

Dear Students,

WELCOME to Biddeford Middle School for the 2011 – 2012 school year! We hope that the middle school experience will provide you with many opportunities to learn and grow! This handbook has been prepared to help you and your parents understand the guidelines, which are in place to promote an atmosphere for learning. Middle school years are exciting years – a time of growth and change – full of avenues to explore and to develop talents and skills that will help you become lifelong learners! We are glad that you are a student at BMS and we will work with you to make this a successful year!

Sincerely,

BMS Staff

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SCHOOL DEPARTMENT

MISSION: All students are assured of an education, which prepares them for the future.

VISION: A partnership of schools and community will work together to create opportunities for the success of all learners.

Our graduates will be prepared for the future by:

- A. Becoming Effective Communicators.** The students will be active listeners who are able to interpret and synthesize information accurately. They will use oral, written, visual, artistic and technological modes of expression effectively.
- B. Evolving Into Creative and Critical Thinkers.** Students will analyze problems and develop solutions that are considerate of global views by incorporating skills from all content areas and disciplines. The students will be able to express these solutions and support their relevance.
- C. Being Informed Problem Solvers and Decision-Makers.** Students will be able to analyze and solve problems creatively. The students will have the ability to evaluate relevant data in order to select effective outcomes. They will be able to express and support these solutions in a variety of ways including a responsible consideration of other viewpoints.
- D. Practicing Global and Responsible Citizenry.** Students will interact effectively within a diverse community by having respect for all people. The students will know the value of actively anticipating in their community through volunteerism and organizations. They will be able to utilize resources wisely. Students will understand the need to accept responsibility for their own actions and personal decisions.
- E. Striving to Become Life-Long Learners.** Students will create and execute plans for personal and professional growth. They will seek and use information from a variety of sources in a life-long quest for knowledge, which will help them initiate and adapt to the constantly changing world around them.
- F. Developing the Skills of Quality Workers.** The students will establish goals and complete them in a timely manner. They will persist in improving performance and exhibiting initiative. They will demonstrate and share a quality product. Students will work effectively both independently and collaboratively.

The Biddeford School System believes that:

- A.** Every child needs to feel important;
- B.** It is essential to provide a safe environment for successful learning;
- C.** Students will leave school with the knowledge and skills to find a career;
- D.** All students learn in different ways;
- E.** Schools parents and community should be active and supportive to ensure the success of our students;
- F.** An appreciation of cultural diversity is essential to the future of our community; and
- G.** Teachers do make a difference in students' lives.

The School Committee fully accepts the responsibility for formulating policies and acquiring adequate funding to support the education process. The committee shall always consider the welfare of students as the single most important factor in making decisions related to educational policy. It shall be the policy of the School Committee and administrators to promote sound educational practices and professional development.

Grade 6

The 6th grade is comprised of two interdisciplinary teams,

Hills Beach and **Fortune's Rocks**.

- A typical 6th grade student's course of study includes five core subjects:

English *Science* *Math*
Social Studies *Reading*

- In addition, 6th grade students attend two Unified Arts classes, each for a 6-week course of study. The Unified Arts classes available for 6th grade students include:
 - *Robotics*
 - *Technology Education*
 - *2D Art*
 - *3D Art*
 - *Physical Education (12 weeks)*
 - *Life Skills and Sewing*
 - *Foods & Nutrition*
 - *Health*
 - *Music*
 - *French*
 - *Spanish*

Grade 7

The 7th grade is comprised of two interdisciplinary teams,

Baxter and Acadia.

- A typical 7th grade student's course of study includes five core subjects:

<i>English</i>	<i>Science</i>	<i>Math</i>
<i>Social Studies</i>	<i>Reading</i>	

- In addition, 7th grade students attend one Unified Arts class, each for a 6-week course of study. The Unified Arts classes available for 7th grade students include:
 - *Robotics*
 - *Woodworking*
 - *2D Art*
 - *3D Art*
 - *Physical Education*
 - *Life Skills and Sewing*
 - *Foods & Nutrition*
 - *Health*
 - *Music*
- As an extension to the 6-week course of Physical Education, 7th grade students are scheduled for a P.E. Advisory Activity, which allows for 3 (1-week) additional movement times throughout the calendar year.
- Students in 7th grade also take a year-long course of foreign language study. Students may take **French** or **Spanish**.

Grade 8

The 8th grade is comprised of two interdisciplinary teams,

Sugarloaf and Katahdin.

- A typical 8th grade student's course of study includes five core subjects:

<i>English</i>	<i>Science</i>	<i>Math</i>
<i>Social Studies</i>	<i>Reading</i>	

- In addition, 8th grade students attend one Unified Arts class, each for a 6-week course of study. The Unified Arts classes available for 8th grade students include:
 - *Video Production*
 - *Woodworking*
 - *2D Art*
 - *3D Art*
 - *Physical Education*
 - *Life Skills and Sewing*
 - *Foods & Nutrition*
 - *Health*
 - *Music*
- As an extension to the 6-week course of Physical Education, 8th grade students are scheduled for a P.E. Advisory Activity, which allows for 3 (1-week) additional movement times throughout the calendar year.
- Students in 8th grade continue their foreign language course of study in **French** or **Spanish**. Students who did not take French or Spanish in 7th grade may take the World Language course for three terms (1/2 year).

Rotation Schedule 2011 - 12

7/10

Grade 6	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:30 - 8:10	ABC	ABC	ABC	ABC	ABC	ABC	ABC
8:10 - 8:55	1	2	3	4	5	6	7
8:55 - 9:40	2	3	4	5	6	7	1
9:40 - 10:25	3	4	5	6	7	1	2
10:25 - 11:10	4	5	6	7	1	2	3
11:10 - 11:40	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
11:40 - 12:25	5	6	7	1	2	3	4
12:25-1:10	6	7	1	2	3	4	5
1:10 - 1:55	7	1	2	3	4	5	6

Grade 7	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:30 - 8:10	ABC	ABC	ABC	ABC	ABC	ABC	ABC
8:10 - 8:55	1	2	3	4	5	6	7
8:55 - 9:40	2	3	4	5	6	7	1
9:40 - 10:25	3	4	5	6	7	1	2
10:25 - 10:55	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
10:55 - 11:40	4	5	6	7	1	2	3
11:40 - 12:25	5	6	7	1	2	3	4
12:25-1:10	6	7	1	2	3	4	5
1:10 - 1:55	7	1	2	3	4	5	6

Grade 8	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:30 - 8:10	ABC	ABC	ABC	ABC	ABC	ABC	ABC
8:10 - 8:55	1	2	3	4	5	6	7
8:55 - 9:40	2	3	4	5	6	7	1
9:40 - 10:25	3	4	5	6	7	1	2
10:25 - 11:10	4	5	6	7	1	2	3
11:10 - 11:55	5	6	7	1	2	3	4
11:55 - 12:25	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:25 - 1:10	6	7	1	2	3	4	5
1:10 - 1:55	7	1	2	3	4	5	6

ABC = Advisory/Band/Chorus

Lunch

Unified Arts

BMS CONTACT INFORMATION

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ADVISORY PROGRAM

Our advisory program is structured to provide every middle school student with at least one caring adult who provides daily support and encouragement. The advisory curriculum includes a variety of experiences such as test prep, homework support, skill building, guidance support, goal setting and community service.

