

Mildred L. Day School

STUDENT – PARENT HANDBOOK



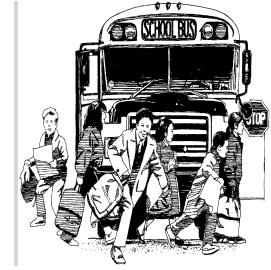
ACADEMIC YEAR 2008/2009

Mildred L. Day School

Thomas Parker
Principal

Patricia Tracy
Guidance Counselor

Jennifer Hall
SpEd Director



September 2, 2008

Dear Students, Parents / Guardian,

Greetings and welcome to the 2008 / 2009 school year. We look forward to an exciting and rewarding year. The first part of this handbook is devoted to general information related to the daily operation of the school; the second part is dedicated to the Student Code of Conduct. The Student Code of Conduct outlines the standards of behavior which all students will be expected to meet during the school year. Those standards are not significantly different from those of the past; this handbook simply goes into more detail in defining the behaviors.

Simply stated, all students have the right to attend school and learn in an environment that is safe, orderly and free from harassment and interruption. It is the responsibility of all those involved to see that this safe and orderly learning environment is established and maintained. Treat others as you wish to be treated and the school year will go smoothly.

Please read this booklet carefully and keep it handy for reference throughout the year. All students will be expected to be aware of, and abide by, the procedures and expectations that are contained in this handbook.

If you have questions concerning the contents of this booklet, suggestions for changes, additions or deletions or questions concerning your child's progress, please feel free to contact the school at any time.

We look forward to sharing your child's progress over the year.

Sincerely,

Tom Parker
Principal

Patricia Tracy
Guidance Counselor

Jennifer Hall
SpEd Director

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MILDRED L. DAY MEMORIAL SCHOOL

MISSION STATEMENT

The school community of the **MILDRED L. DAY SCHOOL** is committed to challenging and supporting all individuals to grow in mind, body and spirit through hands on experiences, the demonstration of life skills, global commitment through positive action and the practice of productive interpersonal skills.

IMPORTANT PHONE NUMBERS

Mildred L. Day School Office 284-4677

FAX line to Mildred L. Day School 284-5832

Superintendent of School Office 283-2874

FAX line to Superintendent of Schools 282-5709

Special Education Office 283-2874

FAX line to Special Education Office 282-5709

ANNUAL NOTIFICATIONS

Title IX Provisions

Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance, with certain exceptions. Title IX applies to discrimination based on sex, is limited to education programs and activities and includes employment.”

In accordance with Title IX of the Education Amendments of 1972, Public Law 92-138, and amendments thereto in Public Law 93-563 and of the codes of federal regulations, Title 45, Part 86, which implements those laws, it is hereby declared formally that it is the policy of the Arundel School Department, and those of its employees, that there shall be no discrimination of any education program or activity in the Arundel School District. Inquiries, complaints and other communications relative to this policy and to Title IX of the Education Amendments of 1972 and other public laws and federal regulation concerned with non-discrimination on the basis of sex shall be addressed to:

Thomas Parker, Principal
Mildred L. Day School
600 Limerick Rd.
Arundel, ME

The above named has been designated by the School Board to coordinate the District’s efforts to comply with Title IX. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the following procedure:

Complaint and Grievance Procedure

- Any complaint from, or on behalf of any person employed by or served by the school district shall be communicated to the designated person.
- The designated person shall investigate the complaint and attempt to resolve the issue.
- If the issue is not resolved, the complaint shall be reduced to writing and submitted to the Superintendent of Schools who will consider the evidence provided by the aggrieved and / or their designee and rule on any corrective action to be taken.
- Any appeal from the decision of the Superintendent may be taken to the School Board within ten days and the Board will render a decision within sixty days of the appeal after hearing evidence in the case.
- Appeal of the Board’s decision may be brought within ten days to the Federal Office of Civil Rights and appeal from its decision may be brought in Federal Courts, whose decision shall be final.

(This notification is published to achieve compliance with the requirements of Section 86.9 of Title 45, Code of Federal Regulations).

F.E.R.P.A.

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 educational records. Those rights are:

- The right to inspect and review the student’s education records within 45 days of the day the District 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 or designated official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 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 Arundel School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the records they want changed and specify why it is misleading or inaccurate. If the District decides not to amend the record as requested by the parent or eligible student, the District 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 a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health and medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school District to comply with the requirements of FERPA. The name of address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-44605

(This notification is published to achieve compliance with Regulations: 34 CFR Section 99.7)

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams in the school. These include the right to:

Consent: before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or student’s parent,
- Mental or psychological problems of the student or student’s family,
- Sexual behavior or attitudes,
- Illegal, anti-social, self-incriminating or demeaning behavior,
- Critical appraisals of others with whom respondents have close family ties,
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers,
- Religious practices, affiliations or beliefs of the student or parents, or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding,
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law, and,
- Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect: upon request and before administration or use,

- Protected information surveys of students,
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes, and,
- Instructional material used as part of the educational curriculum.

