This handbook is a resource for students throughout the year. Students and parents are responsible for reading and following the rules in this handbook. It has been developed within the framework of the MSAD #6 School Board policy manual. In case of conflict between the handbook and school board policies, policy governs. MSAD #6 reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and MSAD #6, to the extent permissible by law, expressly disclaims any liability, which might otherwise be incurred.

This handbook is an official notification to students of their responsibilities as a school citizen at BEMS. Ignorance of these rules is no excuse for not complying with them. These rules may be modified by administration as circumstances require.

**Mission Statement**

In partnership with our greater school community, Bonny Eagle Middle School is committed to providing a safe, comprehensive educational experience that challenges all students to reach their full potential.

\[\begin{align*}
S & \quad \text{Scholarship} \\
C & \quad \text{Citizenship} \\
O & \quad \text{Optimism} \\
T & \quad \text{Tolerance} \\
E & \quad \text{Excellence} \\
P & \quad \text{Perseverance} \\
R & \quad \text{Responsibility} \\
I & \quad \text{Individuality} \\
D & \quad \text{Dedication}
\end{align*}\]

**School Wide Expectations**

* **BE** Safe

* **BE** Polite and Respectful

* **BE** Responsible and Productive
*Bonny Eagle School Song*

March on for Bonny Eagle Scots.

Cheer for our team.

Hold high our colors, the white and green.

(Second time through, go to end.)

So proudly we go marching.

Cheer, cheer, cheer.

On to victory, we go marching.

Cheer, cheer, cheer.

All together now

(End with)

2468 who do we appreciate?

Bonny Eagle Scots!

Information about district policies, calendars, programs, and schools is available on our website:

www.bonneagle.org

Bonny Eagle Middle School and M.S.A.D. #6 reserves the unlimited right to change the terms of this handbook at any time, without notice, for practical necessary reasons. If an unintentional or unforeseen conflict arises between the student handbook and the Board Policy, the Board Policy will prevail.

U. S. Department of Education, Office for Civil Rights

33 Arch Street, Suite 900, Boston, MA 021101491

Phone (617) 2890111

OCR enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive Federal funds from the Department of Education. These laws prohibit discrimination on the basis of race, color, and national origin, sex, disability, and on the basis of age. These laws extend to all state education agencies, elementary and secondary school systems, colleges and universities, vocational schools, proprietary schools, state vocational rehabilitation agencies, libraries, and museums that receive U.S. Department of Education funds. OCR also has responsibilities under Title II of the Americans with Disabilities Act of 1990 (prohibiting disability discrimination by public entities, whether or not they receive federal financial assistance). In addition, as of January 8, 2002, OCR
enforces the Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001). Under the Boy Scouts of America Equal Access Act, no public elementary or secondary school or State or local education agency that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society, that wishes to meet at the school. (http://www.ed.gov/OCR)

Please email any questions to: OCR.Boston@ed.gov

**Your Rights and Responsibilities**

All students in Maine have the right to a free and full education from ages 520 in grades K12 . The law requires you to attend school until age 17 unless conditions specifically listed in Maine Statute (20 MRSA/911) are met. In general, Maine state law requires that students attend classes for 175 days of the year.

All public schools that receive federal funds must provide free, appropriate education to each qualified handicapped student regardless of the nature or severity of the person’s handicap (20 MRSA/3111,Ch.403 and P.L. 94142).

In addition, the 119th Legislature amended Title 20A, Section 6001B, Transfer of Education Records, to read:

“A school administrative unit shall include in the written notice to parents or guardians of every student enrolled in the school administrative unit that education records must be sent to a school administrative unit to which a student applies for transfer.”

Please know that Bonny Eagle Middle School adheres to these regulations.

All parents and students share the responsibility to make sure students attend school.

Your responsibility as a student is to attend all classes at Bonny Eagle Middle School and to follow the rules outlined in this student handbook. In doing so, you must observe the three primary overall rules of our school:

**BE Safe**

**BE Polite & Respectful**

**BE Responsible & Productive**

**M.S.A.D. #6 Student Code of Conduct**

*(District Policy JIC)*

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the MSAD 6 School Board 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 statewide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

**Article 2 - Code of Conduct**

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

- On school property;
- While in attendance at school or at any school-sponsored activity;
- 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:

A. Be courteous to fellow students, staff, and visitors; B. Respect the rights and privileges of other students and school staff; C. Obey all Board policies and school rules governing student conduct; D. Follow directions from school staff; E. Cooperate with staff in maintaining school safety, order, and discipline; F. Attend school regularly; G. Meet school standards for grooming and dress; H. Respect the property of others, including school property and facilities; I. Refrain from cheating or plagiarizing the work of others; and J. 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.
Article 4 - Expectations

The following is a summary of MSAD 6 expectations for student behavior. In many cases, the Board 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, Board policies and/or school handbooks, Board policies will prevail.

A. Violence and Threats

Students will not engage in violent or threatening behavior. Prohibited behavior includes 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.

B. Weapons

Students will not possess or use weapons of any kind (examples include but are not limited to firearms, explosives, and knives). Students also will 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.

C. Hazing

Hazing is 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 will 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 are subject to suspension, expulsion, and/or other appropriate disciplinary measures.

D. Discrimination and Harassment/Sexual Harassment

Students will not discriminate against other students on the basis of race, color, sexual orientation, religion, ancestry, national origin or disability. Nor will students harass one another on the basis of race, color, religion, ancestry, national origin, sexual orientation, or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

E. Drug and Alcohol Use

Students will not distribute, possess, use, or be under the influence of any alcoholic beverage, drug, or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.
F. Tobacco/Nicotine Use

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

G. Conduct on School Buses

Students must comply with all Board 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.

H. Computer/Internet Use

Students may use school computers, networks, and Internet services only for educational purposes. Students will 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.

I. Athletic/Extra Curricular Activities

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

Article 5 - Removal of Disruptive/Violent/Threatening Students

A. Students who are disruptive, violent, or threatening death or bodily harm to others 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.

B. 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 will respond promptly.

C. Staff members should 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.

D. 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’s crisis response plan if appropriate. See:

• 20-A M.R.S.A. § 4009 – Protection from Liability, and
• Crisis Response Plan.

Article 6 - Special Services

A. Referral

MSAD 6 has adopted policies and procedures for determining when a student will be referred for special services.

B. Review of Individual Educational Plan

The school will schedule an IEP 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.

C. Time Out Rooms and Therapeutic Restraint

MSAD 6 also has established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute.

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.

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

The system-wide Student Code of Conduct will be distributed to staff, students, and parents through handbooks and/or other means selected by the Superintendent and building administrators.

Legal References: 20-A MRSA.§§ 254 (11); 1001 (15)
Administration

Bonny Eagle Middle School is managed by three administrators, Mr. Harris, Building Principal, Mr. Oyster, Assistant Principal and Melanie Craig, Dean of Students. They can be reached by calling 727-9227.

After School

Staying after school is a privilege. Only students who stay after school under the supervision of a teacher, coach, administrator, or other staff member may be in the building after 2 p.m.

BEMS encourages participation in sanctioned clubs and activities. Students wishing to stay after school must do the following:

* Bring in a note from home
* Get a teacher to supervise them.
* Bring note to office and gets a bus pass from the secretary

Unless they have been assigned a detention, students may stay after school, but only if:

- They are working directly with a staff member.
- Have made home arrangements and permission in advance
- Have a signed bus pass

During this time they must be with a responsible adult from the school staff. Under no circumstances may a student leave school grounds while staying after school unless he or she is participating in a BEMS sport or activity and is under the direct supervision of a staff member. For health and safety reasons skateboarding, hoverboards, rollerblading, or roller skating is not permitted on school grounds.

The Learning Lab is available Tuesday through Thursday. Students must sign up ahead of time at: https://docs.google.com/a/bonnyeagle.org/forms.

For safety reasons BEMS students are not permitted to leave school grounds at the end of the day, including going to the high school, unless they provide a written note by their parent/guardian to the Principal’s office.

Students are not allowed to leave school grounds and return to take the activity bus home.

Any student who abuses after school privileges will not be allowed to stay after school unless they have special permission from an administrator. Parents of that student will be notified of this restriction.

An activity bus leaves school at 4:05 P.M. on Monday through Thursday. Students must take this bus or leave with their parents before the bus departs. Please note, these bus routes do not always drop students off at their usual stops. Students may have to walk from central dropoff points.

Athletics/Physicals (District Policy JJI; JJIAA)
MSAD 6 Philosophy of Athletics

The MSAD 6 Board recognizes the value of athletics as an integral part of the educational program.

The Board believes that participation in sports provides a significant learning experience and opportunity for personal growth. Learning in sports is closely related to learning in the classroom, supporting the Guiding Principles of Maine's System of Learning Results. In competition and practice, student athletes learn skills, strategies, relationships, leadership, self-discipline and responsibility. They also learn the importance of setting goals for themselves and the team, and planning how to achieve those goals.

The Board also believes that participation in sports is related to physical and emotional health and fitness. Sports provide the incentive for developing and maintaining healthy bodies and active minds. Sports promote habits of exercise and good nutrition that can last a lifetime. Participation in sports builds self-confidence and a sense of personal responsibility for making healthy lifestyle choices. Being part of a team also creates a feeling of belonging and offers a supportive network that contributes to emotional well-being.

Based on these beliefs, it is the Board's intent that the MSAD 6 schools offer students the opportunity to experience developmentally sound athletic programs.

At the high school level, interscholastic athletic programs will be designed to serve the needs of students who have shown that they are developmentally ready for intense competitive experiences. At this level, the purpose of athletic programs is to promote healthy competition, sportsmanship, cooperation, integrity and citizenship. Whenever feasible, sub-varsity programs will be available to students who wish to learn a new sport. The Board also supports intramural sports as a way to involve students who are not competing in interscholastic activities.

At the middle school level, the District’s athletic programs will be designed to meet the developmental needs of students through appropriate intramural and interscholastic activities. At this level, athletic programs will emphasize exploration of various sports, the strengthening of fundamental skills, teamwork, sportsmanship, and health and safety. It is the Board’s intent that the programs promote opportunities for involvement of all team members in practices and play. The Board supports intramural activities for students not participating in interscholastic activities or when financial, staffing or other concerns require the District to limit the number of students participating in interscholastic activities.

The Board will be responsible for approving the school sponsorship of interscholastic athletic programs pursuant to policy JJIB, Sponsorship and Evaluation of Athletic Programs. The Superintendent/designee (e.g., Athletic Director) shall be responsible for making recommendations concerning the approval of new athletic programs or the modification or elimination of existing programs. The Board may articulate, through policy, criteria to be considered in decision-making or may delegate the responsibility for developing such criteria to the Superintendent/designee.

In order to participate in school athletics (middle and high school levels), your student MUST have had a physical examination by a licensed physician or nurse practitioner and be medically cleared to participate. Written
documentation must be provided to the school prior to the student participating in interscholastic athletics. The physical examination MUST have been completed within the last 2 years.