The advisory groups meet daily for 40 minutes. Advisory groups are small by design to encourage opportunities for relationship building and the enhancement of effective communication skills.

ASSEMBLIES

Each student is personally responsible for displaying behavior that is respectful and courteous. Students should sit appropriately keeping their feet off the seats. Unacceptable conduct includes, but is not limited to; whistling, un-called for clapping, foot stomping, booing, talking or any behavior that is disruptive and/or interrupts the program, presentation or performance.

ATHLETICS and CO-CURRICULAR ACTIVITIES

A. The athletic program is an integral part of the school program and comes under the authority of the school administration to the same degree as all other phases of the school program.

B. Qualified personnel shall be assigned to supervise and coach the student athletes participating on B.M.S. sports teams. Coaches are responsible for establishing and maintaining student/athlete behavior and participation policies that are in compliance with school board, Biddeford Middle School, and league guidelines and policies. All athletes are obligated to follow the participation standards with regard to rules and policies established by the administration/athletic director, including such matters as schedules, financial expenditures, and health and safety regulations.

C. Expenditures for the B.M.S. athletic program shall be incorporated as part of the general school budget.

D. District participation in interscholastic athletics shall be subject to approval by the Committee. This shall include approval of membership in any leagues, association or conferences and of annual sports schedules.

Student and Parental Acceptance of Rules and Risks No student/athlete may begin participation for any B.M.S. athletic team until he/she has been examined and cleared in writing for athletic participation by a medical doctor within the past 12 months, and written parent/guardian consent has been received. It is a parental responsibility to ensure that their child receives a physical examination and written medical clearance prior to the start date of the sport their child plans to participate.

Participation and Eligibility & Code of Conduct Student athletes are expected to be good citizens and good students before they consider participation in any school sponsored extra-curricular activity. Extra-curricular opportunities are a privilege offered to students who maintain acceptable academic performance and appropriate young adult behavior. Athletic and Activity eligibility will always be secondary to academic and behavior performance. The

schools administration reserves the right to rescind Athletic and Activity participation from any student when it is determined that their participation is not in the best interests of the student, team, and/or school.

Detention A student is prohibited from competition and practice on any day he or she is serving an office detention. The student is expected to report to practice following an assigned detention, but may not physically participate.

In School Suspension A student who is assigned In School Suspension will be prohibited from athletic participation until the day after completing his/her assigned time in ISS.

Out of School Suspension A student who is assigned an Out of School Suspension is PROHIBITED from competition or practice during his or her suspension. A student athlete will be PROHIBITED FROM COMPETITION for one (1) week beginning the day he or she RETURNS TO SCHOOL from that suspension. However, the student/athlete is expected to attend all practices after returning to school from OSS.

Any student who receives an ISS or OSS for a second time in the same sport season will automatically lose their athletic eligibility for the remainder of that sport season.

Repeated Unexcused Absence from scheduled team practices or games which includes assignments to classroom or office detention during a sport season may result in loss of athletic eligibility for the remainder of that season.

Eligibility At each progress report or report card academic eligibility of all student athletes will be checked. Failing any two subjects will result in the student being ineligible for a minimum of 3 school days. Students must obtain a passing grade in at least one of the failing subjects in order to be eligible. Once a student is passing it is his/her responsibility to have the classroom teacher sign off on their status.

ATTENDANCE

Students are expected to be in school except in cases of emergency or for reasons as explained in the code below. The code lists the following as the only legal excuses for absence from school.

1. Personal Illness - the school may require the certificate of a doctor if it is deemed advisable.
2. Appointment with health official.
3. Observance of religious holiday
4. Family Emergency.
5. Planned absence for personal or educational purpose.
6. Appointment for legal matters.
7. Any other reason must be excused by the school principal prior to the absence.

In any of the above circumstances, a note will be required for an excused absence.

Days off from school for family or personal vacations are unexcused absences. School vacations provide for ample travel time.

STEPS TO FOLLOW WHEN A STUDENT IS ABSENT

1. Have parent/guardian phone the school (282-6400) and inform the office of an absence before 9:00 a.m. on the day of absence.
2. Have parent/guardian write a note which includes student name, date, days of absence, reason for absence and parent/guardian signature. Bring this note to the office upon returning to school.
3. Each student is responsible for completing make-up work within one week. In the event of an extended absence, please contact the teachers and allow them at least 24 hours to gather assignments.

TRUANCY

A student is truant when he/she is absent from school without proper authorization or excuse. In cases where a student becomes habitually truant the school will develop a plan of action in keeping with the Biddeford Truancy Protocol. Parents/guardians who have questions about the specifics of the Truancy Protocol should contact the student's school counselor. Parents and guardians are reminded that students aged 7-17 must attend school by law. Parents/guardians who knowingly allow or "do not cause" their child to attend school regularly commit a civil violation and may be summoned to court and face consequences including, but not limited to: a fine of not less than \$25 nor more than \$250; a court order to take specific action to ensure the child's attendance; court-mandated participation in a parent training course; community service hours; or mandatory participation in counseling or other services deemed appropriate by the Court. (Ref: MRSA Title 20-A, Chapter 211, Section 5053-A.)

TARDY POLICY

All students are expected to be on time for the start of school. Students should arrive between 7:05 a.m. and 7:20 a.m. and report to their assigned 1st block classroom no later than 7:30 a.m. Students who arrive late are disruptive to the entire educational process. Any student who accumulates (5) or more unexcused tardies during a marking period will be assigned a (1) hour office detention. Any student who is assigned after school detention will be ineligible to participate in all scheduled extra-curricular events or activities for the day the detention is assigned. (See Athletics and Co-curricular Activities Participation)

LEAVING SCHOOL

If it is necessary for a student to leave school, he/she must have written permission by the parent. In case of unavoidable appointments, the student brings a written note to the office and receives an **Early Dismissal Slip**. Before a student leaves school property a parent or legal guardian **must** sign his/her child out in the office.