The Arundel School Department has developed and adopted policies regarding these rights, as well as the protection of student privacy in the administration of protected surveys and the collection, disclosure or use of personal information.

The Arundel School Department will notify parents / guardians of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure or use of personal information for marketing or other distribution,
- Administration of any protected information survey not funded in whole or in part by ED,
- Any non-emergency, invasive physical examination or screening as described above.

Parents/Guardians who believe their rights have been violated may file a complaint with:

- Family Policy Compliance Office
- U.S. Department of Education
- 400 Maryland Ave., SW
- Washington, D.C. 20202-4605

(This notification is published to achieve compliance with 20 U.S.C. Sec.1232h, Regulations: 34 CFR Part 98)

TOBACCO FREE SCHOOL

Smoking and use of all tobacco products is prohibited within the Mildred L. Day School or on any school property. Possession of any tobacco products by students is prohibited at all times within the Mildred L. Day School and on all school property. Students found smoking, using tobacco products or in possession of any tobacco products on the school grounds will be subject to disciplinary consequences, up to and including the possibility of suspension.

ASBESTOS NOTIFICATION

The Mildred L. Day School has been inspected for the presence of Asbestos Containing Building Materials (ACBM's). A written plan for the management of these materials has been developed. This plan notes the type and location of ACBM's within the school. The management plan is an outline of operational procedures designed for the proper maintenance and safety of all people who work, study or are otherwise present in the building to minimize the exposure to asbestos hazards. A copy of this plan is available for inspection at the Office of the Superintendent of School and in the Principal's Office, Mildred L. Day School.

The condition of all Asbestos Containing Building Materials will be semi-annually subject to surveillance. All contractors working within the Mildred L. Day School shall be informed of the location and condition of all ACBM's.

(This notification is published to achieve compliance with 40 CFR, Part 763)

TEACHER QUALIFICATIONS

The Mildred L. Day School receives federal monies to support various educational programs and services to children. As such, we are required to notify the parents/guardians of each student that they may request, and the school will provide, information regarding the professional qualifications of classroom teachers.

Any parent/guardian wishing information concerning staff qualifications should contact the Principal at 284-4677.

(This notification is published to achieve compliance with Section 6311 of NCLB Act)

ANNUAL PESTICIDE NOTIFICATION

Because pesticides pose risks, the Mildred L. Day School uses an alternative approach to merely applying pesticides. Control of insects and weeds at our school focuses on making the school and school grounds an unfavorable environment for pests. Through routine maintenance, proper food storage and sanitation, we will reduce or eliminate available food and water sources for pests. We will routinely monitor the school and school grounds for the presence of pests. Sometimes, however, pesticides may be necessary to control a pest problem. If that becomes necessary, the school will use the lowest risk products available. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to students or staff. If higher risk pesticides must be used, notice will be given to students, staff and parents / guardians at least two days before any planned pesticide application. Pesticide application notices will also be posted in school or on school grounds.

The school keeps records of pesticide applications and information about any pesticides used. You may review these records, as well as obtain a complete copy of the Pesticide in Schools regulation (CMR 01-026, Chapter 27) by contacting the school Principal at 284-4677.

For further information about pests, pesticides and your right to know, you may contact the Board of Pesticide Control at 207-287-2731.

(This notification is published to achieve compliance with CMR 01-026, Chapter 27)

HARASSMENT AND SEXUAL HARASSMENT

Harassment of students because of race, color, sex, religion, ancestry, national origin, sexual orientation or disability is prohibited. Such conduct is a violation of Board 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, religion, ancestry, national origin or disability.

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, students, volunteers and visitors to the school and any other person with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment or 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 school administration will investigate complaints of harassment in accordance with the Harassment Complaint Procedure.

TRUANCY

The State of Maine has enacted a new statute concerning truancy. Under these new guidelines, a student shall be considered habitually truant if seven (7) full days of unexcused absence or five (5) consecutive days of unexcused absences occur within a school year.

If a parent has control of a student who is habitually truant and that parent is primarily responsible for that truancy, that parent commits a civil violation for which a fine of not less than \$25.00 may be adjudged.

If a parent has control of a student who is habitually truant and that parent is aware of the habitual truancy, yet fails to take corrective action, that parent commits a Class E crime.