Attendance (*District Policy JEAA*)

**Student Attendance/Student Absences and Tardiness**

Regular school attendance is essential to academic success. Because the process of education depends upon exposure to subject matter, continuity of instruction and class participation, absence from class is detrimental to student learning. The interaction of students with the teacher and with other students contributes to mastery of content, critical thinking, and development of effective communication and social skills.

Responsibility for maintaining student attendance is a shared responsibility.

A. Except for excused absences, students are expected to attend school every day, arrive at school and to each class on time, and remain in school for the full day.

B. Parents are expected to ensure that their children arrive at school each day on time, remain in school for the full day, and attend school consistently throughout the year.

C. Schools will maintain a comprehensive attendance record for each student. School staff are expected to monitor attendance and communicate with parents and students regarding attendance and tardiness.

The Superintendent, in consultation with school administrators and, as appropriate, other MSAD 6 staff, will be responsible for developing rules and procedures related to student attendance. Such rules and procedures will include provisions for:

A. Disciplinary consequences for unexcused absences, tardiness, early departures and absences from classes;

B. The potential academic consequences of excessive absenteeism; and

C. The making up of tests, quizzes and other work missed during excused and unexcused absences.

The Board’s policy and the schools’ attendance rules and procedures will be communicated to students, parents, administrators and staff by means of student and staff handbooks, student and parent orientations and/or other means as deemed effective and appropriate. The potential disciplinary consequences for unexcused absences from school or class and for unexcused tardiness and early departures will be included in the student code of conduct.
Bonny Eagle Middle School has an automated call system that contacts parents when students are absent. These calls are sent out at 7:45 am. If you find you are not receiving calls, please contact our attendance office at 727-9216 so we can make sure we have the necessary information to notify you.

**Awards**

Bonny Eagle Middle School recognizes academic achievement and good citizenship in many ways. Special awards given to students successfully completing grade 8 include the following:

**Larry Kellett Music Award**  This award recognizes an 8th grade band member and an 8th grade chorus member who have been outstanding for the past three years.

**Dr. Paul Vincent Award**  This award is given to a Pathfinder student who has: (1) demonstrated significant academic and/or behavioral improvement; (2) demonstrated a commitment to the Pathfinder program through regular attendance at school and training sessions; (3) exhibited leadership skills during Pathfinder training and expedition; and, (4) demonstrated good citizenship by representing their school and the pathfinder program in an appropriate and positive manner.

**Frank Stocks Citizenship Award**  This award is presented to one eighth grade boy and one eighth grade girl who are consistently cooperative, helpful, courteous and dependable. They have respect for themselves as well as for others and have a positive attitude and influence on others. All nominees receive a certificate. The two finalists are awarded a Citizenship plaque.

**Scholar Athlete Award**  This award is named after George Libby. It is given to one boy and one girl who excel in both academics and athletics.

**Secretary of State’s Eighth Grade Citizenship Award**  This award recognizes one 8th grade student from each Maine school who demonstrates the qualities of active participation in civic or community activities, good scholarship and school involvement.

**Thomas Day Most Improved**  This award is given to recognize a student who improved the most from grade 7 to grade 8.

**The Mark Norton English Language Arts Award** – This award is given to a student who exemplifies the following criteria: demonstrates an interest in the craft of writing, strives to constantly improve their writing with the understanding that writing is a process that is never complete, exhibits a curiosity for words, reads for personal enjoyment and growth, thoughtfully discusses their interactions with reading, and has a strong understanding of mechanics and artful structure of language.

**Mary Ellen Schaper Performing Arts Award** -  This award recognizes one 8th grade student that was a member of the Drama Club for all three years, assumed a leadership role (formally or informally), had consistent attendance and fulfillment of their role/duties, went above and beyond to help others, was a good role model for the 6th and 7th grade Drama club members, showed flexibility and poise in dealing with unforeseen circumstances and exhibits extraordinary ability in their role/job.

Other awards given throughout the year to our students is Student of the Month.
Backpacks

Students may use backpacks to bring books and possessions to and from Bonny Eagle Middle School. Students must store them in their lockers at all times while they are in the building. This includes drawstring bags.

Behavior (District Policy JK; JICK; JICKR)

Student Discipline

It is essential for schools to maintain a safe and orderly environment which supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.

B. Expectations for student behavior should be clear and communicated to school staff, students and parents.

C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced. Administrators will have the discretion to tailor discipline to the facts and circumstances of the particular case.

D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Physical force and corporal punishment will not be used as disciplinary methods. State law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance.” Any restraint or seclusion of students will comply with applicable regulations and Board policy.

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the Principal.

School-wide rules will be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals, the Superintendent and the
Board will provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

Students with disabilities will be disciplined in accordance with applicable federal and state law/regulations.

Every student is entitled to attend school free from bullying, harassment, threats, or fear. Students who bully or harass others will be referred to a building or district level harassment officer for consultation and appropriate consequences will be rendered. Anyone who is bullied should report using the online reporting tool found on the school’s webpage or by reporting to a trusted adult.

Our expectations for proper school behavior are reasonable and based on common sense and/or adoption of (PBIS), Positive Behavior Intervention and Supports. They focus on three cardinal rules: Respect yourself, Respect others, and Respect property.

Our discipline system is based on due process and has a beginning, middle, and end. It is intended to help students change inappropriate behaviors as they face consequences that become increasingly more severe. These measures range from restorative practice, to informal talks with the student, to phone calls home, to after school detentions, to different forms of suspension, and, in extreme cases, to expulsion from school. The following is a hierarchy of examples of unacceptable behaviors and some possible consequences for them.

**Level I** Behavior infractions at this level are almost always intermittent and not considered serious. They are usually handled by the teacher who is present, and, in some cases, parents may be called as well. These offenses are duly noted or recorded so that the teachers will know when violations are becoming too repetitive. These records are eliminated from the teacher files at the end of each quarter.

*Examples of Level I violations* include, but are not limited to, the following infractions: disrupting class, failing to do required work, minor cheating or copying someone else’s work (first offense), running in the halls, participating in inappropriate public displays of affection, inappropriate language, wearing hats, minor dress code violations and using electronic devices in school without teacher permission for a class activity.

*Consequences of Level I violations* include, but are not limited to, informal talks, warnings, short timeouts in another room or hall, calls home, teacher detention, loss of privileges for special activities, and conferences with other school officials.

**Level II** Behavior infractions at this level are more serious or chronic. As in Level I, these matters are usually handled by the teacher who is present as well. They are recorded for future reference and contact with home is always established at this point. Depending on the nature of the offense, a referral may also be made to the appropriate administrator.

*Examples of Level II violations* include, but are not limited to, the following infractions: minor disrespect to others; minor computer violations; roughhousing or horseplay; frequent tardiness; classcutting; failing to attend teacher detention; forging materials; possession of inappropriate reading materials; harassing other students; bullying; minor violations of inappropriate touching; inappropriate public displays of affection; minor vandalism; minor theft (taking a pencil, notebook, etc.); chronic or more serious dress code violations; minor religious, racial, ethnic, or sexual harassment; and extended patterns of Level I offenses.
Consequences for Level II violations include, but are not limited to, an informal warning, a conference with a school official, a call or conference with parents, teacher or office detention, restitution, loss of special activity privileges, and in school suspension.

**Level III** Behavior infractions at this level are serious and always require parent/guardian notification. In most cases referrals to appropriate administrators are made as well. At this level instances are recorded and kept in the main office as reference for the remainder of the school year.

Examples of Level III violations include, but are not limited to, first offenses to the following infractions: chronic computer violations; leaving school grounds; chronic or more serious examples of inappropriate touching; bullying; fighting; threats to life; theft; serious vandalism; possession of lighters or matches, possession of tobacco in any form; possession of vaping materials including chargers and juul pods; possession of drug paraphernalia; possession, use, or being under the influence of alcohol; possession, use, or being under the influence of drugs (including prescription and nonprescription drugs please see: Medications); possession of fireworks or incendiary devices; possession of weapons or any instrument used as a weapon; possession of stink bombs; hoedowns; serious disrespect or insubordination to any school official; posting a false alarm; and finally any serious or repeated pattern of religious, racial, ethnic, or sexual harassment at school or during school sponsored activities.

Consequences for Level III offenses are serious and include, but are not limited to, office detentions, conferences with parents, loss of privileges, restitution, in school suspension, or out of school suspension. Please Note: For health and safety reasons at Bonny Eagle Middle School, a one to ten day suspension is required for students who make a threat to life; participate in a fight; possess tobacco, vape, drugs, alcohol, fireworks, devices that could be used to terrorize, or weapons at school or during school sponsored activities. When the administrator handling the offense believes that state law has been violated, the Buxton Police will be advised. Parents will be notified when such reports are made and have the right to be present when their child is being questioned by the police.

**Level IV** Behavior infractions at this level are the most serious. They require referral to a principal, parents, and other responsible authorities. Depending on the time, place, and manner of the offense, the Superintendent of Schools may require an expulsion hearing before the M.S.A.D. #6 Board of Directors.

Examples of Level IV offenses include, but are not limited to, serious computer violations; repeated referrals for leaving school grounds; gross insubordination; gross disrespect to others; bullying; fighting; repeated or very serious incidences of inappropriate touching; threats to life; bomb threats (including educational and legal consequences); false alarms; theft; serious vandalism; possession or use of dangerous weapons; possession of a device that could be used to terrorize; possession, use, or being under the influence of alcohol or drugs (including prescription and nonprescription drugs please see: Medications); possession of drug paraphernalia, or tobacco in any form; repeated referrals for fighting; repeated and serious referrals of religious, racial, ethnic, or sexual harassment at school or during any school sponsored activity.

Consequences for Level IV offenses are the most severe. After an administrator determines that a student has committed any of these offenses, that individual will be asked to pay restitution (when applicable), suspended up to 10 days, and referred to the Buxton Police if a state law is believed or has been broken. Please note: Under federal law and M.S.A.D. #6 Board Policy any student who possesses a gun or distributes drugs or alcohol to other students shall be referred to the Board of Directors for an expulsion hearing. Also a second offense involving any student who possesses or uses alcohol, drugs, or drug paraphernalia, or is under the influence of alcohol or drugs at school or during any school sponsored activity will be referred to the Board of Directors for an expulsion hearing. Finally, any student who engages in a second serious fight or chronically exhibits other behaviors which could reasonably be considered detrimental to the peace and usefulness of BEMS will be referred to the Board of Directors for expulsion.
Under federal law any student who possesses a firearm or causes injury or accompanies use of a weapon with a threat to cause injury will be referred to the Board of Directors for an expulsion hearing.

Note: Anytime after 2 suspensions students may be asked to meet with parents, middle school administrators, and the superintendent or the assistant superintendent to determine whether the student will be brought to the Board of Directors for an expulsion hearing.

