Other</b> – Any other action that disrupts or interferes with educational activities or the school environment, to include public displays of affection.	1	6
<b>Rule 12. Assault/Threatening:</b> A student will not assault/threaten another student or staff member. For example, the following actions are prohibited:	3	6
<b>A. Against a Staff Member</b> – Threatening to strike, attack, or harm any staff member	4	6
<b>B. Against a Student</b> – Threatening to strike, attack or harm any student or other person	3	6
<b>Rule 13. Fighting:</b> Exchanging mutual physical contact between students by pushing, shoving, or hitting with or without injury is prohibited. All parties engaged in physical contact will be disciplined.	3	6
<b>A.</b> Instigation and planning by other non-fighting members and students instigating or planning a fight	4	6

**Level 1** Conference

**Level 2** Intervention

**Level 3** Removal (1-5)

**Level 4** Removal (6-10 days with contract)

**Level 5** Removal (10 days with meeting)

**Level 6** Expulsion

## Rules and Sanctions

**Rule 14. Battery** – A student will not batter another person. (student, staff member, or any other person). For example:

- A. Against Student** – Any threatening or beating; any physical force or violence against another student, to include tearing clothes or threatening to seize or strike another student, hitting, biting, spitting, shoving, kicking
- B. Against Staff** – Any threatening or beating; any physical force or violence against a staff member, to include tearing clothes or threatening to seize or strike a staff member, hitting, biting, spitting, shoving, kicking
- C. Other** – Any threatening or beating; any physical force or violence against any other person while under the jurisdiction of school authority; to include tearing clothes or threatening to seize or strike

**Rule 15. Sexual Offenses:** A student will not engage in sexual behavior on school property or at school sponsored activities. For example:

- A. PDA** - Public displays of affection
- B. Offensive Touching** – Inappropriate touching
- C. Consensual Sex** – Sexual activity involving willing participants
- D. Indecent Exposure** – Intentional exposure of private parts of one’s body
- E. Rape or Attempted Rape** – Unlawful sexual intercourse or attempted sexual intercourse by force, threat, or fear on or off school property

**Rule 16. Reckless Vehicle Use:** A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health or safety.

Levels of Disciplinary Action	
<u>Min</u>	<u>Max</u>
3	6
3	6
4	6
3	6
2	6
2	6
2	6
3	6
3	6
5	6
2	6

<b>Level 1</b> Conference	<b>Level 2</b> Intervention	<b>Level 3</b> Removal (1-5 days)
<b>Level 4</b> Removal (6-10 days with contract)	<b>Level 5</b> Removal (10 days with meeting)	<b>Level 6</b> Expulsion

# Rules and Sanctions

**Rule 17. Vandalism:** A student will not willfully or maliciously damage or destroy property belonging to another, including school or private property. A student or parent/guardian may be held financially responsible, for willful or malicious destruction of property. For example:

- A. Writing on Walls, Mirrors, Desks or Lockers**
- B. Damaging Another's Clothing**
- C. Graffiti** – Willful or malicious defacing of public or private property
- D. Property Destruction**
- E. Other**

**Rule 18. Burglary/Theft:** A student will not steal or possess stolen property.

- A. School Property** – Unlawfully taking and/or carrying away property belonging to MSAD #8
- B. Staff Property** – Unlawfully taking and /or carrying away property belonging to a staff member
- C. Student Property** – Unlawfully taking and/or carrying away property belonging to another student
- D. Student Locker** – Removing any property from a locker other than the one assigned
- E. Possession of Stolen Property** – Having in one's possession property obtained without the permission of the owner

**Rule 19. Criminal Trespass:** A student will not break into school property

- A. Attempted** – Unlawfully attempting entry into a school
- B. Actual** – Unlawful entry into a school with the intent of committing another crime
- C. Unauthorized Entry** – Students who enter school property after being removed or expelled without proper authorization
- D. Refusal to proceed to designated area as directed by administration**

**Rule 20. Extortion:** A student will not take or threaten to take the property of others through intimidation.

- A. Attempted** – Use of threats or intimidation in an attempt to obtain money or property from another
- B. Actual** – Use of threats or intimidation to obtain money or property from another