BICYCLES

Students riding bicycles to school are to park them in the bicycle racks, which are located adjacent to the school building. All bicycles are to have locks. The school is not responsible for the loss of bicycles.

BOMB THREATS

Any bomb threat or other serious threat that disrupts the educational process will be reported to the Superintendent of Schools and the Biddeford Police Department. A thorough investigation will occur. Student involvement in this type of disruption may result in a suspension from school and may also include a referral to the Biddeford School Board for an expulsion hearing.

BULLYING

It is the intent of the Biddeford School Committee to provide all students with an equitable opportunity to learn. To that end, the Committee has a significant interest in providing a safe, orderly and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to student learning and achievement. 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.

The Committee also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Bullying interferes with the accomplishment of this goal.

Action will be taken in response to conduct that interferes with students' opportunity to learn, the educational mission of the Biddeford schools, the operation of the schools or the welfare of students.

Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct in Biddeford schools and is prohibited.

Bullying Defined

For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that:

- A. A reasonable person should expect will have the effect of:
 - 1. Physically harming a student or damaging a student's property; or
 - 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
 - 3. Substantially disrupting the instructional program or the orderly operations of the school;
- B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

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

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities;

- G. Stealing or hiding books, backpacks, or other possessions;
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

Delegation of Responsibility

The Superintendent or superintendent's designee will be responsible for developing and implementing procedures for:

- A. Student and parent reporting of bullying to staff and school administrators;
- B. Staff reporting of bullying to school administrators;
- C. Review of reports and investigation of bullying incidents;
- D. Intervention with and/or discipline of students who engage in bullying;
- E. Support for students who are victims of bullying;
- F. Training staff and students in bullying prevention; and
- G. Periodic evaluation of bullying prevention, intervention, and training efforts in Biddeford schools and reporting to the Committee upon request.

Reporting

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal.

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 shall be subject to disciplinary consequences.

Responding to Bullying

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

Dissemination of Policy

Notice of what constitutes bullying, the Committee's prohibition against bullying, and the consequences for students who bully shall be communicated to students and parents through the School-Community Code of Conduct and Student Handbook.

- Legal Reference: 20-A M.R.S.A. § 1001(15)(H)
P.L. 2005, ch. 307 § 4-5
- Cross Reference: AC – Nondiscrimination, Equal Opportunity
ACAA - Harassment and Sexual Harassment of Students
ACAD - Hazing
ADF - School District Commitment to Learning Results
JI - Student Rights and Responsibilities
JICC - Student Conduct on Buses
JICIA - Weapons, Violence and School Safety
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students
JIC-R – School-Community Code of Conduct

Adopted: July 11, 2006

BUS SAFETY PROGRAM

The safety and welfare of student riders are the first consideration in all matters pertaining to transportation services. Emergency evacuation drills shall be conducted during the school year to thoroughly acquaint students with procedures for emergency situations. School staff, students and parents shall be informed of behavior expectations for students while riding a school bus. The violator may also be referred to the School Board for an expulsion hearing.

BUS REGULATIONS

Each bus driver is considered an extension of the administration in the enforcement of the school bus regulations pertaining to riders.

The right of students to ride the school bus is conditional on their behavior and observance of the rules pertaining to proper conduct. Repeated failure to comply with school bus regulations pertaining to riders may result in suspension of privileges to be conveyed for a fixed period of time until certain specified conditions have been fulfilled.

The following are examples of the type of conduct, which is in violation of school bus regulations:

1. Violation of safety procedures.
2. Destruction of property.
3. Fighting, pushing, and tripping.
4. Smoking
5. Gross misconduct or disobedience.

Students will be transported to and from the same bus stop daily. Use of alternative bus stop locations is not allowed. Students may only ride on assigned buses. Students shall not be permitted to disembark at other than their normal stop. Any questions regarding transportation please call 282-0909.

CAFÉ AND FOOD

Appropriate, courteous behavior is expected by all students while in the cafeteria eating breakfast or lunch. Students will refrain from throwing food, yelling and other disruptive behaviors. Students are expected to discard their trash and leave their table and surroundings clean and picked-up. Students should stay in their seats until they are dismissed by a staff person and not wander around the cafe. Students may be dismissed to go outside for the remainder of the period once a teacher has given permission. At no time are students allowed to take food or drinks outside the cafe. Students who do not comply with cafe rules may be asked to do school service in the cafe and/or issued discipline consequences.

Eating of food, including candy, is permitted only in the cafeteria and in classrooms with staff authorization. Gum chewing is not allowed in school at all times. The no gum chewing policy will be strictly enforced and disciplinary consequence assigned to those who do not comply.

The Board of Education shall provide breakfast & lunches free or at reduced charge to those children who otherwise would not have an adequate lunch. Any food or beverage item sold during normal school hours on school property shall be a planned part of the total food service program, and shall include only those items that contribute to the nutritional needs of

students and the development of desirable food habits. (Ref: Restrictions On Sale Of Foods Policy: EFDA) Breakfast is available to all students beginning at 7:05 a.m. and served no later than 7:20 a. m. Only students eating breakfast should be in the cafeteria. Eligibility applications are passed to all pupils at the beginning of the school year. If a parent feels that they need assistance during the school year, they may request an application form from the school office.

CARE OF SCHOOL PROPERTY BY STUDENTS

All instructional materials, including textbooks and any other school property, are available to students. Each student is responsible for lost or damaged materials beyond normal wear. Parents shall be notified and students shall be billed for the repair or replacement costs of such materials.

If reimbursement is not made within a reasonable time:

Students may be denied the privilege of checking out library materials or using other school property/facilities; or

Damage to school property may be recovered in a civil action to obtain the damage as permitted by law.

If lost materials are located and returned within the same academic year, the school will issue a refund of any bill paid.

CELL PHONES & OTHER ELECTRONIC DEVICES

The use of items such as personal stereos, electronic games, cell phones, iPods, or other electronic devices is prohibited during the school day. Students who bring these items to school become personally responsible for damages, loss or theft of these items.

Cell phones/electronic devices that are out for any reason and seen by school staff will be assumed in use and confiscated. Non-compliance will result in disciplinary action to include detention, in/out of school suspension, loss of social privileges and return electronic device to parent. The main office phone is available for student use for school related and emergency purposes only.

CODE OF CONDUCT

The behavior of students attending BMS shall reflect acceptable standards of responsibility and good citizenship.

Consideration for the rights and privileges of others, cooperation with all school personnel and basic self-respect are essential elements of good conduct. Clean language, neat appearance, and wholesome relationships with others shall be maintained. Respect for authority and good manners will be expected of all students. Please refer to the Biddeford School-Community Code of Conduct for more specific details.