**Beverages & Caffeinated Drinks**

For the health and wellness of our students, they are only permitted to bring water into the building in a non breakable container. BEMS students are not permitted to bring any caffeinated drinks, energy drinks, or “slushies.” Students who arrive with these drinks will be asked to throw it away.

**Breakfast**

Breakfast is available daily. Stations are set up in the school entrance and in the cafeteria.

**Bullying (District Policy JICK)**

**Bullying and Cyberbullying in Schools**

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the MSAD 6 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

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

It is not the Board’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 Board does not condone and will take action in response to conduct that interferes with students’ opportunity to learn, the educational mission of the MSAD 6 schools, and the operation of the schools.

**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
Bullying and Cyberbullying Defined

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. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 OR 4684-A (including race; color; ancestry; national origin; sex, sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
   b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in Section A, Subparagraph 1 or 2.

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.

C. “Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. Retaliation also includes reporting an act of bullying when it is not made in good faith.
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 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.

Consequences for Policy Violations

Students

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

Any student violating this policy may also be subject to civil or criminal penalties.

School Employees and Others

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine’s bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

Staff Training

MSAD 6 will provide professional development and staff training in bullying prevention and response.
Delegation of Responsibility

The Superintendent or designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

A student or his/her parent/guardian who is dissatisfied with a decision of the Superintendent or designee related to the taking or not taking of disciplinary action in the course of implementing this policy may appeal, in writing, to the Superintendent within 10 calendar days of notice of the decision.

The Superintendent’s decision will be final.

Dissemination of Policy

The Superintendent or designee will be responsible for providing this policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level in writing to students, parents, school employees and volunteers in handbooks, on the District’s website and by such other means (if any) as may be determined by the Superintendent.

Bullying and Cyberbullying in Schools Administrative Procedure

Bullying and Cyberbullying in Schools and this Administrative Procedure apply 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.

Reporting

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 co-curricular activities are required to report incidents of bullying to the school principal or other school personnel designated by the superintendent.

B. Students who 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 are aware of incidents of bullying 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 incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying will be subject to disciplinary consequences.

Responding

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 substantiated incidents to the superintendent;

C. 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.

D. Remediate any substantial 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.

E. Communicate to the parent of a student who has been bullied the measures being taken to ensure the safety of the student who has been bullied and to prevent further acts of bullying;

F. Communicate with a local or state law enforcement agency if the school principal or the superintendent's designee believes that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate; and

G. Notify parents, guardians and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking disciplinary 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.

Notification of Policy

1. Annually providing written versions of this policy and related procedures to students, parents, volunteers, administrators, teachers and school staff.

2. Posting this policy and related procedures on the school administrative district's publicly accessible website.

3. Including in student handbooks a section that addresses in detail this policy and related procedures.
Oversight, Implementation, & Enforcement

1. Designating a school principal or other school personnel to administer the policies at the school level;

2. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;

3. Developing procedures to implement the requirements for reporting and responding to bullying under administrative procedure or delegating that responsibility to principals or designees.

4. 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; and

5. 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;

6. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;

Examples

A. Conduct that may constitute bullying includes, but is not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;

2. Behavior that is intended 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. Conduct that may constitute cyberbullying includes, but is not limited to:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;

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 target;

3. Impersonating or representing another student through use of that other student’s electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls;

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.

Alternative Discipline

Examples of alternative discipline include, but are not limited to:

1. Meeting with the student and the student's parents;

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.

Bullying can be reported to any staff member, the Administrator’s office, or online via the BEMS website.

**Bus Conduct (District Policy JICC; JICCR)**

Parents are responsible for the supervision of their child before the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a student boards the bus, he/she becomes the responsibility of MSAD 6. Such responsibility will end when the student is delivered to the designated bus stop at the close of the school day.

The Board expects students to conduct themselves at the bus stop and on the bus in a manner consistent with school and bus rules and the Student Code of Conduct.

Instances in which a student does not conduct him/herself properly on a bus are to be brought to the attention of the building principal by the bus driver. The building principal will inform parents of the misconduct and request their cooperation in correcting the student's behavior.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the appropriate building principal and/or the Transportation Manager. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

**Purpose**

The purpose of this administrative procedure is to ensure that students conduct themselves in a mature and responsible manner, not only in school but also on buses. Failure to meet expected conduct will result in disciplinary action consistent with established Policies and Procedures of the District and relative state laws.

**Student Conduct and Corrective Action**

While the law requires MSAD 6 to furnish transportation, it does not relieve parents of students from the
responsibility of supervision until such time as the child boards the school bus and after the child leaves the school bus at the end of the school day.

Once a student boards the school bus, and only at that time, does he/she become the responsibility of the District. Such responsibility will end when the student is delivered to his/her designated bus stop at the end of the school day.

In view of the fact that a school bus is an extension of the classroom, MSAD 6 will require students to conduct themselves, on the vehicle, in a manner consistent with established standards for classroom behavior.

Safe Bus Riding Behaviors

Safe, responsible and respectful bus riding behaviors include, but are not limited to, the following:

1. Talk quietly and speak kindly to others.
2. Sit properly for safe transportation.
3. * Sit in your assigned seat.
4. Keep hands to oneself.
5. Use appropriate and respectful language and gestures.
6. Keep body parts and articles inside the bus.
7. Arrive at the bus stop five minutes prior to scheduled time.
8. Follow the Safe Crossing Procedure.
9. Get on and off the bus at your authorized bus stop.
10. Keep your cell phone and other electronic devices silenced.
11. Refrain from talking on the cell phone.
12. Refrain from recording or taking pictures with any device.
13. Refrain from eating and drinking on the bus (water permitted with driver’s approval).
14. Respect individual differences and include everyone.

* All students in grades Pre-K – 12 will have an assigned seat.

Prohibited Items

The following are not allowed on the bus at any time:

1. Glass items or containers;
2. Animals, insects, reptiles, birds, etc.; or

3. Skateboards, roller blades/skates and sleds.

For everyone’s safety, rolling objects such as cars and balls will remain in the student’s backpack at all times. The bus driver will work together with the student and parent/guardian to teach appropriate bus riding behaviors. A conduct report will be submitted to the school administrator if the student’s behavior does not improve or if a major offense occurs.

Steps 1-5 in the Corrective Action Code may be omitted if a student is insubordinate.

Major Offenses

Major offenses include, but are not limited to:

1. Drugs (including, but not limited to, controlled substances, alcohol, and tobacco);

2. Fighting with other students or assaulting the driver (physical or verbal);

3. Weapons, dangerous objects, explosive devices and flammable/hazardous materials;

4. Vandalism;

5. Bullying (direct or indirect);

6. Sexual Harassment;

7. Throwing objects at the bus or inside/outside bus windows;

8. Profane or abusive language/behavior toward the bus driver; and

9. Unauthorized use of emergency exits

Corrective Action Code

Any student who does not demonstrate safe, responsible and respectful behaviors while riding the MSAD 6 bus will be subject to the following corrective action process:

1. Verbal reminder,

2. Talk between the bus driver and student,

3. Seat reassignment,

4. Courtesy telephone call to parent/guardian,

5. Parent Notification Form sent home with student, and

In cases where students do not conduct themselves properly on the school bus, such instances are to be brought to the attention of the student’s school administrator by the driver or the Transportation Manager. The school administrator, or their designee, will notify the parents of the misconduct and request their cooperation in order to ensure proper behavior.

Students who become a serious discipline/safety problem on a transportation vehicle may have their riding privileges denied by the school administrator or Transportation Manager. In such cases, the parents of the student involved become responsible for seeing that their child gets to and from school safely.

The school administrator or Transportation Manager will issue consequences and may use the guidelines below. If a student is suspended from the bus, it is the responsibility of the parent/guardian to transport the student to and from school.

Any action resulting in denial of transportation privileges includes all MSAD 6 buses including activity buses, athletic trips, field trips and after school transportation to any school related activity.

<table>
<thead>
<tr>
<th>Referral</th>
<th>Elementary School</th>
<th>Middle School</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Referral</td>
<td>1 Day Bus Suspension</td>
<td>3 Day Bus Suspension</td>
<td>5 Day Bus Suspension</td>
</tr>
<tr>
<td>2nd Referral</td>
<td>3 Day Bus Suspension</td>
<td>5 Day Bus Suspension</td>
<td>10 Day Bus Suspension</td>
</tr>
<tr>
<td>3rd Referral</td>
<td>5 Day Bus Suspension</td>
<td>10 Day Bus Suspension</td>
<td>15 Day Bus Suspension</td>
</tr>
<tr>
<td>4th Referral</td>
<td>10 Day Bus Suspension</td>
<td>15 Day Bus Suspension</td>
<td>20 Day Bus Suspension</td>
</tr>
<tr>
<td>5th Referral</td>
<td>Bus Suspension for Remainder of School Year</td>
<td>Bus Suspension for Remainder of School Year</td>
<td>Bus Suspension for Remainder of School Year</td>
</tr>
</tbody>
</table>

Motion to Review

Any unresolved transportation issue may be reviewed by submitting a request in writing to the next higher authority. Request for reviews will involve the following chain of command:

1. Transportation Manager,

2. Business Manager, and

3. Superintendent.

The reviewing authority will render a written decision on Motions to Review within (5) business days. All decisions rendered will remain in effect unless changed by a higher authority. The decision of the superintendent is final.

For health and safety reasons, students are expected to follow the rules explained by the bus driver and listed in the Bus Regulations for M.S.A.D. #6 Students. Chronic offenders will have their riding privileges suspended in accordance with district bus policy.
In addition, please note that the school bus is considered an extension of the school. Therefore the same school rules and consequences will apply for serious infractions including, but not necessarily limited to the following violations: bullying, harassment, fighting (determined by a school administrator), tobacco, drugs, and alcohol.

**Bus Passes (District Policy EEA)**

Students are permitted to have up to two permanent bus stops within their town. It is the District’s obligation to provide transportation to and from school per Title 20-A § 5401 (2). Bus passes will not be issued to alter the permanent schedule.

**Cafeteria Expectations**

**BE Safe**
*Keep hands, feet, and food to yourself*  
*Walk at all times*

**BE Responsible & Productive**
*Stay in assigned seating area*  
*Clean up after yourself*  
*Follow adult directions*  
*Recycle, compost and dispose of trash properly*

**BE Polite & Respectful**
*Use appropriate noise levels*  
*Use appropriate language*  
*Be polite*

In the cafeteria, respectful and responsible behavior is expected by all students. Students are expected to discard their trash and leave their table and surroundings clean and picked up. During lunch time, students should stay in their seats and not wander around the cafeteria. Students who do not comply with cafeteria rules may be issued disciplinary consequences or given community service in the cafeteria.

When students are being signaled to be quiet for an announcement, please listen. As a rule, students may not bring food or drink, except bottled water, out of the cafeteria. Students should be courteous to all students and staff members.