MILDRED L. DAY MEMORIAL SCHOOL
Daily Schedule
2008 - 2009

Grades K - 5 Schedule

| Start Time | End Time | |
|------------|----------|----------------------|
| 8:30 | 8:40 | Arrival |
| 9:40 | 10:50 | Unified Arts (4 / 5) |
| 11:00 | 11:20 | Lunch (K - 1) |
| 11:20 | 11:35 | Recess (K - 1) |
| 11:25 | 11:45 | Lunch (2 - 3) |
| 11:45 | 12:00 | Recess (2 - 3) |
| 11:50 | 12:10 | Lunch (4 - 5) |
| 12:10 | 12:25 | Recess (4 - 5) |
| 12:30 | 1:40 | Unified Arts (K / 1) |
| 1:45 | 2:55 | Unified Arts (2 / 3) |
| | 3:00 | Dismissal |

Early Release Days: Elementary Departs 12:00
 Bus arrival time at home should be three hours earlier than the normal schedule.

GENERAL INFORMATION

ARRIVING AT SCHOOL

With the exception of early release days and any days altered due to weather conditions, school hours are 8:30am to 3:00pm. Students being transported to school by a parent or guardian should **not** arrive at school prior to 8:25am. The school is not able to provide childcare for students dropped off prior to 8:25am. The Arundel Recreation Department runs a before school program for students needing supervision prior to the start of the school day (468-0131).

ATTENDANCE

Learning is a complex process, which demands full participation by the student as well as regular observation and evaluation of the student by the teacher. Whenever a student is absent from school, the process of learning is interrupted and the teacher's ability to provide appropriate instruction, observation and evaluation is hindered. Simply stated, we cannot do the crucially important job of educating students if they are not in school for the full instructional day on a regular basis. We recognize absence from school may be necessary under certain conditions. However, every effort should be made by parents/guardians to ensure good attendance and to limit absences or tardiness.

There are two types of absences from school, excused absences and truancy. Excused absences are those due to illness or absence due to appointments which cannot be made after school hours. Absences for participation in school activities or absences for participation in family activities, which have prior approval, shall also be considered excused absences. Requests for excused absence approval should be submitted to the Principal at least 24 hours prior to the planned absence. Any student who is absent from school for part or the whole of a school day without the permission and knowledge of a parent/guardian is considered truant. Any student who skips or leaves a class without permission after reporting to school shall be considered truant.

ABSENCES FROM SCHOOL / LATE TO SCHOOL

Whenever a student is going to be absent from, or late to school, parents/guardians are requested to call the school to inform us of the absence or lateness. The phone number is 284-4677. If no call is received, the school nurse will attempt to contact the parent/guardian of any absent student to confirm awareness of the absence.

The responsibility for being on time for school rests with the student and the parent/guardian of that student. Students shall be considered tardy if they are not in their classroom by the late bell. If a student arrives late for school, a note of explanation from a parent/guardian is expected. Reasons for lateness such as oversleeping, not meeting the bus on time or waiting for friends will not be excused tardiness. Students tardy due to a bus problem that is beyond their control will not be recorded as tardy. ALL late arriving students are to stop at the office and sign in upon arrival.

EARLY DISMISSAL FROM SCHOOL

Any student who is to be dismissed from school early must present a written note, dated and signed by a parent/guardian. These notes should be given to the classroom teacher who will forward it to the office. At the time of dismissal, the student is to be met at the office by the responsible adult who must sign out the student.

DISMISSAL

Parents / guardians who are picking up their children at the end of the school day are to wait in the office area where students will meet them at dismissal time. All students are to leave the building and grounds at dismissal time unless they are participating in a program under the direct supervision of a teacher, coach, other staff member or responsible adult. Students are not to loiter in the building after dismissal time.

ACCIDENT INSURANCE

The school DOES NOT carry accident insurance on students. Accident insurance is available to all students at the start of the school year at a very reasonable cost. The school strongly encourages all students and parents, especially those not covered by a family policy, to make use of this service.

BEHAVIOR

All students are entitled to learn in an atmosphere that is free from disruption and interruption. Teachers are entitled to teach in the same environment. Any physical or verbal disturbance within the classroom or school setting that interferes with teaching and learning and the orderly conduct of school activities is prohibited. Students who engage in behavior that is disruptive shall face disciplinary consequences, up to and including suspension and expulsion from school. A more detailed explanation of behavioral expectations is given in the Student Code of Conduct found elsewhere in this booklet.

BICYCLES

Students in grade 4 and 5 may walk or ride a bicycle to and from school with written permission from a parent/guardian. State law requires that students wear a helmet while riding and all bicycles must be in good mechanical condition. Safe riding habits must be practiced, including riding on the right side of the road, no racing or trick riding or carrying passengers. Any violation of these safe riding practices will result in the loss of bicycle privileges.