DANCES/ACTIVITIES

Dances/activities are organized throughout the year for BMS students. All students attending school dances/activities shall comply with school and district rules and policies. Students are ineligible to attend the upcoming dance/activity if they have been assigned an office level offense leading up to the day of the dance. This includes office detention, in-school suspension or out-of school suspension.

Admission to dances shall be restricted to current BMS students in grades 6 – 8. No student will be permitted to attend/participate in extra-curricular activities on a day that they are absent from school. Disciplinary action including in or out of school suspension may be warranted for any disruptive or inappropriate student behavior occurring while attending a school sponsored dance/activity.

Dance guidelines:

- Dances begin at 7:00 p.m. and end at 9:00 p.m. Students should not arrive at school before 6:45 p.m. and need to be picked up by 9:00 p.m.
- Appropriate dress is required of all attendees. Please refer to the Dress Code Section of this handbook.
- Dances shall be chaperoned by a minimum of one administrator and an appropriate number of teachers and/or security personnel.
- A school custodian shall be present during each dance and shall remain after the dance to clear and secure the facility.
- The principal or principal's designee, at their discretion, may suspend a student's right to attend dances. A student may be refused attendance at dances for reasons that include, but are not limited to, suspensions, in-school suspensions, detentions, etc.
- Dances are school functions. All school rules apply, including drug, alcohol and tobacco policies.
- Students are expected to dance appropriately. Sexually provocative behavior is not permitted.
- Students who leave the dance may not be readmitted and must leave school grounds.
- If a student appears to be under the influence of alcohol or drugs or is in possession of these substances, the student will be (*refused entrance*) or (*removed*) and subject to disciplinary action. The parents will be requested to pick them up or police may be called to transport them to the station until parents can be reached.
- Students not attending the dance will not be permitted to loiter on school grounds.

DISCIPLINE

DETENTION

Detention is a corrective measure imposed by teachers or administrators for the breach of school rules and obligation. Students assigned detention are detained for a reasonable period after the closing of their last scheduled class.

1. Report to the person who imposed the detention promptly at the scheduled time and date. Failure to report for a detention as scheduled may result in additional detention time for the first offense, thereafter; it may result in suspension.
2. Students absent on the day of scheduled detention shall report for detention on the day they return to school.
3. Office detention is an hour duration. Students are expected to work on assignments while in office detention. If a student has completed their work for the day, they may read a book. Sleeping, listening to headphones, or talking with others is not permitted. Food is not permitted in office detention.

IN SCHOOL SUSPENSION (R.I.S.E. PROGRAM) AND OUT OF SCHOOL SUSPENSION

Student conduct contrary to school rules, which disrupts class, school procedures or activities, is cause for assignment to our R.I.S.E. (Readjustment In School Education) program or suspension. Fighting, defiance, truancy, profanity, theft, damage to school property, disrespect and failure to comply with school discipline are cause for R.I.S.E. or suspension. The length of either will be determined by the school administration in accordance with the discipline code. In all cases of suspension or assignment to R.I.S.E. the reasons and duration of R.I.S.E. or the suspension shall be communicated to the parents or guardian.

Students suspended from school shall be denied access to all parts of the school building and grounds and all school sponsored activities during the period of suspension. Students assigned out of school suspension may be required to meet with the administration and their parent before re-admittance is granted.

Students assigned to R.I.S.E. shall be denied access to any school sponsored activities during the period of R.I.S.E. assignment. The R.I.S.E. Program may be used at the discretion of school administrators.

Any student involved in a suspension, assigned to R.I.S.E. or Office Detention will be unable to attend the next scheduled school dance. Any day that is missed because of canceled school will not count toward suspended time.

DRESS CODE

The School Committee recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The School Committee will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming.

In keeping with the goals of the Biddeford School Department to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

The following are expectations for BMS student dress based on district policy:

1. Articles of clothing which promote the use of tobacco, alcohol, drugs, violence or any other antisocial behavior may not be worn on school grounds (when school is in session) or at school functions.
2. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
3. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) are not permitted.
4. Clothing and footwear that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.
5. Hats, hoods and bandanas may not be worn in school buildings and coats/outerwear may not be worn in class. These items must be put away in locker at the beginning of the school day and may not be carried around during the academic day.
6. Appropriate footwear must be worn at all times on school grounds.
7. All clothing is to fit properly and not be revealing or indecent. Clothing which bares the chest or midriff shall not be worn. Shirts should meet waistbands regardless of whether a student is standing or sitting in any position. Any top that is less than sleeveless such as a halter-top, tank top, tube top, open-back top and spaghetti straps are not to be worn. Excessively short shorts or skirts are not proper classroom attire. Shorts and hem lengths should be no shorter than mid-thigh, not to exceed more than 6 inches above the knee. Underwear is not to be showing. Extremely tight fitting clothing is not considered appropriate.
8. Clothing or items that would block a student's vision or cause a distraction, such as sunglasses are prohibited in the building.
9. Students are not to wear pajamas or any clothing items that is intended to be used or worn as bedtime apparel.
10. All students will exercise sound hygienic practices – clean body, hair and clothing.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, working with or around machines, or other activities. However, no particular brand may be required. Failure to comply with these rules will warrant a referral to the administration, which may result in disciplinary consequences.

EMERGENCY CLOSING

In the event of closing the school because of inclement weather or other emergency, announcements will be made over the following TV and radio stations between 6:30 and 7:30 A.M. TV: channel 13 (WGME), channel 6 (WCSH), and channel 8 (WMTW); Radio: WPOR, WGAN, KISS, WIDE, WMGX, WYNZ, WZAN.

FIELD TRIPS

School trips for educational purposes will be sponsored by various departments in the school. A student must bring a written permission note from a parent or guardian to participate on a field trip. All students are required to attend school on the day of the field trip since field trips are a part of the school educational program and therefore, are considered a regular day of school.

FIRE DRILLS

State law requires that fire drills be conducted at regular intervals during the school year. An orderly evacuation of students from the building in accordance with fire drill procedures shall immediately begin upon sounding of the fire alarm signal. Fire drill procedures are posted in every classroom and students are advised to be thoroughly familiar with these procedures. Students shall adhere strictly to the following rules:

1. Proceed in a **silent and orderly manner** to assigned fire exits.
2. Assemble and remain in designated areas outside the building for further directions. Students are expected to stay with the teacher/staff member who they are assigned to at the time of the drill.
3. Return immediately to class upon conclusion of the fire drill.
4. Promptly follow directions issued by staff members.

GRADING SYSTEM & REPORT CARDS

The evaluation of student achievement is done at the end of each trimester.