The School Nutrition Program has an accounting system that allows parents to prepay into individual student accounts. Monday is the primary money collection day. Prepayment envelopes returned after 9:30 a.m. will be credited on the following day.
School Lunch: In addition to the a la carte selections which children may purchase, regular school lunch and breakfast are available. A letter, along with the new school year application, is sent home with the prices included on the first day. You may also download an application form from the district website.

If you feel you are eligible for free or reduced lunch rates, we encourage you to complete the application and return it to school. All applications are kept confidential.

Canine Patrols (District Policy JIHR)

Under Administrative Board Rule NEPN/NSBA: JIHR, The Superintendent may authorize canine patrols to take place anywhere on school property if he/she deems it advisable to maintain school safety or if there is a reasonable suspicion that drugs, weapons, and/or other illegal substances or items will be found. Canine patrols may include school lockers and/or student vehicles in school parking lots.

Cell Phones (District Policy JFCK; JFCKR)

The Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. MSAD 6 is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop any school rules necessary to implement this policy.

Rules for Student Use of Cellular Telephones and Other Electronic Devices

1. Students are prohibited from using privately-owned electronic devices, including but not limited to: cellular telephones, handheld computers, audio players and electronic games during classes, study halls, assemblies and other school activities.
   a. During classes and school activities, all such devices must be turned off.
   b. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA).
   c. If this rule is violated, the teacher may immediately confiscate the device for the remainder of the school day, and discipline may be imposed as provided below.

2. Students who bring electronic devices on the bus, whether for transportation to or from school, field trips or extra-curricular activities, must have them on silent mode even when texting, and must use headphones when listening to music or other media. If there is a violation of safety rules, the device may be confiscated by a staff member.

3. The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, classrooms and on buses.
   a. In other locations where students are allowed to use electronic devices, students are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other Internet site.
4. Any use of cellular telephones and other electronic devices that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.

5. Student cellular telephones and other electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules.
   a. A building administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.

6. Students violating these rules will be subject to discipline, which may include:
   a. Not being allowed to bring electronic devices to school;
   b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student’s disciplinary record.

7. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities and a building administrator may give a device to law enforcement authorities upon request.

8. Students may have cellular devices while class is in session if they are acting in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical service organization.

Students must have cell phones off and put away in their lockers during school hours, unless the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical service organization. A staff member who discovers a student in possession of a cell phone, in violation of this school expectation, may confiscate this device.

Please do not text message, IM or call your student on their cell phone during school hours. If you need to contact your child, please call the main office and we will get your message to your student. Students who do not cooperate when asked to turn off and put away electronic devices risk disciplinary consequences, including confiscation of their electronic items. If this happens, a parent/guardian will need to pick up the item at the main office. Bonny Eagle Middle School is not responsible for lost or stolen cell phones or electronics. The best practice is to leave these items at home.

**Co-Curricular Activities Offered**

Baseball, Spring, Gr. 7 & 8 Boys
Basketball, Winter I, Grades 7 & 8 Girls
Basketball, Winter I, Grade 7 & 8 Boys
Cheering, Winter I, Grades 7, & 8
Civil Rights Team, Grades 6, 7, & 8
Community Service, Grades 6, 7, & 8
Cross Country, Fall, Grades 6, 7, & 8
Drama, Fall, Grades 6, 7, & 8  
Field Hockey, Fall, Grades 7 & 8  
Indoor Track, Winter II, Grades 6, 7, & 8  
Lacrosse, Spring, Grades 7 & 8 Boys  
Lacrosse, Spring, Grades 7 & 8 Girls  
Math Team, Grades 6, 7, & 8  
Newspaper, Grades 6, 7, & 8  
Outdoor Track, Spring, Grades 6, 7, & 8 Girls & Boys  
Soccer, Fall, Grades 7 & 8 Girls  
Soccer, Fall, Grades 7 & 8 Boys  
Softball, Spring, Grade 7 & 8  
Student Council, Grade 6  
Student Council, Grades 7 & 8  
Wrestling, Winter II, Grades 6, 7, & 8  
Yearbook, Grades 6, 7, & 8  

*Information on each of these activities will be provided through announcements during homeroom.  
*All sports participants and activities will be given a seasonal late bus pass.  
*Co-curricular offerings may change based on student demand.  
** With the exception of those who are home schooled, when school is in session, students must be in attendance a minimum of three hours the day of any sport or activity in order to participate that day. This provision includes meetings, practices, dances, concerts, and competitions. Exceptions will be made for school sponsored field trips, bereavement, and doctor’s or dental appointments with a note. Special exceptions may be allowed at the discretion of the principal.  

Co-Curricular Clubs  
Co-curricular clubs are pay to play activities. All BEMS school rules and eligibility requirements are applicable and must be followed. The following clubs are current clubs.  

Swimming, Grades 6, 7, 8  

Counseling  
BEMS has two counselors. One for students with the last name that begin with A-L and one for students with the last name that begins with M-Z. These two counselors, and a full time social worker are available to assist with any in school or out of school problems that a student wishes to discuss.
Generally, students meet with the counselors individually. However, the counselors may invite students to meet in small groups when they feel a group experience would be helpful.

Contacts with the counselors are usually initiated by students. However, parents should feel free to call if they have any questions or would like some assistance.

BEMS also offers limited social work opportunities to help students access their education.

**Crisis Response Plan**

Bonny Eagle Middle School has worked closely with state and local law enforcement officials, fire and rescue personnel, and other schools in our district to develop a comprehensive crisis response plan. In accordance with its provisions our school conducts routine safety drills throughout the year. Students are expected to cooperate with teachers and follow their instructions during these drills.

**Daily Schedule**

The regular school day at Bonny Eagle Middle School begins at 7:30 and ends at 2:02. BEMS does not provide supervision prior to 7:10 am. Students should not arrive at school prior to 7:10 am. Students must be in their homeroom by 7:30 am.

**Students who stay after school to participate in activities should always be under the direct supervision of a teacher. (See After School)**

**Dances**

Dances and activities are a privilege. Evening dances are held each year for students in seventh and eighth grade only. Because of limited capacity, guests from other schools are not allowed to attend. Dances are from 6:30 – 8:30 p.m. Parents are reminded it is expected that children are picked up promptly at 8:30 p.m.

After school dances are held for students in grade six from 2:15 – 4:00 p.m. Students should take the activity bus home after the dance or be picked up by a parent by 4:00 p.m.

With the exception of those who are homeschooled, when school is in session, students must be in attendance for a minimum of three hours the day of any sport or activity in order to participate that day. This provision includes meetings, practices, dances, concerts, and competitions. Exceptions will be made for school sponsored field trips, bereavement, and doctors or dental appointments with a note. Special exceptions may be allowed at the discretion of the principal.

**Dress Code**

At Bonny Eagle Middle School we believe that proper dress helps foster an atmosphere which is conducive to learning. The health and safety of all our students is another primary concern. Although most neat appearing apparel is acceptable for school wear, exceptions are made for clothing or accessories that could, by themselves, cause a distraction for teaching or learning, jeopardize the health or safety of students, promote illegal drugs or alcohol, or show language or messages that are inappropriate for school. This includes but is not limited to sexual innuendo and symbols that may be offensive to others. We ask that parents assist their children and adhere to the guidelines listed below:
Clothing and Dress

Generally, coats and outside clothing should not be worn in classrooms under ordinary circumstances.

Tops with spaghetti straps are not appropriate for students to wear at school. Low cut shirts, low cut blouses, pajamas, and tight fitting clothing are not appropriate for school. All shirts and blouses must cover the midriff and avoid exposing undergarments or body parts. Any clothing with large holes or tears which expose under garments is also inappropriate.

Any clothing or other items such as key chain tags with questionable or vulgar messages or which advertise or advocate sex, alcohol, drugs, tobacco, gang affiliation, weapons or illegal activity will not be permitted. Phrases or symbols that marginalize others or depict bias are also not permitted. This includes confederate flags and swastikas.

Shirts, hats, (except for religious or medical reasons) or other items such as key chain tags are not allowed if they advertise alcoholic beverages, tobacco, drugs, gang affiliation or promote hate. All sexual, violent, or otherwise inappropriate pictures or printed messages are also prohibited.

Shorts and skirts should be of reasonable, modest length. Wearing spandex or lycra shorts or pants is discouraged except when worn under other shorts or skirts. Leggings must not be see-through.

Hats (except for religious or medical reasons) and other head coverings including hoods may be worn outside school buildings only. These must be removed anywhere inside the building.

Accessories. Footwear with rollers (ie: heelies, wheelies), spiked jewelry, large chains, or other such jewelry that can pose a safety hazard to students should not be worn at school. Wallet chains must be used appropriately. If they are used improperly, they will be confiscated and will only be returned to the student’s parents.

Note: Administrators will make the final decision regarding clothing/accessories of a questionable nature.

Early Dismissal

Students are not allowed to leave school during the day unless a parent or someone who has the parent’s permission picks them up at the main office. Students may be allowed to leave on their own only if a parent has made a specific request in writing. This request should be turned in to the main office. For appointments during the day, students should bring in a written request to the office. A pass for dismissal will then be issued. The student shows the pass to their teacher and is allowed to report to the office at the time indicated. This will ensure that your student is ready and waiting for you when you arrive to sign them out. School dismissal is at 2:05. To maintain safety, it would be helpful for parents to pick up their child at dismissal time, not before, unless there is a medical appointment or emergency situation. Your attention to this will provide for a safe learning environment.

Parents or guardians taking children from school for any reason must sign students out in the main office. This procedure is in effect between 7:10 am and 4 pm.

In special situations after consultation with a building level administrator, students may also be dismissed with individuals listed as an emergency contact.

Electronic Devices, Headsets, Radios, Laser Lights
Although we encourage and prefer that students not bring certain items to school, upon entering the building cell phones, music players, earbuds, radios, headsets, portable gaming consoles, cameras, etc. must be stored in lockers. The school is not able to guarantee the security of these items.

For health and safety reasons, students may not bring laser lights to school, unless being used under the supervision of a teacher for a class project.

**Eligibility for Sports & Activities**

Participation in interscholastic activities is a privilege that carries responsibility to self, classmates, school and community.

Students are expected to be in solid academic standing and meeting school expectations in order to participate. Any student who is not demonstrating these behaviors may be subject to being placed on probation.

Interscholastic requirement: students must receive a 2 or better for all Guiding Principles on their prior trimester report card and be receiving a 2 or better in all Guiding Principles in the current trimester prior to making the roster. Students who do not meet the Guiding Principle requirement may try out for an interscholastic activity but will not be placed on the roster until the student meets the necessary requirements.

Students who make a team or are participating in an activity, such as drama, may not quit in the middle of the season to join another club or activity.

When uniforms are issued, team members are expected to take good care of them and return them in good condition at the end of the season. Students with uniform or financial obligation to the athletic department will not be allowed to participate until given permission from the athletic director.

Prior to participating, interscholastic athletes are required to have: a physical examination every two years and a record of the physical examination on file with Health Services.