BOOKS / EQUIPMENT / SCHOOL PROPERTY

Students are provided a variety of school materials during the year and are responsible for the care of those items. Students are responsible for the replacement costs of lost or damaged books and materials. Under no circumstances shall equipment, books, furniture or computer materials be removed from the assigned area, or from the school, without permission from the teacher or an administrator.

CAFETERIA

The school cafeteria provides students with nutritious meals daily. Menus are provided to students on a monthly basis for planning purposes. All students, regardless of whether they bring their lunch or purchase a school meal, are required to go to the cafeteria to eat. Students who forget their lunch or milk money may charge a meal with the understanding that the payment for that meal will be received the following day. Students accumulating large debts to the school lunch program will have privileges denied until the debt is paid or arrangements have been made to pay the outstanding debt.

Students are expected to leave the eating area clean when leaving and are expected to pick up any spills that they may have caused. Students who are unable to behave in an orderly manner while in the cafeteria will be referred to the administration for disciplinary action. Consequences for unacceptable lunchroom behavior may range from temporary loss of cafeteria privileges to detention to extended loss of cafeteria privileges.

MEAL CHARGING: The policy of the Arundel School Board allows students to charge **up to three meals**. Failure to pay after three meals shall result in loss of charging privileges until such time as payment is received. Parents/guardians shall be notified of existing charges and be requested to render payment. At the discretion of the kitchen manager, a substitute meal provision may be made for students in extenuating circumstances.

LUNCH APPLICATIONS: At the start of every school year, applications for free or reduced price school meals are distributed to students. Students who qualify will be notified of their eligibility within the first month of school. If there is a change in the family's income during the school year, applications may be submitted to determine eligibility.

CLASS PLACEMENT

Mildred L. Day School goes to great lengths to create student groupings that are a careful balance based on learning style, male/female ratio, achievement levels, teacher recommendation and individual student characteristics. Parents/guardians are encouraged to forward information concerning their students' learning needs to the school for consideration in placement decisions. Parents/guardians request for a specific teacher will not be considered.

CLOSING OF SCHOOL / DELAYED OPENING

School cancellations and/or delayed openings are reported on the following radio and television stations:

| Radio | | Television | | Internet |
|-------|-------|------------|--------|--|
| WIDE | 94.3 | WCSH | Ch. 6 | www.cancellations.com |
| WPOR | 101.9 | WMTW | Ch. 8 | |
| WMGX | 93.1 | WGME | Ch. 13 | |

If you have a question about whether or not school is in session, please **DO NOT** call the school or the Superintendent's Office to find out. School will be in session unless it is broadcast on the above radio / television stations. If a parent/guardian feels that it is

hazardous to send a child to school during inclement weather, the parent should keep the child at home and notify the school of the absence.

CONCERNS / COMPLAINTS

We are constantly trying to improve in our job performance and input from the public helps us make those improvements. We would like to know of any concerns that parents, students or community members may have about our school. Every effort should be made to address any concern at the point of origin. If a student or parent / guardian has a concern with a teacher, that teacher should be the first one contacted and the matter discussed with the teacher. If the situation cannot be resolved at the teacher level, administration may become involved and attempt to mediate the concern. If the school administration cannot successfully address the issue, the Superintendent of Schools and the School Board respectively may become involved.

DRESS CODE

Please refer to the Student Code of Conduct section of this handbook for the complete and detailed student dress code.

EMERGENCY INFORMATION

In order for the school to quickly contact parents/guardians in the event of an emergency, it is necessary for the school to have an emergency card on file for every student. Please complete the emergency card and return it to the school as soon as possible after the opening day of school. If information on the card changes during the school year, please notify the school so we may update your card. The emergency card should also list any individual, other than a parent/guardian, who is allowed to pick your child up at school.

FAMILY VACATIONS

Families sometimes find it necessary to take vacation time during the normal school year. If this occurs, children will be expected to make up any missed work upon their return. A plan will be developed by the teacher(s) and provided to the student(s) that clearly lists the assignments owed and the date by which the assignments are to be completed and turned in to the teacher(s). If parents wish to have their children engage in educational activities while on vacation, we recommend the following: keeping a journal, reviewing math facts, enrichment reading or using math strategy to help plan the trip (miles traveled, gas used, number of meals, etc.).

FIELD TRIPS

Field trips are an extension of the learning experience for our students. While participating on school sponsored field trips, students are under the school's supervision and all school rules apply, regardless of the location. Students who misbehave while on a field trip will face disciplinary action and may be prohibited from participation in future field trips. In order to participate in any field trip, a student **must** have a written permission slip from a parent/guardian allowing attendance. Chaperones are often needed for school field trips. We encourage parents/guardians to volunteer as chaperones. Unfortunately, due to liability concerns and transportation, the siblings of students on field trips **are unable** to accompany any parent field trip chaperone.