The accepted marking system is as follows:

A - Excellent	D - Poor
B - Good	F - Failure
C - Average	I - Incomplete

An incomplete is given only in those cases where illness, emergency, or by pre-arrangement, when the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" two weeks from the date it is issued.

Make up work is the responsibility of the student. In addition to the regular report card, parents will receive progress reports. Report cards and progress reports must be signed by the parent or guardian and returned to the teachers.

The Honor Roll at Biddeford Middle School will be published at the end of each ranking period. The following are the requirements for the Honor Roll:

- High Honors: A's in all subjects
- Honors: A's and B's in all subjects
- Honorable Mention: A's and B's in all subjects with one "C" if balanced by an A

GUIDANCE

The purpose of the guidance program is to help each individual achieve his/her highest growth mentally, emotionally, and socially. We try to do this several ways:

1. Helping the new student feel at home in our school.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. The counselor welcomes the opportunity to talk things over with any student, parent or teacher.
4. Biddeford Middle School has 2 full time school counselors: Mrs. Angela Avery and Mrs. Christine Coutu. You may set up an appointment with your child's counselor by calling 282-6400 and asking for extensions 2151 (Mrs. Avery) or 2152 (Mrs. Coutu).

NEPN/NSBA Code ACAA

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

Harassment

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

Sexual Harassment

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

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

The Superintendent or the employee designated as the Title IX Coordinator [may be the Affirmative Action Officer/Sexual Harassment Officer(s) as determined by the local school unit] will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Adopted: May 31, 1989

Revised: April 27, 1999, January 11, 2005, July 11, 2006, July 8, 2008

I.E.P. (INDIVIDUAL EDUCATIONAL PLAN) REFERRAL AND/OR 504

Referral by parent – Parents may, at any time, refer their child to the Individual Evaluation Plan if they have reason to believe that the student may require special education and supportive services. Each such referral to the I.E.P. team shall be acted upon in a timely manner in accordance with Special Education Law. An S.A.U. may not require a parent to utilize a “pre-referral” or “Student Assistance Team” process prior to convening an I.E.P. team meeting to review the parent’s referral.

LAPTOP USE

The Maine Learning Technology Initiative will provide every 7th and 8th grade student with a laptop computer. The laptops are on loan from the Maine Department of Education to students. The laptops are to be handled with the greatest of care. Each laptop is fitted with a padded carrying case that must remain with the laptop. Any willful damage to the laptop will be considered vandalism of school property and will be investigated as a crime. Any student who intentionally damages school technology to include laptops, printers, hardware/software or other components that are computer related will be held financially responsible and may also lead to legal action as well. Any inappropriate use of laptops or related technology will result in loss of use privileges for a period of time to be determined by the administration. Please refer to the Biddeford Board of Education Internet Use Policy for policies regarding Internet use.

LIBRARY

The Biddeford Middle School Library Media Center rules for library circulation:

1. Students will be limited to three library books.
2. Books may be checked out from the library for 3 weeks.
3. Books may be renewed for an additional period unless the book is on reserve.
4. Overdue books must be returned or there will be a charge of \$.05 per day up to \$2.00.
5. Report cards will be withheld at the end of the year if library fines are not paid.
6. Students having overdue books will not be allowed to take out any materials until the overdue books are returned or paid for.
7. If a book is lost, damaged, or misplaced, the student will be expected to pay for the cost of the book.
8. Reference books, reserved books, and magazines are limited to one overnight usage.

LOCKERS

Each student is issued their own locker at the start of the school year. Lockers are not to be shared with peers and lockers should be kept locked at all times. **Students should never share their locker combination with peers under any circumstance.** Large amounts of money or expensive personal items should not be brought to school. When substantial money or expensive personal items are required for school purposes it is advised that a parent be involved in the transfer of those items to school. The school is not responsible for any stolen items. Students are responsible for keeping their assigned locker clean. Students will be held financially responsible for any damages caused by tape, marker, glue, stickers etc. Any locker malfunction should be reported to the office as soon as a problem is noted. No student is permitted to change lockers with peers without permission from the school administration.

LOST AND FOUND

When items are found, they are turned in to the main office. If you are missing an item, please report it to the office with a description of the item.

NATIONAL JUNIOR HONOR SOCIETY

NJHS is more than just academic recognition. Membership is based on performance in the areas of scholarship, service, leadership, citizenship, and character.

Scholarship: students who have a cumulative grade point average of 85 percent, B, 3.0, meet the scholarship requirement for membership.

Service: This quality is defined as the voluntary contributions made by a student to the school or community, without direct financial or material compensation to the individual performing the service.

Leadership: Student leaders are often viewed as resourceful, dependable, positive people who are able to solve problems and contribute ideas.

Citizenship: Students who demonstrate citizenship understand the importance of civic involvement.

Character: The student of good character is one who demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect of others.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

A. The right to inspect and review the student's education records within 45 days of the day the Biddeford School Department receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Biddeford School Department to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the [school unit] decides not to amend the record as requested by the parent or eligible student, the Biddeford School Department will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to the hearing.

C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School committee; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the Biddeford School Department discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The Biddeford School Department may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. Directory information includes the student's name, participation in officially recognized activities and sports, weight and height of athletes, date of attendance at Biddeford Schools, honors and awards received, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Such information will not be disclosed if the parent of the student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Biddeford School Department to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Adopted: April 27, 1999

NURSE, FIRST AID AND MEDICATION

The nurse is available during school hours for all medical concerns. Please contact the school nurse with any changes in your child's medical needs.

Nurse: Ruth Persson 282-6400 ext. 2145

FIRST AID

When a child is seriously injured while at school parents will be notified immediately by the school administration or designee. The school nurse will be involved in the immediate care of any injured child. In the event that contact with parents cannot be made, the school will attempt to reach other emergency contacts indicated on a student's emergency information card. If a family member or guardian can't be reached, the school will attempt to contact the

family physician and if necessary arrange for emergency transport to Southern Maine Medical Center. First Aid will be administered by the nurse or qualified substitute, for all minor injuries received at school. It is not the responsibility of the school to provide further treatment.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, a form signed by a parent must be presented to the office. All medication will be kept in and dispensed through the nurse's office. Students should not be in possession of prescription, non-prescription, look-alike/imitation drugs, vitamins or other over the counter supplements. Those found to be in possession may face disciplinary consequences.

PHYSICAL EDUCATION

Physical Education is required for all students. Parental excuse for a particular reason will be honored for one day only. Any injury or condition that is cause for a student to be excused from P.E. for multiple class sessions will require a doctor's statement that outlines the nature of the disability/condition and an expected date the student will be able to return to participate before an excused absence is granted. All students are required to change in and out of school clothing for each P.E. class session. P.E. clothing should be appropriate per school policy and per P.E. rules and guidelines.