Conduct: Participation on Bonny Eagle Middle School athletic teams is a privilege. Students must at all times conduct themselves as ladies and gentlemen. This conduct expectation applies to classes, school, buses, practices and games. Punishment will be severe for poor sportsmanship. Players are expected to set a positive example at all times and respect peers, staff members, coaches, officials, spectators, equipment and facilities.

**Email and Internet (District Policy IJNDB)**

The MSAD #6 homepage address is: [http://www.bonnyeagle.org](http://www.bonnyeagle.org)

Important information can be found on our home page such as teachers and clans, lunch menus, sports and activities. Parents can also access their children’s grades through our Parent Portal feature. (see Parent Portal) Individual clans have links inside the BEMS link on our Home Page. Some of these sites have important clan announcements and homework assignments.

Teachers and staff at BEMS may be found on our middle school link.
School issued laptops contain filtering software and are often monitored at school and at home. School issued laptops are automatically shut off between the hours of 11:00 pm - 5:00 am

The use of the Email and Internet is a privilege. Inappropriate use will result in a cancellation of those privileges. The accepted rules of network etiquette include, but are not limited to the following:

*Never share your password with another student.
*Be polite: Do not make threats or get abusive in your messages to others. (Violators are subject to prosecution.)
*Use appropriate language. Do not swear or use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
*Do not use the network in such a way that would disrupt the use of the network by other users.
*Do not vandalize the computers or system in any way.

If an M.S.A.D. #6 user violates any of these provisions, his or her account may be terminated and future access could possibly be denied.

**Field trips**

MSAD #6 recognizes the educational value of school sponsored trips as a means of extending the curriculum as a vehicle for encouraging and supporting student participation in academic, artistic, and athletic competitions. School sponsored trips include field trips, competition trips and school sponsored excursions.

A field trip is defined as any trip organized and conducted by an employee of MSAD #6 as an integral part of the school curriculum. It takes place during the school day (may begin earlier in the day and end later in the day with the approval of the building principal). To be educationally beneficial, a field trip requires thoughtful selection, careful advance planning, and opportunities for students to assimilate the experience during the conclusion of the trip.

**Emergency drills**

Fire drills, evacuation drills, lockouts & lockdown drills are held periodically. All students must maintain good order during the procedure. Follow the instructions posted in each classroom and adhere to instructions given by your classroom teachers. Students should stay with their classroom teacher while outside, and are not allowed to enter any vehicle. Students who do not follow staff directions during a drill or emergency situation may be suspended from school for up to 10 days. Cell phone use is prohibited during these events.

**Any student who is uncooperative during an evacuation, lockdown or lockout will be suspended for up to ten days.**

**Food**

Consumption of food and beverages (with the exception of bottled water) is not permitted during school hours. (see Cafeteria or Hallway Expectations) In special circumstances, to promote learning, a teacher may waive this rule inside his/her own classroom. **For no reason should food or beverage be consumed near computers or laptops.** For health and safety reasons only non breakable containers are allowed in school.
**Fundraisers (District Policy JJE; JJER; JL)**

The M.S.A.D. #6 Board of Directors recognizes fundraising for student activities can be a positive educational experience; and therefore, should be done by the students who will directly benefit from the funds raised. The purpose for which a fundraising project is undertaken shall be related to a specific educational program. It shall not be in the category of materials, equipment, or activities which are considered basic to the educational program and normally funded by the District, unless approved in advance by the Superintendent of Schools or the Board of Directors.

Since fundraising is not basic to the educational curriculum, on task school time will not, as a rule, be used to plan or execute fundraising activities. The most educationally beneficial means of fundraising involves student talents and interests. Door to door sales or the sale of commercial products shall be prohibited. Each request to undertake fundraising must name a faculty advisor and state explicitly the goal and value of the activity or material to be founded.

Funds or contributions from community organizations or individuals will be accepted for approved projects or materials.

At BEMS all clans may hold one fundraiser, subject to principal and superintendent approval.

The sale of foods of low nutritional value described in MSAD #6 Wellness Policy are not permitted during the regular school day.

**Gifted and Talented Program (GATES) (District Policy IHBB)**

Gifted And Talented Education Services (GATES) program in MSAD #6. GATES is a comprehensive K12 program of formal and informal services provided to effectively nurture the learning needs of those highly able children who differ markedly in their cognitive and affective functions. GATES complies with the state mandated requirements for gifted programs.

The mission of the GATES program is to identify and meet the academic and emotional needs of gifted children. The GATES staff designs and provides opportunities that address both academic and social emotional needs through acceleration, enrichment and guidance.

Beginning in grade three, screening of all students takes place using objective data from the Northwest Educational Assessment (NWEA), which measures achievement in Reading and Math), and the Cognitive Abilities Test (CogAT), which measures cognitive reasoning. This is in addition to subjective data gathered through teacher nomination, parental input, and continued observation by the professional GATES staff. The district Child Study Team is convened annually to review all data collected and to identify students entering fourth, sixth and ninth grades. The GATES staff considers referrals of students who are new to the district or for whom we have new information. Parents may contact GATES staff at any time to discuss or to appeal the decision of the Child Study Team with regard to their child. Parental permission is required in order for students to receive formal GATES services.

**Grade Reporting System**

This model is designed to help schools create efficient and effective systems that will ensure all students graduate prepared to succeed in the college, careers, and communities of the 21st century. For this reason, our model is
focused on prioritizing and assessing the most critically important knowledge and skills, while also balancing high academic standards with the need for flexibility, responsiveness, and creativity in the classroom. Teachers have grade level performance indicators for each content area and assessments are being developed, implemented, and revised.

Parents have access to their children’s ongoing progress through the parent portal, and the length and level of detail of these reports will demonstrate the student’s knowledge and skills within each content area. Parent Teacher Conferences will be held twice a year. Report Cards will be available one week after the end of the trimester.

Trimester end dates are as follows: 12/4, 3/19, 6/25

Teachers will report on progress using Exceeds, Meets, Partially Meets, and Does Not Meet

Report cards are no longer mailed home. Parents can access this information by logging into their parent vue account in Synergy. To access this information please log in to: https://me-bea.edupoint.com

Hallway Expectations

BE Safe
* Keep hands, feet, and belongings to yourself
* Walk at all times

BE Responsible & Productive
* Have permission to be out of class
* Store all nonessentials in lockers between 7:25-2:00
* Laptops should be in cases and zipped when not in use
* Open containers of food and clear liquids are allowed in cafeteria and within classrooms with adult permission
* Keep locker area and hallways clean

BE Polite & Respectful
* Move quietly and directly to your destination
* Walk on the right side of the hall
* Stand against the wall while waiting to get into a classroom or when getting a drink of water

Hall Passes
If you are out of class, you need a pass. Additionally, students will need to sign out of their classrooms with first and last names plus their destination, and time in and time out so we can stay organized and accountable.

**Harassment Policy 4 step process**

We want to create a safe learning environment at Bonny Eagle Middle School. All forms of harassment (sexual, religious, racial, and ethnic) are prohibited. Generally, when individuals harass others, the following steps are taken:

Step 1. Student informs the teacher and the teacher intervenes. If harassment continues;

Step 2. Student(s) involved referred to administrator

*Meeting with student(s) involved together or separate
*Discuss/review harassment policy, implications
*Discuss expectations, plan for future
*Parents of students involved notified by an administrator
*Formal discipline (at discretion of administrator)

If harassment continues;

Step 3. All of the above, but the meeting involves the person(s) doing harassing, with parents, district harassment officers, and/or someone from law enforcement to explain legal implications, rights. Usually a more formal discipline. If harassment continues;

Step 4. Above repeated, victim’s parents informed by law enforcement of legal rights (file complaint, restraining order). Can suspend for up to 10 days.

In serious instances, steps 1, 2, or 3 could be eliminated, at the discretion of the administrator or the harassment officer. (see Bullying)

**Hazing**

Maine statute 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.”

It is the policy of the Board that 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.

No administrator, faculty member, or other employee of M.S.A.D. #6 shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities.
Persons not associated with M.S.A.D. #6 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.

Administrators, faculty members, students, and all other employees who fail to abide by this policy, may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with M.S.A.D. #6 which 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.

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

The Superintendent shall assume responsibility 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 as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

Health (District Policy JRA; JICH; EBAA; JLCD; JLCB; JLCD-R; JLCD-A; JLCDE2)

OSHA regulations restrict the use of many chemicals, cleaning agents, and other substances in school. Therefore, for health and safety reasons Bonny Eagle Middle School does not permit students to bring spray bottles and/or cans to school. This would include perfumes, colognes, etc. A MSDS notebook is kept in the main office and custodial office as a reference for all chemicals kept in the building.

Immunizations Requirements:

The Maine immunization program, Division of Disease Control’s immunization requirements for students are the following immunizations:

**Diphtheria/Tetanus/Pertussis (DTP):** Five doses of any DTP containing vaccine or DT (pediatric). If the fourth dose was administered on or after the fourth birthday, then only four doses are required. The first dose must be administered at least six weeks after birth. The first three doses must be given at least four weeks apart and the fourth dose must be given at least six months after the third dose. Td (Adult) may be substituted for DTP containing vaccine for non-immunized or incompletely immunized students who have reached the seventh birthday. If administering

**Td (Adult) vaccine,** only three doses are required, with the first two doses given at least four weeks apart and the third dose given six months after the second. The first dose given after age seven should be a Tdap vaccine.

**Tetanus/Diphtheria/Pertussis (Tdap):** Effective for the start of school year 2017, one dose of Tdap vaccine is required for children entering 7th grade.

**Measles/Mumps/Rubella (MMR):** All students in grades kindergarten – 12 will be immunized against measles, mumps, and rubella with two doses of MMR vaccine, provided the first dose is administered no sooner than 12 months of age and at least four weeks separate the two doses. Poliomyelitis: Four doses of oral polio vaccine (OPV). The first dose of OPV must be administered at least six weeks after birth, with subsequent doses given at least four weeks apart.
The fourth dose is not needed if the third dose is given on or after the 4th birthday.

Or

Four Doses of Inactivated Polio Vaccine (IPV): The first dose of IPV must be administered at least six weeks after birth, with subsequent doses given at least four weeks apart. The fourth dose is not needed if the third dose is given on or after the 4th birthday. An all-IPV schedule is the preferred schedule for routine polio vaccination, including children who began the series with OPV. If a child receives both types of vaccine, four doses of any combination of IPV or OPV by four through six years of age is considered a complete polio vaccination series.

Varicella: One dose of varicella vaccine is required for children in grades kindergarten through 12.

Any such immunizing agent must meet the standards for such biological products as are approved by the United States Public Health Service.

Quadrivalent Meningococcal Conjugate Vaccine (MCV4): Effective for the start of school year 2018, one dose of MCV4 is required for children entering 7th grade. Any child entering 12th grade is required to receive two doses of MCV4. The first dose shall have been received on or after the 11th birthday, and the second dose shall have been received on or after the 16th birthday, at least eight weeks after the first dose. If the first dose is administered when the child is 16 years of age or older, only one dose is required.