GUM CHEWING

Students ARE NOT to chew gum while in the school building. Improperly disposed of gum creates a hazard for everyone in the school. Students who repeatedly choose to ignore this rule will face disciplinary consequences.

HOMEWORK

Homework is an extension of the work students complete during the school day and all students are expected to complete all homework assignments given by the teacher(s) on time. Extensions will be given to students with excused absences from school. Students who are truant or who skip any class will receive a zero for any homework assignments that are missed.

MAKE UP WORK

Students who miss school for any excused absence will be given the opportunity to make up the work they missed upon their return. The responsibility for gathering make up work rests jointly with the student and the teacher. The time allowed for the completion of make up work will be equal to the time the student was absent (example: a student who is absent from school for three days has three days to make up any missed work) unless special arrangements are made with the teacher.

MEDICATIONS: PRESCRIBED OR OVER THE COUNTER

ALL medications, prescribed or over the counter, must be clearly labeled and left in the nurse's office, or the front office if the nurse is not available. Students are not to have prescription medications or over the counter medications in their possession while at school. Students found to be in the possession of prescription medication, or over the counter medication, shall have the item(s) confiscated and face possible disciplinary action. Students who use inhalers may carry them with them during the school day with written permission from a parent/guardian and a physician's recommendation to do so.

PARTICIPATION IN SCHOOL ACTIVITIES

Any student who is not in school on the day of ANY after school activity MAY NOT participate in that activity unless prior permission has been granted. Students who leave school due to illness MAY NOT return and participate in any activity on the day of dismissal. Students on suspension MAY NOT represent the school in any school-sponsored event or participate in any school activity while on suspension.

PERSONAL PROPERTY

Radios, CD players, electronic games, cell phones, large sums of money and other personal property should not be brought to school unless for a specific classroom purpose. The school WILL NOT be responsible for personal property that is brought to school that is lost or damaged while at school. Items such as those listed may be confiscated for safe keeping if brought to school.

SCHOOL NURSE

Parents/guardians are encouraged to communicate any student health needs directly to the school nurse. If a student becomes ill at school, he/she should report to the nurse's office or the front office if the nurse is not available. Students should not go to the nurse's office without the knowledge of their classroom teacher. Students who become ill or injured at school ARE NOT to call parents directly to be picked up; that is the job of the school nurse.

In the event that a student is injured during school hours, the school is responsible for administering immediate first aid. Whenever possible, the family of any injured student will be immediately notified. In all instances of injury, the school shall take those actions deemed necessary to insure the prompt, safe treatment of student.

SEARCHES

The school administration reserves the right to search desks or other school property as well as individuals and their belongings when there is reasonable suspicion that items that violate law or school policy and regulations or which may be harmful to the school community may be found. If items are found which violate state or federal laws, local law enforcement authorities may be notified. Any student failing to submit to a search when that search is based upon a reasonable suspicion shall face additional disciplinary action.

TELEPHONES

The telephones in the school are for school business. Unless they are conducting school business, or unless there is some emergency, students should not be using school phones. Students who find that they do need to make a phone call must get permission to use the school phones. Students will not be called from class to receive phone calls except in the case of an extreme emergency.

CELLULAR PHONE USE

Maintaining the integrity of the learning environment is the top priority of our school. Distractions or interruptions to the learning environment will not be tolerated. With this in mind, the following procedures will be followed for cellular phone use:

- Students must have their cell phones turned off during the school day; cell phones shall cause no disruption during the school day.
- Should a student be observed using a cell phone, or a cell phone rings during the school day, disciplinary action taken may include, but is not limited to, an office referral and confiscation of the phone. Repeated infractions will result in the loss of cell phone privileged for a period of time to be determined by the administration.
- Should confiscation of a cell phone occur, the phone will be returned to a parent/guardian.
- During times of testing or other student evaluations, cell phones shall not be accessible to students in order to reduce the possibility of compromised test security.
- Fire drills, school assemblies, classroom presentations shall be considered cell phone blackout times. During such events, there will be ZERO TOLERANCE on cell phone use.

TESTING

Each year, students take part in the Maine Educational Assessment Program. These tests are time consuming, and we ask that students put forth their best efforts on these tests as they may be used for placement in classes at the high school level. Classroom teachers will test students routinely throughout the school year and use the information as the basis for grades and recommendations for advancement or retention.

VISITORS TO THE SCHOOL

Parents are always welcome at Mildred L. Day School and are encouraged to become a regular part of their child's educational experience. If you do visit the school, please be sure to sign in at the office and obtain a visitor's sticker. As a courtesy to the classroom teacher, any classroom visits need to be pre-arranged with that teacher.