PROMOTION/RETENTION POLICY

Any student failing two or more subjects will be reviewed for retention on his/her present grade level. Any student absent fifteen days during the course of a school year will be considered for retention. Excused and/or unexcused absences of thirty days or more shall require mandatory retention unless a specific exception is made by the Promotion/Retention Committee. Each case will be reviewed by the school Retention Committee. Unusual circumstances will be given special consideration. The Biddeford Middle School will follow the Biddeford Schools Retention/Promotion Policy, IKE RE: Promotion and Retention of students K – 8, in all instances where retention and/or promotion are in question.

NEPN/NSBA Code JIH

QUESTIONING AND SEARCHES OF STUDENTS ADMINISTRATIVE PROCEDURE

The purpose of this administrative procedure is to provide guidelines for the conduct of student questioning and searches by school administrators.

These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis.

A. Questioning by School Administrators

1. 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. If law enforcement officers are involved, refer to policy KLG – Relations with Law Enforcement Authorities.
2. School administrators shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School

administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.

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

B. Searches of Students and/or Personal Property in Students' Immediate Possession

1. School administrators are authorized to search students and/or personal property in the students' immediate possession when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating the Board policies, school rules and/or federal/state laws.
2. All searches of students and/or personal property shall 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.
3. 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 the student's outer clothing (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). If the search discloses evidence, a broader search may be justified.
4. 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.
5. School administrators are required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.

C. Searches of Lockers, Desks and Other School Facilities

1. School staff, students and parents shall be informed of this policy/procedure on an annual basis.
2. School administrators shall consult with the Superintendent prior to conducting random searches.
3. Searches of individual student lockers, desks or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search.
4. 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.
5. School administrators are required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.

D. Involvement of Law Enforcement Authorities

1. School authorities have the discretion to request the assistance of law enforcement authorities in accordance with Board policy.

RESPONSE TO INTERVENTION (RTI)

The Maine Dept of Education believes that in order for all students to be ready for post-secondary, career, and citizenship in the 21st Century, Maine schools must provide multiple opportunities and various pathways for each student to achieve the Maine Learning Results. Furthermore, when students are not meeting grade appropriate behavioral and learning benchmarks, a systematic provision of increasing support must be implemented. This support is Biddeford's Response to Intervention (RTI) program. RTI is a systematic prevention approach, the foundation of which is quality core instruction prevention approach, the foundation of which is quality core instruction within the general education classroom. Supplemental supports and interventions both academic and behavioral are provided to struggling students based on data collection and analysis. These supports vary in intensity based upon students' needs and will be provided by a variety of personnel working collaboratively with general education and special teachers. RTI will consist of the following Core Components:

High quality, scientifically based instruction and behavioral support in general education.

Universal (school-wide) screening of academic and behavior in order to determine which students need closer monitoring or additional interventions. These screenings may be given by the general education teacher or other school personnel.

Multiple tiers of instructional strategies that are progressively more intense (in time and instructional process) and include the use of scientifically based materials and strategies are matched to students' needs.

Continuous monitoring of student performance during interventions using data information to determine if students are meeting goals and to inform instruction decision-making.

Use of collaborative or problem solving approach by school staffing developing, implement, and monitoring the intervention process.

Parent notification throughout the process (report cards, letters, phone calls, emails, etc.)

SCHOOL INSURANCE

Insurance may be purchased by all students. Information regarding the purchase of insurance is distributed to all students the first of school or may be obtained through the office. Insurance is required of all students participating in extracurricular sports.

SKATEBOARDS and SCOOTERS

Skateboards and scooters may be used only as a mode of transportation to and from school. Students are not to use skateboards and scooters on school grounds or in school buildings for safety reasons. All skateboards and scooters must be brought to the main office at the beginning of the school day and left there until the end of the school day.

STUDENT HAZING

Maine statute defines injurious hazing as “any action or situation, which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school.”

It is the policy of the School Committee 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 education process and shall be prohibited at all times.

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

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

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 this school unit, 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 full School Committee. The ruling of the School Committee, with respect to the provisions of this policy, shall be final.

TELEPHONE – Main Office

Parent messages for a student will be given to the student at the end of the school day so as not to disrupt the academic learning environment.

Students will not be allowed to use the phone to make after school arrangements except in the case of the cancellation of after school activities. All other arrangements should be made prior to the start of school.

TOBACCO, DRUGS AND ALCOHOL ABUSE

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, alcohol, tobacco or tobacco products in or on school property including busses, shall be 1) suspended from school and possibly referred to the superintendent for further disciplinary action up to and including expulsion and (2) reported to the appropriate law enforcement agencies for possible legal action.

TRANSFER OF RECORDS

FERPA has long included a provision that permits schools to disclose student records without parental consent to other schools “where the student seeks or intends to enroll.” [34 C.F.R. 99.31(a)(2)] Maine law reinforces this provision by mandating that schools provide “all of the student’s education records, including special education records” to the administrator at any school unit where the student is seeking to transfer.

VANDALISM AND PROPERTY DAMAGE

Students who destroy or vandalize school property will be held financially responsible for the repair or replacement of items damaged. Any student who willfully or intentionally destroys or damages school property will be subject to disciplinary consequences to include possible expulsion and legal action. Destruction or damage of property due to careless or reckless acts by students will be subject to disciplinary consequences. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately.

WEAPONS, VIOLENCE AND SCHOOL SAFETY

The School Committee believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with School Committee policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. Fighting, pushing, shoving, grabbing – are all seen as physical contact situations. The result of such behavior may be suspension and/or legal follow-up as well.

Prohibited Conduct

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or shock, surprise, startle or harass another person. Examples of such articles include but are not limited to bats, belts, laser pointers, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools, joke or gag type items of any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;

- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to person or property.

BMS DISCIPLINE CODE

Discipline infractions have been broken into five separate sections: **academic responsibility, responsible citizenship, safety of school environment, respect, and use of computers**. Each infraction is defined below

followed by a chart that clearly states the consequence that the student will receive for each infraction. The BMS Discipline Code is in effect for any and all school related activities including transportation to and from.

Section I: Academic Responsibility

Classroom Management- Non-compliance with classroom rules (not completing class work, not paying attention, not prepared for class, etc.)

Continuous Off-task Behavior- When student engages in activities unrelated to teacher expectations

Inappropriate and Disruptive Classroom Behavior- Any disruption which interferes with the learning environment (passing notes, throwing things, making inappropriate noises, talking, etc.)