The BEMS Health Services Staff is available for any questions or concerns about your child’s health and wellbeing.

Medication:

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over the counter medications prescribed through a standing order by the student’s health care provider.

Although MSAD 6 discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student’s chronic or short term illness, injury, or disabling condition may require the administration of medication during the school day.

In the event that no reasonable alternative exists, a parent/guardian may request in writing that medication be administered to the student during the school day. The parent will obtain a copy of M.S.A.D. #6’s Permission to Administer Medication in School form from the school nurse. This form must be completed by the parent and health care provider prescribing the medication and returned to the school before any medication, including prescribed and non prescribed “over the counter” medications (such as Tylenol/Acetaminophen or Motrin/ibuprofen/Advil) will be administered at school. If the nurse has any questions or concerns, he/she will contact the parent and/or health care provider, as appropriate. The nurse may consult with the building administrator and/or school physician as necessary to resolve the situation.

Any change in a medication order requires the completion of a new Permission form. Requests are valid for the current school year only.
The parent is responsible for notifying the school nurse if a medication is discontinued and removing any remaining medication. All medications not removed by the parent at the end of the school year will be properly disposed of by the school nurse.

The student’s parent will deliver any medication to be administered by school personnel to the school in its original container, along with the Permission form. In the event that delivery is not practical, the parent must contact the school nurse to make alternate arrangements.

No more than a 20 day (one month) supply of medication will be kept at school.

Medication records will be maintained as part of a student’s health record and made available to parents in accordance with the Board’s policy on student education records.

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

Under special medical circumstances, students may be allowed to possess and self administer a specific prescription. Any such request will be reviewed and approved or disapproved by the school nurse in consultation with the building administrator and school physician.

A student’s authorization to possess and self administer medication may be limited or revoked by the building administrator after consultation with the school nurse and the student’s parents if the student demonstrates inability to responsibly possess and self administer such medication.

**Sharing, borrowing or distribution of medication is prohibited.** The student’s authorization to self administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy under the Board’s policy on student alcohol and drug use.

M.S.A.D. #6 reserves the right to inspect any medications in a student’s possession.

**Pediculosis:**

In accordance with the Centers for Disease Control and the American Academy of Pediatrics, students with Pediculosis (head lice) no longer need to be excluded from school. In the case of difficult individual cases, the school nurse will develop a plan with the student, the student’s family and other staff members as appropriate with a goal of limiting loss of class time.

Latex Policy: M.S.A.D. #6 recognizes allergic reactions to latex have become an increased health risk, sometimes life threatening. Therefore, no latex gloves or latex balloons are permitted in schools.

Additionally, M.S.A.D. #6 encourages the purchase of nonlatex products.

**Animal Policy:**

It is the intent of M.S.A.D. #6 to provide a healthy learning environment for all students. The District recognizes that animals have been part of the learning experience at school for many years and they have beneficial and therapeutic effects for some students including acceptance, bonding, caring, and teaching of responsibility.
However, for students with certain health conditions, animals can trigger reactions that, in some cases, can be severe. Potential consequences could include allergic reactions, scratches and bites, infections, and infestations.

**Vision and Hearing Checks:**

School volunteers, under the direction of the school nurse, perform vision checks on all students in grade 7. Any students who do not pass the screening will be rechecked by a school nurse and parents are notified if any concerns are found.

The superintendent may direct the nursing staff to do other screenings.

**Health Services**

A nurse provides assessment and care of ill and/or injured students; vision, hearing; and limited health counseling. A student must obtain a pass from a teacher to visit the nurse. All dismissal from school due to illness or injury require verbal consent from a parent or legal guardian. Please have a plan in place and emergency information available in Synergy (and update it when changes are made) should the need arise for your child to be dismissed due to illness. All dismissals for illness need to be completed through the health services. Your child and the school should know the location(s) and phone number(s) of parents.

**Homework**

Homework is designed to be a practice of what is learned in the classroom. All students should read each day and practice grade level math concepts. Homework is differentiated and any questions regarding homework, please contact teachers directly.

Please allow twenty-four hour notice for requests of missed work.

**Illnesses/Injuries at School**

Students who become ill or are injured at school should report their problem to any staff member so they can be sent to Health Services. Generally, dismissal for illnesses or injuries will be processed through Health Services.

**Insurance**

School accident insurance is available for all students at a nominal fee to parents. Information is sent home on the first day of school but can also be obtained at other times of the year by calling the school office.

**Internet Use and Internet Safety (District Policy IJNDB; IJNDBR)**

Maine School Administrative District 6’s (MSAD 6) computers/devices, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying procedures (IJNDB-R) also apply to laptops/devices issued directly to students, whether in use at school or off school premises.

Compliance with MSAD 6’s policies and rules concerning computer/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 computer/device privileges limited, suspended or revoked. The building administrator will have the final authority to decide whether a student’s computer/device privileges will be altered, based on the circumstances of the particular
such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

MSAD 6 computers/devices remain under the control, custody and supervision of the district at all times. Technology protection measures are in place and are used for all Internet access. Computer/device and Internet activity by students and adults monitored according to district policy. Students have no expectation of privacy in their use of school computers/devices, whether they are used on or off school property.

MSAD 6 utilizes filtering technology designed to block materials that are obscene or harmful to minors, including pornography. MSAD 6 takes precautions to supervise student use of the Internet and has a plan for the education of minors about appropriate Internet Use, online behavior, including interacting with other individuals on social networking websites and in chat rooms, the dangers of engaging in “hacking” and other unlawful online activities, and issues surrounding “sexting” and cyberbullying awareness and response, but parents should be aware that MSAD 6 cannot reasonably prevent all instances of inappropriate computer/device use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school.

Students and parents will be informed of this policy and the accompanying rules through handbooks, the school website and/or other means selected by the Superintendent. Parents who do not wish for their student to have Internet access will need to notify the principal in writing.

The Superintendent or his/her designee will be responsible for integrating age-appropriate Internet safety training and “digital citizenship” into the curriculum and for documentation of Internet safety training.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying procedures. Additional administrative procedures or school rules governing the day-to-day management and operations of MSAD 6’s computer system may be implemented by the building administrators or Technology Director, consistent with Board policies and rules.

**Intramural Activities**

All students at Bonny Eagle Middle School are encouraged to participate in after school activities. Our school offers programs for boys and girls of different interests and abilities.

There are intramural activities for any 6th, 7th, and 8th grade students who would like to participate. Staff members supervise various intramural activities on many Monday through Thursday afternoons from 2:15 to 4:00 P.M. Students have the opportunity to take the activity buses home at 4:05 P.M. with a bus pass. Students do not need to have a school physical to participate in intramurals but must meet the eligibility requirements. With the exception of those who are homeschooled, when school is in session, students must be in attendance for a full day to participate in any sport or activity. This provision includes meetings, practices, dances, concerts, and competitions. Exceptions will be made for school sponsored field trips, bereavement, and doctor’s or dental appointments with a note. Special exceptions may be allowed at the discretion of the principal.

Students who are not selected for an interscholastic team can transfer to any of several intramural sports being offered during that season.

Intramural activities may include:
ALATEEN, Art Club, Knitting Club, Science Club, Social Studies Club, Writer’s Club, Civil Rights Team, Ski Club, Intramural Tennis, Garden Club, Book Club, Craft Club, Learning Lab, Dance Club, Gaming Club, Chess Club, Archery, Scrapbook Club, STEM, Improv Club, Lego Robotics

This list is subject to change based on student demand. Students wishing to propose a new club should meet with the Dean of Students to develop a plan.

**Laptops**

The Maine Learning Technology Initiative will provide every student with a computer. The computers are on loan from the Maine Department of Education to students and are to be handled with the greatest of care. Each computer is fitted with a carrying case that must remain with the computer. All students and parents can be held liable for intentional or negligent damage of the laptop computers. Students who intentionally damage, misuse, or leave the laptops unattended will be held responsible. Consequences include phone calls home, temporary loss of privileges and/or restitution for replacement or repair.

If damage is done to a laptop, parents/guardians will be billed for damages. If fees go unpaid, fees will carry forward from one school year to the next and from school to school. Students will not be allowed to take laptops home until the fees are paid. Students who are responsible for damaging other student’s laptop may be held financially responsible for the damage.

All students are expected to use desktops/laptops and follow the MLTI Rules given them at the start of the year and are listed on our school website. Any student visiting or downloading information from inappropriate websites will be subject to appropriate disciplinary actions as stated under the Level 1, 2, 3, or 4 offenses.

Students are only allowed to have access to their laptops after a parent/guardian has attended a laptop informational meeting with administration. Students in grades 7 & 8 are allowed to take home their laptop computer, unless the student has unpaid fees. Under the following Board policy and administrative rules: IJND School Website Policy, IJNDR Web Site Rule, IJNDB Student Computer and Internet Use, IJNDCR Laptop Take Home Guidelines. Parents who want children to bring home computers must complete an orientation outlining acceptable use. Information about this orientation is sent home with students in the fall.

**Library**

The Mark Norton Memorial Library rules for library circulation:

1. Students will be limited to three library books. Books may be checked out from the library for 3 weeks. Reference books, reserved books, and magazines are limited to one overnight usage. Books may be renewed for an additional period unless the book is on reserve.

2. Students having overdue books will not be allowed to take out any materials until the overdue books are returned or paid for.

3. If a book is lost, damaged or misplaced, the student will be expected to pay for the cost of the book.

**Lockdown and Lockout**
LOCKDOWN - During a lockdown staff and students stay in their classroom as there is a potential threat in or near the school building. Everyone stays quiet and out of sight. Teachers secure the classroom.

LOCKOUT – During a lockout staff and students stay in their current location. Classes will be conducted with “business as usual”. A lockout could be for a variety of reasons, such as a wild animal outside the school.

Lost and Found

When items are found, they are turned into the lost and found. Lost and found can be found outside the Mark Norton Memorial Library. Lost and found items are retained for a period of time and then donated.

MLTI Invoicing (District Policy IJNDBR)

Students will be invoiced in accordance to IJNDBR for damages not covered under the manufacturer's warranty. Once damage has been documented by a third party vendor student’s will receive an invoice from the Director of Technology. Students will not be reissued their MLTI device until payment has been received or payment plan has been established.

Invoice structure:

* $100 first damage
* $250 second damage
* Total cost of repair for third damage
* $400 for liquid spills

*$400 for units that have to be replaced due to extensive damage and units have to be replaced.

Invoice letters will be sent by the Director of Technology, as soon as a damage report is received, by a third party vendor.

Follow up letters will be sent if payment is not received or the family of the student has not contacted the school or Technology Department to set up a payment plan after 30 days. Students may also develop a plan in which they work off their damage. These plans are at the discretion of the Administrators.

Lockers

Students are advised that all lockers at BEMS are the property of M.S.A.D. #6. For health and safety reasons school officials reserve the right to inspect them at any time.