Due to our already crowded situation, unless there is an educational purpose for the visit, student visitors are discouraged.

RESPONSE TO INTERVENTION

In an effort to meet the needs of all students, the Mildred L. Day School uses a Response to Intervention (RTI) model for those students experiencing academic or behavioral difficulties that interfere with their ability to meet grade level expectations. This process determines a student's response to scientifically based interventions aimed at addressing areas of difficulty.

For those students struggling to meet grade level expectations, an RTI team, composed of school personnel, and parent/guardian will be formed and an individualized instructional method will be implemented in the regular education environment. Data will be collected and the child's progress will be monitored to gauge the student's response. Those students not responding in a positive manner to this initial intervention may have another method applied or have a referral for evaluation and consideration for special education supports and services. The evidence of how the child responded to the intervention(s) may be used in determining the child's eligibility for special services.

SPECIAL EDUCATION SERVICES AND SUPPORTS

The Arundel School Department offers special education services and supports to any student that qualifies as a child with a disability. State and federal education law require that a school district offer a free appropriate public education that emphasizes special education and related services to all children with educationally related disabilities in the least restrictive environment. A free appropriate public education consists of specially designed instruction and educationally related services in accordance with an individualized educational plan (I.E.P.) developed by the pupil evaluation team (P.E.T.) consisting of school personnel, consultants (when necessary) and a parent/guardian of the student. Parents are encouraged to exercise their right, by law, to be an active member in the P.E.T. process. Parental input is essential during all discussions regarding their child's educational needs and program development. If your child is not responding in a positive manner to the RTI process, and you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school determine your child's eligibility. Such referrals should be addressed to:

Ms. Jennifer Hall
Special Education Director
Mildred L. Day Memorial School
600 Limerick Road
Arundel, Maine 04046

For additional information regarding RTI or special education, please contact Ms. Hall.

DISCIPLINARY REMOVAL OF STUDENTS WITH DISABILITIES

When removing any student identified as having a disability from their regular classroom program, whether as a result of suspension or any other removal covered by state and federal special education laws, it shall be the policy of the Arundel School Department to comply fully with all applicable state and federal special education laws that govern such removals.

The school shall schedule a PET 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 removal(s) are sufficient to constitute a change in the student's program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

STUDENT CODE OF CONDUCT

The following pages contain explanations of the behaviors that students are expected to demonstrate and those that are unacceptable. This section also contains explanations and definitions of the actions that the school is authorized to take in response to unacceptable behavior. The overall goal of this Student Code of Conduct is to develop students who act responsibly and ethically at all times.

REMOVAL OF DISRUPTIVE / VIOLENT / THREATENING STUDENTS

Students who are disruptive, violent or threatening death or bodily harm to himself/herself or others may be removed from classrooms, school buses or other school property when necessary to maintain order and safety. Any staff member who orders a student removed should arrange to have the student escorted to the office or other designated location.

If a student does not comply with a staff member's order to leave, the staff person will contact an administrator, or if not available, another suitable person, who shall respond promptly.

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.

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.

INTRODUCTION

The Arundel School Board is committed to maintaining a supportive, safe and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

To achieve this goal, the Arundel School Board has established a set of expectations for student conduct. These expectations are based on the personal values essential to responsible and ethical behavior. As a school community, we are dedicated to the personal values of:

Responsibility

Respect

Honesty

Fairness, and

Compassion

The Board believes that each member of the school community should consistently demonstrate, through their behavior, these values. The Board also believes that each member of the school community should take responsibility for his / her own behavior. To that end, the Board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct and ensure that discipline is administered fairly, promptly and appropriately.

This Code of Student Conduct applies to students who are on school property, who are in attendance at school or at any school- sponsored activity or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

The Arundel School Board adopts this Student Code of Conduct, consistent with the requirements of Title 20-A MRSA Sec. 1001 (15)

PERSONAL VALUES

All members of the school community are expected to demonstrate the five personal values of responsibility, respect, honesty, fairness and compassion. In order to help understand these values, the following examples are provided:

A person who is **RESPONSIBLE** for personal actions as an individual and as a member of the school community

Does:

- *Acknowledge making a mistake
- *Accept the consequences of personal actions
- *Report harmful or hateful behavior to an adult

Does Not:

- *Make excuses for unacceptable behavior
- *Try to evade logical consequences
- *Remain silent about wrong doing of others

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

Does:

- *Tolerate views and beliefs that are different from their own
- *Supports and contributes to a safe and orderly environment

Does Not:

- * Participate in activities that are harmful physically or emotionally to others
- *Make derogatory statements about other's gender, sexual orientation, ethnic background, religion, disability, intellect or appearance