Inappropriate Language- Any offensive written or verbal language including physical gestures

Insubordination- Failure to comply with a staff member's request

Section 1 - Academic Responsibility

Offense	1 st	2 nd	3 rd	4 th
Academic Dishonesty (Cheating, forgery, plagiarism)	A failing grade on assignment, OD and parent contacted	ISS 1, a failing grade on assignment and parent contacted	ISS 2, a failing grade on assignment and parent contacted	OSS 1, a failing grade on assignment and parent contacted
Continuous Off-task Behavior	TD	TD	OD	OD
Inappropriate/Disruptive Classroom Behavior	TD	OD	OD	ISS 1
Inappropriate Language	TD/OD	OD/ISS	ISS 2	ISS 3
Insubordination	TD/OD	OD/ISS 1	ISS 2	OSS 2

When 2nd Offense occurs, teacher will contact parent/guardian.

Key: Number of days listed after Code

TD = Teacher or Team Detention

ISS = In-school Suspension

OD = Office Detention

OSS = Out of School Suspension

Section II- Responsible Citizenship

Offense	1 st	2 nd	3 rd	4 th	5 th
Tardy to individual class per trimester	TW	TD	TD	OD	ISS 1
Tardy to school per trimester	After 5-OD	After 5 - OD	ISS 1 and Guidance/parent meeting	ISS 1	ISS 2
Unexcused absence from class, advisory and lunch	TD	OD	ISS 1	ISS 2	ISS 3
Unexcused absence from school/Tuant	After 5-OD	After 5 - ISS 1	ISS 2 and Guidance/parent meeting per truancy protocol		
Leaving class without permission	TD	OD	ISS 1	ISS 2	ISS 3
Leaving school building or property without permission	ISS 1	ISS 2	ISS 3	OSS 2	OSS 3
Skipping teacher or team detention or failure to complete team detention	OD	ISS 1	ISS 2	ISS 3	
Being in an unauthorized area/wandering	OD	ISS 1	ISS 2	OSS 1	OSS 3
Skipping office detention or failure to complete office detention	ISS 1	ISS 2	ISS 3	ISS 3	
Failure to complete ISS	OSS 1	OSS 2	OSS 3	OSS 3	

KEY: Number of days listed after code

TW- Teacher Warning

OD- Office Detention

TD- Teacher or Team Detention

ISS- In School Detention

OSS- Out of School Suspension

Section III- Safety of the School Environment

Aggravated Assault- An attempt to cause or purposely cause serious bodily injury to another, an injury that creates a substantiated risk of death or causes permanent disfigurement

Arson/Fire- Attempting to, aiding in, or setting fire to a building or other property

Bullying- Targeting a peer by threatening, repetitive negative actions resulting in a feeling of powerlessness on the part of the victim. See Biddeford School Dept. Bullying Policy JICK.

Disturbance of School Atmosphere- Disturbing, preventing orderly conduct, or otherwise causing a disruption to the atmosphere of order in the school necessary for a safe learning environment

Endangerment of Self or Others- Placing one's self or others in danger through a careless or reckless act

Extortion- The process of obtaining property from another, with or without that person's consent, by a wrongful use of force, fear or threat

Fighting- A physical confrontation involving two or more individuals in which physical harm may or may not be intended.

Hazing- causing any situation that intentionally subjects a student to the risk or serious bodily injury for the purpose of initiation into a student organization or a school

Physical Attack- Physically hitting or otherwise attacking another student or staff member, including striking a staff member who is intervening in a fight or other physical confrontation

Possession of Lighters or Matches- Having a lighter or matches on school property including in a student's locker, book bag, or any other personal belonging

Pushing/hitting/slapping/kicking- Any physical contact with another student. Physically fooling around, a shoving match or minor scuffle that may or may not cause physical harm

Simple Assault- Purposely causing or attempting to cause bodily harm to another including any offensive physical contact which is considered sexual or a violation of the right to physical privacy

Stalking- A malicious course of conduct that includes approaching or pursuing a person(s) with the intent to place that person in reasonable fear or cause bodily injury to an individual, group or personal property

Threatening or Intimidating Behavior- Verbal or written comments, physical gestures, drawings or other expressions which indicate thoughts of inflicting injury to a person or group or damage to property. Behavior that causes a person to be afraid or concerned for their safety.

Violent Outburst- Behavior which causes or could cause injury to people or damage to property

Weapon Use or Possession – Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks

Offense	1 st	2 nd	3 rd	4 th	5 th
Aggravated assault	OSS 5+5 RE				
Arson/Fire	OSS 5+5	OSS 5+5 RE			
Bullying	ISS 2	OSS 2	OSS 5	OSS 5+5 RE	
Disturbance of School Atmosphere	ISS 1	OS- 2	OSS- 5	OSS 5+5	OSS 5+5 RE
Endangering self or others	TD/ISS 1	OD/ISS 2	ISS 1/OSS 1	OSS 1/OSS 2	OSS 2/OSS 5
Extortion	ISS 2	OSS 1	OSS 3	OSS 5	OSS 5+5

					RE
Fighting	OSS 3	OSS 5	OSS 5+5 RE		
Hazing	OSS 5	OSS 5+5 RE			
Physical Attack -student	OSS 5	OSS 5+5 RE			
-staff	OSS 5+5	OSS 5+5 RE			
Possession of Lighters, Matches and Laser Pointers	ISS 1	ISS 2	OSS 1	OSS 3	OSS 5
Pushing/hitting/slapping/kicking -student	OD/ISS 1	ISS 1 /OSS 2	OSS2 /OSS 5	OSS 5+5 RE	
-staff	OSS 5	OSS 5+5 RE			
Simple Assault -student	OSS 3	OSS 5	OSS 5+5 RE		
-staff	OSS 5+5	OSS 5+5 RE			
Stalking	OSS 5+5 RE				
Threatening or Intimidating Behavior -student	OD/ISS 1	ISS 2	OSS 2	OSS 5	OSS 5+5 RE
-staff	OSS 5	OSS 5+5 RE			
Violent Outburst	OSS 5	OSS 5+5	OSS 5+5 RE		
Weapon Use or Possession	OSS 5+5 RE				

KEY: Number of days listed after code

TD- Teacher or Team Detention

OSS- Out of School Suspension

OD- Office Detention **ISS-** In School Suspension

RE- recommended expulsion

Section IV- Acting Respectfully

Alcohol Violation- Selling, giving, possessing, using and/or under the influence alcohol per school board policy.