**Rule 21. Alcohol, Tobacco and Other Drugs: Except** as permitted under Rule 3, (medications), a student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, anabolic steroids, substances that look like drugs, imitation controlled substances, drug paraphernalia (see board policy JICH , JICH-R, and JJH. )

<b>Disciplinary Action</b>	
<u>Min</u>	<u>Max</u>
1	6
2	6
1	6
2	6
2	6
1	6
2	6
2	6
2	6
2	6
3	6
4	6
5	6
5	6
3	6
3	6
3	6
2	6

**Level 1** Conference

**Level 4** (Removal (6-10 days with contract)

**Level 2** Intervention

**Level 5** Removal (10 days with meeting)

**Level 3** Removal (1-5 days)

**Level 6** Expulsion

# Rules and Sanctions

**Tobacco**

**A.** A student may not possess, distribute, sell or use tobacco products on school premises

**Alcohol**

**B. Use/Under the Influence** – Drinking any alcoholic beverage in school, on school grounds, on school bus, or at any school function, or coming to school or school activities after consumption

**C. Possession** – Possessing any alcoholic beverages in school, on school grounds to and from school, on school bus, or at any school function

**D. Sale/Distribution** – Distributing or attempting to distribute any alcoholic beverage while under the jurisdiction of school authority

**Other Drug Offense**



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

**H. Possession/Attempt** – Possessing, or attempting to possess, any illegal or controlled substance or any action that contributes to the possession of any illegal or controlled substance

**I. Over-the-Counter Medication** – Use without knowledge of by nurse or school personnel, or sharing with peers is prohibited.

**J. Paraphernalia** – Possessing, distributing, or using any drug related paraphernalia

**K. Inhalants** – Possessing, distributing, or inhaling any substance/product (off-the-shelf, controlled, or illegal) for mind-altering effects

**L. Purchase/Attempt** – Purchase/attempt to purchase or attempt to sell/distribute any illegal or controlled substance; or any action that contributed to the possession of any illegal or controlled substance.

**M. Sale/Distribution** – Distributing or selling any illegal or controlled substance.

**Co-curricular** Any student that violates any of the above drug, tobacco, and alcohol offenses Will be subject to sanctions as defined in the school handbook and in policy JJH.

**Rule 22. Weapons and Dangerous Instruments/Objects:** A student will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual. (This rule does not apply to normal school supplies unless they are used as weapons.) (See board policy JICIA)

**A. Bomb/Bomb Threats** – Any device brought to school that contains combustible material or making statements that such a device exists in school or on school property

**B. \*Explosive** – Any device containing combustible material and a fuse

Levels of Disciplinary Action	
Min	Max
2	3
3	6
3	6
4	6
3	6
3	6
2	6
3	6
3	6
4	6
6	6
2	6
5	6
5	6

<b>Level 1</b> Conference	<b>Level 2</b> Intervention	<b>Level 3</b> Removal (1-5 days)
<b>Level 4</b> Removal (6-10 days with contract)	<b>Level 5</b> Removal (10 days with meeting)	<b>Level 6</b> Expulsion