Students are reminded they should never share their lockers or give their combinations to others. If a student has any difficulty opening or securing a locker, he or she should report the problem to their homeroom teacher, the school custodian, or to the staff in the main office. The school does not accept responsibility for items taken or stolen from lockers.

No School Announcements
During the winter months, if roads are impassable, Superintendent of Schools will close schools for the day. Please check local television or radio stations. Should bad weather or other emergencies require the closing of school during regular school hours, please make arrangements for the care of your children should they not find you at home. While it does not happen often, it is sometimes necessary to close school early. **Your child should know what to do if he/she finds no one at home.** The decision to send children to school ultimately rests with the parent. If, in your opinion, school is held and you feel it would not be safe to ride the bus, please have your child stay home or should you wish, transport your child yourself to school.

Your child should know what to do if he/she finds no one at home. The decision to send children to school ultimately rests with the parent. If, in your opinion, school is held and you feel it would not be safe to ride the bus, please have your child stay home or should you wish, transport your child yourself to school.

Our school district now utilizes a service called Synergy Messenger, which will send personalized voice messages to telephones and/or cell phones, as well as text messages and/or email messages. Parents can specify at which number(s) they wish to receive these messages by informing school staff or through the Synergy Parent Portal.

**Office Detention Rules**

Detention begins promptly at 2:15 pm. Office detentions end at 3:15 pm.

- Parents will need to come into the building to dismiss their child through the main office. The student may take the activity bus home, *only if it is their first detention of the year.* All subsequent detentions require parent pick up.

- Students who arrive late to detention will be assigned an additional detention

- Students must bring reading or writing materials with them and must write/read the entire time.

- Students may not eat, sleep, talk or listen to music listening devices while in detention

- Students removed from detention will not receive credit for any time served.

- Parents will be given 24 hours notice (if needed) for serving an office detention. Athletic events or work are not permissible reasons to be excused from office detention.

- Skipping an office detention will result in assignment of two office detentions.

- Changes in detention date must be requested by a parent/guardian in advance through the principal’s office.

**Parent and Community Council**

The Parent Community Council meets periodically throughout the year. Meetings are held at the middle school. Contact our main office for more information.

**Parent Conferences**
Parent conferences are held in the fall of each year. In late winter/spring the school will host a student showcase. Scheduling conferences are done online and notices to parents/guardians are made through our Synergy Messenger system. Parent conferences are usually held between 4:00 – 7:00 p.m.

**Parent Portal**

MSAD #6 is committed to providing parents with the information that they need to help their students be successful. The EduPoint Student Information System provides a comprehensive Parent Portal, which gives parents access to attendance, grades and other information. Parents may establish an account in the Parent Portal to access up to date, key information about all the students in their family beginning the first day of the school year.

**Pathfinder Program**

The mission of the Pathfinder Program is to improve the academic performance, raise the expectations and expand the opportunities for the success of its students. This holistic approach reinforces the inclusion process while building self esteem, responsibility, and dignity in all its members. It utilizes existing school services, academic programs and the entire staff without making any student participant feel isolated or insignificant. It builds self confidence through the effort and vigor of new and challenging experiences. It demonstrates respect for teachers and individual differences by understanding oneself. Achievements have no limits. It places responsibility for academic improvement discipline on its participants. But above all, this program provides an opportunity for poorly motivated students to immerse their energies. Students must complete 50 80 hours of wilderness training after regular school hours before they qualify for the expedition level. Upon successful completion of these specific skills and documented academic improvement from their teachers, students are now allowed to leave their school on an expedition into Maine’s beautiful wilderness to test their skills with peers and staff.

The 6th grade Pathfinder Program is offered exclusively for grade 6 students. Although its mission is the same, it does not offer the outdoor adventure experience. Instead, it offers a series of challenge activities for students after school.

**Physical Education**

Each student is required to participate in Physical Education. It is recommended that all students change into Athletic Apparel and Sport clothing. It is REQUIRED that sneakers be worn during all Physical Education classes. Unacceptable footwear includes; boots, crocs, flip flops, slides, etc. Gym lockers are available and students are encouraged to bring their own lock to secure their items in each locker. All students are to participate in Physical Education classes unless they have a written medical excuse from their doctor.

**Plagiarism**

Plagiarism, copying someone else’s work and taking credit for it as your own, is cheating and is not permitted at Bonny Eagle Middle School. Depending on the severity and specific nature of the case, students caught plagiarizing will have parents notified by a teacher, be reassigned work, or be assigned detention. In extreme cases students may be referred to an administrator for further disciplinary action.

**Privacy (District Policy JIHR)**
Students should not expect their lockers to be completely private. Under Board Policy NEPN/NSBA Code: JIHR the school reserves the right to search or clean lockers without warning. Upon request, parents may also inspect their child's locker.

Students should have the same expectation for their laptops and any computer files which they keep on the school's computers. Student files are periodically scanned to make sure that they only contain appropriate material.

From time to time Bonny Eagle Middle School celebrates its students’ accomplishments by publishing pictures, quotes, writings, and other articles of interest through local media and M.S.A.D. #6 publications. These may include television, radio, newspaper, yearbook, M.S.A.D. #6 Web Page, and local bulletin boards. We feel this is an excellent way to promote positive school happenings, develop self esteem in our students, and instill a sense of school pride within the communities we serve. If you choose not to have your son’s or daughter’s picture made public, please notify the principal in writing through a letter or the appropriate form sent home in the first day packet.

**Questioning of Students (District Policy JIHR)**

Under Administrative Rule NEPN/NSBA Code: JIHR school administrators are under no obligation to notify a student’s parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules, and/or federal/state laws.

School administrators will inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators will make a reasonable effort to question the student in a location out of the sight and hearing of other students.

*If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.*

**Retention (District Policy IKE)**

Experience shows that students who are retained in the upper grades usually drop out before completing high school. Students are unlikely to succeed after retention if they have been retained before, are more than a year older than their classmates, have social problems, or if their parents oppose retention.

**Response To Intervention (RTI)**

It is the mission of M.S.A.D. #6 to assist all students in achieving success in a safe school environment. The RTI team (RTI is a group of district professionals who develop strategies to assist students with problems which may interfere with healthy, productive learning. RTI teams are school based teams which serve as resources for teachers, parents, and principals in addressing the needs of students. Interventions of the RTI team can be an effective pre-referral for special education but are not requirements of the special education due process, programs, or services.

The RTI team would provide assistance in the following categories:

Academic: Work completion, work initiation, distractedness, difficulty connecting to curriculum.
School Behavior: Focus in class, off-task behaviors, truancy, friendship issues.

Emotional and/or Home Issues: Homeschool concerns, disconnectedness, anxiety or depression.

RTI Procedure: RTI Teams meet once a month to discuss student progress or concerns as a clan. The team then meets to strategize and come up with a plan of action. A followup meeting is set for a later date to monitor the progress of the student.

For intervention, typical strategies for intervention may include study buddies, peer helpers, academic intervention, behavioral contracts, class modifications, guidance counseling, homework plans, etc.

Restorative School Practices

Restorative practices build caring school communities that support students, staff and administrators in feeling connected and respected, which enhances learning outcomes. Restorative practices create safe schools where all members of the community are accountable for their actions, resolve conflicts, create positive relationships, and build an inclusive, respectful school culture.

School Threat Protocol

MSAD 6 employs a wide variety of procedures to ensure the safety of all students and staff. This includes preparing for and responding to verbal and online threats. We investigate all reported threats and take action as necessary.

Threat Investigations

When a threat is reported to school staff, immediate steps are taken to ensure the safety of students, staff and property. It is important to note that investigations and subsequent threat assessments are prompted by a student’s behavior, not by a student’s demographic or personal characteristics. The scope of the investigation in any given case will be determined by the severity of the threat and the age of the student(s) involved, and among other factors. Depending on the circumstances, the investigation may include:

- Interviews with involved students, and staff
- Search of a backpack, pockets, locker, classroom, vehicle or other building area.
- Search off a student’s laptop computer and cell phone.
- Parent meetings or phone interviews
- Contact to law enforcement
- Visit to the home
- Other investigative steps as suggested by law enforcement or the district administration

If at any time, the investigation indicates an immediate risk to students, staff or property, the school will enact emergency protocols and work collaboratively with law enforcement.

Threat Response: Discipline and Restorative Practices

MSAD 6 administrators implement a response and accompanying discipline that are tailored to the conduct at issue and consistent with our District’s policies on student conduct. There are a range of interventions that can be utilized to help the student understand how his or her conduct has impacted others and to ensure the safety of the school community. These include but are not limited to the following:

- Mandatory meetings with school counselors or social workers
- Restorative circles
- After school detention
- No contact contract
- Loss of computer/technology privileges/cell phone access
- Undergo a threat assessment conducted by a psychologist
- Meet with the District’s Affirmative Action Officer
- Referral to law enforcement
- Community service
- In-school or out-of-school suspension
- Referral to the MSAD 6 Board of Directors for an expulsion hearing.
- Community service
- In-school or out-of-school suspension
- Referral to the MSAD 6 Board of Directors for an expulsion hearing.
- A re-entry or restitution plan

Supporting Victims and Promoting a Safe Environment
MSAD 6 schools work hard to support students impacted by threatening behavior so that they can fully participate in their education and feel safe. Support may be provided by school administrators, school counselors, social workers, or teachers. Safety plans are often developed to help victims navigate school moving forward. Victims may also benefit from participation in a mediation or restorative circle; such practices are encouraged but not required.

Please don’t hesitate to contact your school administrator or the MSAD 6 Superintendent’s Office if you have any questions about our threat response practices.

Security Protocols

Our staff recognizes that in our school and school community there exists the potential for a serious incident involving the health, safety, and well being of its members. With this in mind, the Crisis Team has established specific procedures that are practiced throughout the year so that staff and students are familiar with what is expected should we experience a situation.

Searches of Students, Personal Property in Students’ Immediate Possession (District Policy JIH) Under Board Policy NEPN/NSBA Code: JIH school administrators are authorized to search students and/or personal property in students’ immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.

All searches of students and/or their personal property, will be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.

Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat downs and searches of the student’s outer clothes (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified. If a strip search appears to be necessary, law enforcement authorities will be contacted.

Searches which disclose evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

Social Media (District Policy JICK)

Students who post information on social media sites like Twitter, Facebook, and YouTube, will be subject to disciplinary action if that information interrupts the learning process and will be subject to the same disciplinary action as if actual words were spoken to the victim. Harassment, taunting, name calling, and bullying, of any person in our school community on social media will not be tolerated. Consequences may result in a meeting with the
MSAD #6 Affirmative Action Officer, a law enforcement officer, and or a complaint to the Maine Humans Rights Commission.