Bomb Threats- Any bomb threat or other serious threat that disrupts the educational process (refer to school board policy EBCC)

Defamation of Character- Statements or comments that are harmful, inappropriate, or false

Destruction of Property/Vandalism- Intentional destruction or damage of school property or the property of others. Destruction or damage of property due to careless or reckless acts.

Disruptive Articles- Any articles found to be disruptive to school.

Drug Paraphernalia- any equipment, product, or material that is modified for making, using, or concealing illegal drugs per school board policy.

Drug Violation- Selling, giving, possessing, using and/or under the influence drugs per school board policy.

Electronic Device Violation- Personal stereos, electronic games, cell phones, iPods or other electronic devices are not to be used during the school day.

False Fire Alarms- Causing the fire alarm to sound falsely

Gross Disrespect- to treat or regard without respect, with contempt and rudeness

Harassment- Harassment of students is prohibited. It includes, but is not limited to, verbal abuse based on race, color, sex, sexual orientation, religion, ancestry, national origin, or disability (refer to school board policy ACAA)

Inappropriate Behavior at School Event- any behavior that is deemed inappropriate, disruptive, disrespectful or causes a disturbance.

Incendiary Devices (smoke bombs, fire crackers, etc)- Possessing explosives and/or explosive material including, but not limited to, smoke bombs and firecrackers

Public Display of Affection- physical demonstration of affection for another person

School Dress Code Violation- See Dress Code section of this handbook

Sexual Activity- any activity that is sexual in nature

Sexual Harassment- Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written, or verbal conduct that is gender based that interferes with a students education (refer to school board policy ACAA)

Tampering with Safety Equipment- altering or using safety equipment without permission

Theft- Unauthorized taking or use of school property or the property of others

Tobacco Violation- Selling, giving, possessing, and/or using tobacco per school board policy

Trespassing- unauthorized presence on school property

Offense	1 st	2 nd	3 rd	4 th	5 th
Alcohol Violation	OSS 5 +5	OSS 5+5 RE			
Bomb Threats	OSS 5+5 RE				
Defamation of Character Student –	ISS 1	OSS 2	OSS 5	OSS 5+5	OSS 5+5 RE
Staff -	OSS 2	OSS 5	OSS 5+5 &RE		
Destruction of Property/Vandalism	ISS 2 Compensation for damage	OSS 2 Compensation for damage	OSS 5 Compensation for damage	OSS 5+5 RE Compensation for damage	
Disruptive Articles	OD	ISS 1	ISS 2	OSS 3	OSS 5
Drug Paraphernalia	OSS 5+5	OSS 5+5 RE			
Drug Violation	OSS 5+5	OSS 5+5 RE			
Electronic Device Violation (Cell Phone, iPod, etc)	Bring device to the office and return to student at the end of the day	Bring device to the office, return to parent and Office Detention	Bring device to the office, return to parent and ISS 1	Bring device to the office, return to parent and ISS 2	Bring device to the office, return to parent and OSS 1
False Fire Alarms	OSS 5+5	OSS 5+5 RE			

Gross Disrespect Student- Staff-	OD/ISS 1 ISS 2	ISS 1/ISS 2 OSS 3	ISS 2/OSS 2 OSS 5	OSS 3/OSS 5 OSS 5+5 RE	OSS 5+5 RE
Harassment, derogatory and discriminating language and behavior	WW+ISS 1	OSS 5	OSS 5+5 RE		
Inappropriate Behavior at a School Event	OD/ISS 1	ISS 2	OSS3	OSS 5	OSS 5+5 RE
Incendiary Devices (smoke bombs, fire crackers, etc.)	OSS 5	OSS 5+5	OSS 5+5 RE		
Public Display of Affection	OD	ISS 1	ISS 2	OSS 3	OSS 5
School Dress Code Violation	VW and change attire	OD and change attire	ISS 1 and change attire	ISS 2 and change attire	OSS 3 and change attire
Sexual Activity	OSS 5	OSS 5+5 RE			
Sexual Harassment	WW+ISS 1	OSS 5	OSS 5+5 RE		
Tampering With Safety Equipment	OSS 3	OSS 5	OSS 5+5 RE		
Theft	ISS 1/OSS 3	OSS 5	OSS 5+5 RE		
Tobacco Violation	ISS 2	OSS 3	OSS 5	OSS 5+5 RE	
Trespassing	OSS 1	OSS 3	OSS 5	OSS 5+5 RE	

KEY: Number of days listed after code
TD- Teacher or Team Detention
OSS- Out of School Suspension

OD- Office Detention
RE- recommended expulsion
ISS- In School Suspension
WW- written warning

Section V- Use of Computers

Offense	1st	2nd	3rd	4th	5th
Accessing Inappropriate Information	10 Day loss of Internet	10 LP	30 LP	60 LP	LP remainder of the year + OSS 1
Inappropriate Use of Computer	10 Day loss of Internet	10 LP HR +TD	30 LP HR +OD	60 LP HR + ISS	90 LP HR + ISS 2
Physical Abuse of computer	30 LP	60LP	LP remainder of the year and ISS 1		

KEY: Number of days listed with code
LP= Loss of Privilege (Loss of computer or Internet access)

HR= Home restricted
TD= Teacher or Team Detention
ISS= In School suspension
OD= Office Detention
OSS= Out of School Suspension

Terms:

Accessing Inappropriate Information- accessing electronic information which is not related to the school curriculum and which may include explicit sexual content (pictorial, sound or words) or promotes illegal activities or promotes hate

Physical Abuse of Computer- Intentional dropping, throwing, kicking or vandalism to the computer. In the case of serious intentional abuse, the principal may decide that the student will lose his/her computer for the remainder of the year.

Inappropriate Use of the Computer- Violations may include:

- Intentionally accessing information not related to the school curriculum without teacher permission
- Failure to care for the computer appropriately (not storing it properly, leaving it unattended, not keeping it properly charged, etc)
- Playing games without permission
- Using e-mail for non-educational purposes
- Taking computer home without permission
- Deleting computer history

Electronic Information- any information which can be accessed through the use of a computer including websites, compact discs, electronic mail, chat rooms, etc.

Loss of Internet Access- removing the Internet access capabilities from a student's computer

Class-specific Restricted Access- A teacher may restrict a student from using his or her computer due to inappropriate use of the computer during class. The student would only be allowed to use the computer to complete an assignment with permission and under direct supervision.

Restricted use of computer- An administrator or team of teachers may disallow a student from using his or her computer due to inappropriate use of the computer. The student would only be allowed to use the computer to complete an assignment with permission and under direct supervision.

Home Restriction- A student's team may disallow a student from taking the computer home due to inappropriate use of the computer.

Administration along with teachers may assign an alternative consequence. In the case of an extreme incident further disciplinary action may be warranted.