# Rules and Sanctions

		Levels of Disciplinary Action	
		Min	Max
C.	<b>*Knife</b> – Possession of any size or shape of knife including blades, or other sharp devices	2	6
D.	<b>*Toy Knife etc.</b> – Possession of any size or shape toy that resembles a weapon	2	6
E.	<b>*Box Cutter</b> – Possession of a box cutter, or similar device for cutting	2	6
F.	<b>*Ammunition</b> – Possession of any bullets or shells or any object that could be considered to be ammunition or resemble ammunition	2	6
G.	<b>*Fireworks, Small Explosives</b> – Possession of fire crackers of any small explosive device, including caps, and snapper pops	2	6
H.	<b>*Matches and Lighters</b> – Possession of lighters, matches or sparklers	2	6
I.	<b>*Other</b> – Possession of any object or substance that could cause injury including (but not limited to) slingshots, razor blade, ice picks, multi-fingered ring, metal knuckles, num-chucks, throwing stars, clubs, stun guns, the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons. (Possession of certain weapons defined by the Maine State Law require a report to be made to the police.)	2	6
<b>Rule 23.</b> 	<b>*Firearms:</b> A student will not possess, handle, or transport any pistol, revolver, firearm, or any other weapon designed or intended to propel a missile of any kind.	3	6
A.	<b>Possession of a pistol, revolver, or any other firearm</b> (loaded or unloaded)	6	6
B.	<b>Possession of any other weapon or device other than Item A above.</b> Examples may include but not be limited to starter pistol, BB gun, flare gun, paint ball gun	5	6
C.	<b>Possession of an instrument or device that resembles or looks like a pistol, revolver, or any type of weapon not capable of propelling a missile.</b> May include but not be limited to a cap pistol, water pistol, or any look-a-like gun (toys of any kind)	3	6
<b><i>*All items confiscated will not be returned and may be turned over to the law enforcement agency.</i></b>			
<b>Rule 24.</b> 	<b>False Alarm:</b> Calling 911, or signaling or setting off an automatic signal, falsely indicating the presence of a fire or an emergency, is prohibited. This includes making statements/phone calls that such an emergency exists in the school.	3	6
<b>Rule 25.</b> 	<b>Arson:</b> A student will neither set fire nor attempt to set fire on school property.	5	6

<b>Level 1</b> Conference	<b>Level 2</b> Intervention	<b>Level 3</b> Removal (1-5 days)
<b>Level 4</b> Removal (6-10 days with contract)	<b>Level 5</b> Removal (10 days with meeting)	<b>Level 6</b> Expulsion

## OTHER CODE OF CONDUCT VIOLATIONS

- Rule 26. Serious or Repeated Violations:** Serious or repeated violations of one or more rules require a need for strong parent-administrator communication, coordination, consideration of outside assistance, and will result in suspension, and/or possible expulsion.
- Rule 27. Endangerment –** A student will not be involved in or be responsible for creating a situation that will endanger the safety of self or place others in jeopardy or at risk. This may include bringing dangerous devices onto school property or to school sponsored activities.

Levels of Disciplinary Action	
Min	Max
5	6
5	6

<b>Level 1</b> Conference	<b>Level 2</b> Intervention	<b>Level 3</b> Removal (1-5 days)
<b>Level 4</b> Removal (6-10 days with contract)	<b>Level 5</b> Removal (10 days with meeting)	<b>Level 6</b> Expulsion

**The student Code of Conduct Handbook sets forth expectations of the conduct of every student the Vinalhaven School. Alternative schools/programs and programs for students who attend MCST may require additional and/or more restrictive expectations of students relating to the program design and mission. Such components may include but are not limited to attendance, participation, and dress code regulations.**

# **MSAD #8 AFFIRMATIVE ACTION PLAN**

## **GENERAL POLICY STATEMENT**

### **A. Definition and Statement of Nondiscrimination**

An affirmative action program includes procedures designed to increase the numbers of minorities, women, and handicapped at all levels and in all segments of the work force where imbalances exist. Such a program should include an assessment of the existing situation, and the development of realistic goals for necessary action. These goals and related procedures and timetables do not require rigid quotas, but are commitments, which an employer should make every good faith effort to achieve.

### **B. Compliance With Anti-Discrimination Laws**

MSAD #8 recognizes its obligation to comply with the provisions of the Equal Employment Opportunity Act of 1972 (P.L. 92-261), amending Title VII of the Civil Rights Act of 1964 (43 U.S.C. § 2000e et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); the Maine Human Rights Act of 1972 as amended (5 M.R.S.A. § 4571 et seq.); Title VI of the Civil Rights Act of 1964 (42 U.S.C. § et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.); the Americans With Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.); with 20-A M.R.S.A. § 6553 (Prohibition of Hazing).

### **C. Contacts for Inquiries or Complaints**

To make an inquiry or file a complaint concerning the above statement, an individual may contact the following:

Office of the Superintendent  
Vinalhaven School  
22 Arcola Lane  
Vinalhaven, Maine 04863

863-4800