A person who is **HONEST** in all academic and personal relations

Does:

- *Speak the truth, respectfully
- *Recognizes that trust is a key component of all relationships
- *Interact with others in a sincere manner manipulative

Does Not:

- *Steal from others or cheat
- *Take or damage the property of others
- *Plagiarize the work of others
- *Engage in sneaky, secretive or behavior

A person who is **FAIR** in dealing with others

Does:

- *Treat others the way he/she would like to be treated
- *Seeks to strike a balance between the needs of the individual and the needs of the school community

Does Not:

- *Engage in malicious talk or actions towards others
- *Attempt to advance their own interests at the expense of others
- *Take advantage of others

A person who is **COMPASSIONATE** in dealing with others

Does:

- *Treat all others with kindness
- *Lend a helping hand to those in need shortcomings
- *Try to understand others

Does Not:

- *Tease or taunt others
- *Draw attention to another's

- *Judge others

STUDENT RIGHTS AND RESPONSIBILITIES

Students have certain legal rights under federal and state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights is the expectation that students will demonstrate ethical and responsible behavior.

Among these student rights are:

- The right to equal educational and extracurricular opportunity,
- The right to freedom from discrimination and harassment because of race, sexual orientation, color, sex, religion, national origin or disability,
- The right to attend free public schools in accordance with provisions of Maine Statutes and policies of the School Board,
- The right to due process with respect to suspension, expulsion or an administrative decision which a student believes has injured her/his rights,
- The right to free inquiry and expression and to voice grievances within the bounds of reasonable rules regarding these rights, and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission,
- The right to be free from unreasonable searches and seizures,
- The right to access school rules and, when necessary, an explanation of those rules from school personnel.

The School Board has the authority to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools.

This Board policy is designed for educational and informational purposes and is not intended to create, expand or restrict any student rights and responsibilities.

DEFINITIONS

The following definitions are provided to assist students and parents in understanding specific behaviors:

| Behavior | Definition |
|---------------------------------------|---|
| Alcohol Violation | Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver or distribute on any school property or at any school sponsored event. |
| Bus Misbehavior | Any violation of bus policy or bus driver rules that takes place on a school bus, whether on a regular run or special school trip. |
| Cheating/Academic Dishonesty | Copying, plagiarizing, altering school records or assisting another in such actions. |
| Computer / Technology Misuse | Any unauthorized use of school computers, software, internet; accessing inappropriate websites, misuse of a website or any electronic communication device. |
| Cutting Class | Unexcused absence from any scheduled class or event. |
| Destruction of Property/ Vandalism | Damage to, destruction or defacement of property belonging to the school or another. |
| Disrespect | Inappropriate comments or physical gestures towards teachers, staff members or other students in the school. |
| Disruption in the Classroom | Any behavior that interferes with the learning of others in the learning environment. |
| Disruption within the School | Any behavior that interferes with the safe and orderly environment of the school or any school sponsored activity. |
| Drug violation | Possession or use of (including possession with the intent to sell, give, deliver or distribute) any inhalants or other intoxicants, controlled substances including prescription drugs, over-the-counter medicines, look-alikes and substances represented as controlled substances or drug paraphernalia. |

Behavior

Definition

Extortion

The use of force, fear or threat to obtain property or money from another.

Failure to Serve Assigned Detention / Consequence

Failure to serve detention, or other assigned consequence for misbehavior.

Bomb Threat/ False Alarm

Initiating a report of fire or other threat without cause, misuse of 911 phone number, pulling a fire alarm, discharge of fire extinguisher.

Fighting

A hostile confrontation with physical contact between two or more students.

Fireworks / Explosives

Possession, use or threat to use firecrackers, smoke bombs, flares, or any explosive device or substance on school property or any school sponsored event.

Forgery

To use, make or reproduce another's signature for deceptive purposes.

Harassment

A persistent, pervasive pattern of actions or statements directed at an individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.

Hazing

Intentional act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.

Indecent Exposure

Willful exposure of the private parts of the body to another.

Insubordination

Refusal to follow the reasonable directions of a teacher, staff member or administrator, including failure to identify self.

Intimidation

Engaging in actions or statements that put another in fear of bodily harm.

Leaving School Grounds

Leaving school property during regular school hours without the consent and knowledge of school personnel.