**Special Education/Section #504 Information and Referrals**

Bonny Eagle Middle School provides special education and Section #504 services to all students who qualify under state and federal guidelines. Any parent who wishes to refer their child or have more information on our special education services or the referral process should ask a school counselor, administrator, or any special education teacher. More information regarding all special services can be found on our website http://www.bonnyeagle.org/departments

**Special Programs**

Counseling Services:

School Counselors  The goal of our school counseling program is to work with you and your child to facilitate academic, social, and personal growth. The combined effort of school and home enhances school success for our students. We welcome you to contact us whenever you have a question or concern. Students, parents, teachers, and administrators refer students for our services.

IEP School Social Worker/General Education Social Worker  Ongoing individual counseling is available for students who are recommended through the IEP Team process. This program is reserved exclusively for special education students. There is also a Social Worker for regular education students on an as needed basis when issues rise beyond what a school counselor would address.

Health Affiliates of Maine and Sweetser  These positions are School-Based Clinicians licensed by the State of Maine to provide counseling services. This service provides the same level of counseling as would be received at an outside agency, but is located in the school for the convenience of families while allowing continuous feedback between the clinician and the school. Typical referrals are for emotional and/or behavioral problems. This service is reimbursed by the student's family insurance. Maine Care clients are always welcome, as are most private insurance programs. Students can be seen individually or with family members as needed. Students can be seen for up to two hours a week. Referrals from teachers should go through the guidance office. That said, teachers are always welcome to talk over concerns with the clinician to help determine if a referral is warranted. Students and parents can also self refer by contacting the clinician directly. In all cases parental permission is required.

Students are referred by Administration, Guidance, Teachers and other school staff, parents, friends, and through self referral.

**Staff Conduct with Students (District Policy GBEBB)**

The M.S.A.D. #6 School Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purpose of this policy, staff members also include school volunteers. School Policy: The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.
Students and/or their parents/guardians are strongly encouraged to notify the principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

**Student Records**

FERPA stands for the Family Education Rights and Privacy Act. It is federal legislation that protects the privacy and confidentiality of student information and records. This act details how parents, agencies, institutions and other persons are able to access information contained in school files. School personnel who are directly involved with a child’s educational program are able to peruse the child’s record when planning educational programs. Only directory information (name, grade, etc.) is ever shared with the public. All employees must keep all information regarding all students confidential unless acquired through legal guidelines. For more information, please contact Jen Donlon at the Superintendent’s Office.

**Release of Student Information:** As per M.S.A.D. #6 policy, "Directory information" including the student's name, school activities, awards, and height and weight (when appropriate for athletic events) is released to the news media, and for such publications as the school yearbook, honor roll, programs for student activities, etc. If you do not want this information sent, please notify the school in writing by September 30, 2014.

If a custodial parent/guardian wishes MSAD#6 schools to comply with provisions of a court order restricting access to a child, a certified copy of the most recent court order must be attached.

The school also forwards educational records to any school in which a student seeks or intends to enroll upon the written request, via signature on a release of records form by the parent or guardian.

**Tardiness (District Policy JEAA)**

Students who arrive after the beginning of homeroom period (7:30 A.M.) are considered tardy. Any student who arrives late must report to the main office and receive a pass before going to class. Students signing in at the office without parent or note will be marked unexcused until notification from the parent is received.

**Telephone Calls**

Because calls interrupt teaching and learning time, we do not page students for phone calls. Special exceptions are made for emergencies. In most cases we try to deliver **all incoming calls for students in the form of a message**. Students are not allowed to use cell phones. Students are allowed to use the classroom telephone, in special circumstances, approved in advance by the teacher.

**Textbooks**

Textbooks are loaned to students for use during the school year. They are expected to take good care of these books and return them in good condition at the end of the year. The school will need to bill parents for lost or damaged books.

**Theft**

Bonny Eagle Middle School has implemented many security measures, yet some thefts occur each year. Unfortunately, the school cannot take responsibility for items which are lost or stolen. Administrators and teachers
do investigate these matters and administer appropriate consequences when a theft occurs. In severe cases, the Buxton police will also be notified.

Perhaps the best solution to this problem is to prevent it from happening in the first place. Experience has shown us that students should not bring valuable possessions to school (i.e., electronic devices, sports cards, game cards, cameras, or large sums of money). It is important to write a student’s name with a permanent marker in his or her jacket, hat, sneakers, etc. This helps settle disputes over ownership of identical items and helps the office staff find the owners of lost items. It also helps in the recovery of stolen items.

Every student is provided with two lockers for his or her personal use. All hall lockers have built-in locks. Our lockers are not as secure as one might expect. Students should never share their lockers or combination with others. Valuables should not be left in a locker.

Traffic and Vehicular Safety

The driveway in front of our school is for bus loading, unloading, and general traffic flow. We kindly ask that vehicles be parked in the parking lot and that students, staff and visitors use designated walkways to enter the school. A permit must be displayed to park in the designated handicap spots in our parking lot.

Truancy

§5051-A. Truancy

1. Truant. A student is truant if the student is subject to section 5001-A and:
   A. [2007, c. 304, §5 (RP).]
   B. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or [2007, c. 304, §5 (AMD).]
   C. Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. [2007, c. 304, §5 (NEW).]

[ 2011, c. 614, §13 (AMD). ]

2. Procedures; written notice; referral. This subsection governs the procedure to be followed when a student is truant.
   A. [2011, c. 614, §13 (RP).]
      A-1. The principal, upon determining that a student is truant under subsection 1, shall notify the superintendent of the student's truancy within 5 school days of the last unexcused absence. [2011, c. 614, §13 (NEW).]
      A-2. A student who is determined truant under subsection 1 must be referred to the school's student assistance team or the school personnel designated by the superintendent in accordance with the school administrative unit's intervention system under section 4710 to determine the cause of the truancy and assess the effect of the student's absences, as well as any future absences for the student. If it is determined that a negative effect exists, the student assistance team or the school personnel designated by the superintendent in accordance with the school administrative unit's intervention system under section 4710 shall develop an intervention plan to address the student's absences and the negative effect of these absences. An intervention plan may include, but is not limited to:
         (1) Frequent communication between the teacher and the family;
         (2) Changes in the learning environment;
         (3) Mentoring;
         (4) Student counseling;
         (5) Tutoring, including peer tutoring;
         (6) Placement into different classes;
         (7) Consideration of multiple pathways as described under section 4703;
(8) Attendance contracts;
(9) Referral to other agencies for family services; and
(10) Other interventions, including, but not limited to, referral to the school attendance coordinator, student assistance team or dropout prevention committee.

Failure of the student or the student's parents to appear at scheduled meetings does not preclude the school administrators from implementing an intervention plan to address the student's truancy. [2011, c. 614, §13 (NEW).]

B. [2011, c. 614, §13 (RP).]

B-1. The superintendent shall develop procedures to refer a student who is truant to the student assistance team or the school personnel designated by the superintendent in accordance with the school administrative unit's intervention system under section 4710 in accordance with this section. These procedures may include, but are not limited to:

(1) Identifying school personnel responsible for notifying the student assistance team or the school personnel designated by the superintendent in accordance with the school administrative unit's intervention system when a student is truant;
(2) A process for referral of a student who is truant, including identifying school personnel responsible for inviting the parents and the student to participate in any meeting that results from this referral;
(3) A timeline for setting up a meeting and developing an intervention plan under paragraph A-2;
(4) A plan for dealing with future absences of a student who is truant; and
(5) A plan for reporting of the results of the intervention plan developed pursuant to paragraph A-2. [2011, c. 614, §13 (NEW).]

C. If the intervention plan developed pursuant to paragraph A-2 is unable to correct the truancy of the child, the superintendent shall serve or cause to be served upon the parent in hand or by registered mail a written notice that attendance of the child at school is required by law. The notice must:

(1) State that the student is required to attend school pursuant to section 5001-A;
(2) Explain the parent's right to inspect the student's attendance records, attendance coordinator's reports and principal's reports;
(3) Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with section 5053-A and will jeopardize the student's status in the grade that the student is in;
(4) State that the superintendent may notify the local law enforcement department of a violation of section 5053-A and the Department of Health and Human Services of a violation under subsection 1, paragraph C; and
(5) Outline the plan developed to address the student's truancy and the steps that have been taken to implement that plan. [2011, c. 614, §13 (AMD).]

D. Prior to notifying the local law enforcement department under paragraph E, the superintendent shall schedule at least one meeting as required in paragraph B-1 and may invite a local prosecutor. [2011, c. 614, §13 (AMD).]

E. If, after 3 school days after service of the notice referred to in paragraph C, the student remains truant and the parent and student refuse to attend the meeting scheduled according to paragraph D, the superintendent shall report the facts of the unlawful absence to the local law enforcement department, which may proceed with an action to enforce section 5053-A against the parent unless the student is at once placed in an appropriate school or otherwise meets the requirements under section 5001-A. [2011, c. 614, §13 (AMD).]

F. When a student is determined to be truant and in violation of section 5001-A and the student assistance team or the school personnel designated by the superintendent in accordance with the school administrative unit's intervention system under section 4710 and the superintendent have made a good faith attempt to meet the requirements of paragraph B-1, the superintendent shall notify the school board of the student's truancy. [2011, c. 614, §13 (AMD).]

3. Reports. This subsection applies to reports of truancy.

A. A superintendent shall submit an annual report to the commissioner before October 1st. The report must:
(1) Identify the number of truants in the school administrative unit in the preceding school year;
(2) Describe the unit's efforts to deal with truancy;
(3) Account for actions brought under this section including the number of truants reported to the student assistance team or the school personnel designated by the superintendent in accordance with the school administrative unit's intervention system under section 4710; and
(4) Include any other information on truancy requested by the commissioner. [2011, c. 614, §13 (AMD).]
B. The commissioner shall submit an annual report to the Governor and the Legislature before January 15th. The report must aggregate the information provided by superintendents under paragraph A and must evaluate the effect of state laws on the incidence of truancy. [2003, c. 533, §3 (NEW).]
   [ 2011, c. 614, §13 (AMD) .]
SECTION HISTORY

Vandalism

Vandalism is a serious offense and students are held responsible under the rules specified in the Behavior Section of this Student Handbook. BEMS reserves the right to bill students/parents for the cost of replacing and/or repairing any school property that is damaged or vandalized.

Violence and Threats (District Policy JICC)

Students shall not engage in violent or threatening behavior. Prohibited behavior includes 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;

Visitors

All visitors at BEMS must report directly to the main office and sign in before proceeding to their destination within the building. Generally, because our school is large, we do not encourage students from other schools to visit with staff or students. For safety and educational reasons, parents wishing to meet students at school are expected to wait in the office. Special exceptions for other visitors can be made for educational purposes when advance notice is provided to the School Administration.

Volunteers

We are very grateful for the active involvement of so many community members. Volunteers are always needed and appreciated for the variety of support they provide, including library assistance, classroom support, athletics, chaperoning, and support with special projects. Volunteers have also provided enrichment by serving as guest speakers or sharing special skills and talents. All volunteers need to complete the volunteer registration form found on our district webpage. This form needs to be completed annually. Completed forms can be dropped off in the main office.