Behavior

Definition

| | |
|------------------------------|---|
| Physical assault on Staff | Aggressive action, with physical contact ,directed at a school staff member while on school grounds or at a school sponsored activity. |
| Physical assault on Student | Aggressive action, with physical contact, directed at another student while on school grounds or at a school sponsored activity. |
| Profanity | Using vulgar or abusive language, swearing. |
| Refusal to Obey School Rules | Failure to comply with school rules, regulations, policies and / or procedures. |
| Sexual Harassment | Unwanted and inappropriate verbal, written or physical conduct of a sexual nature directed towards another. |
| Tardiness | Lateness to school or class without appropriate excuse. |
| Theft | Taking the property of another without permission. |
| Threats | Expressions, conveyed by words or actions, of intent to do harm to another. |
| Tobacco Use / Possession | Possession or use of any tobacco or tobacco products, including possession with intent to sell, deliver, give or distribute to others. |
| Trespassing | Unauthorized presence on school property, including while on suspension or expulsion. |
| Truancy | An absence of a day, or any portion of a day, without knowledge and consent of a parent. Failure to provide verification of an absence from school. |
| Uncooperative Behavior | Intentional failure to follow reasonable directions from a staff member or to participate cooperatively in a class or school activity. |
| Weapons Violation | Possession of any object or implement capable of causing harm, or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, all knives and any implement, visible or concealed, which would reasonably lead a person to believe its intended use was as a weapon. |

CONSEQUENCES

The following chart lists the variety of school offenses and the possible consequences that may be imposed for the infraction. **This list is for reference only**, and school administration shall have discretion in assigning consequences for unacceptable behavior.

| Offense | First Offense | Second Offense | Third Offense |
|---|---------------------------------------|-----------------------------|-----------------------------|
| *Alcohol Violation | Suspension | Expulsion hearing | |
| *Drugs / Controlled Substance Violation | Suspension | Expulsion hearing | |
| *Physical Assault | Suspension | Expulsion hearing | |
| *Weapons Violation | Suspension | Expulsion hearing | |
| *Bomb threat | Suspension | Expulsion hearing | |
| *Indecent exposure | Suspension | Expulsion hearing | |
| *Theft | Suspension and compensation | Suspension and compensation | Suspension and compensation |
| *Threats | Suspension | Suspension | Suspension |
| Sexual Harassment | Student Meeting / Parent Notification | Suspension | Expulsion Hearing |
| Leaving School Grounds | Suspension | Suspension | Suspension |
| Profanity (Directed at staff) (General use) | Suspension Detention(s) | Suspension Detention(s) | Suspension Suspension |
| Fighting | Suspension | Suspension | Suspension |
| Tobacco Use / Possession | Detention(s) | Suspension | Suspension |
| Insubordination | Suspension | Suspension | Suspension |
| Vandalism | Community Service and compensation | Suspension and compensation | Suspension and compensation |

| Offense | First Offense | Second Offense | Third Offense |
|---------------------------------------|--|--------------------------------------|--------------------------------------|
| Truancy | Detention plus zero on any missed work | Suspension plus zero on work | Suspension plus zero on work |
| Failure to serve Teacher detention | Office detention | Sat. Morn. Det. | Suspension |
| Failure to serve Office detention | Double detention(s) | Sat. Morn. Det. | Suspension |
| Failure to serve Sat. Morn. Det. | Suspension | Suspension | Suspension |
| Cheating /Plagiarism | Zero on assignment plus parent notice | Zero on assignment plus detention(s) | Zero on assignment plus detention(s) |
| Computer misuse | Loss of computer plus parent notice | Loss of computer plus detention(s) | Loss of computer plus detention(s) |
| Cutting class | Detention(s) | Detentions(s) | Suspension |
| Disruptive Behavior | Detention(s) | Detention(s) | Detention(s) |
| Bus misconduct | Warning letter | Temporary loss of bus privileges | Temporary loss of bus privileges |

* Violations of federal, state or local laws will be reported to local law enforcement authorities when deemed appropriate and may result in sanctions beyond the school's consequences.

DETENTION OF STUDENTS

Teachers and administrators have the authority to detain students after school hours for infractions of classroom or school rules. Before assigning students to detention, the student will be informed of the reason for the detention, and the student will be given an opportunity to explain his / her version of the incident. Teachers and administrators have the discretion to substitute alternative discipline in cases where they deem detention inappropriate.

Students in detention are expected to use the time constructively to complete school assignments or to perform community service to the school. Students who fail to serve a scheduled detention are subject to additional disciplinary measures.

There are three types of detention that may be assigned to students:

- Teacher detention
- Office detention
- Saturday morning detention

SUSPENSION OF STUDENTS

The School Board delegates to school administrators the authority to suspend disobedient and disorderly students for a period not to exceed 10 school days. Suspensions longer than 10 days may be imposed by the School Board. Prior to suspending, except in extreme instances;

The student shall be given verbal and written notice of the charges against him / her,

The student will be given an explanation of the evidence forming the basis for the charges,

The student shall be given an opportunity to present his / her version of the Incident.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present his / her version of the incident shall be arranged as soon as practical after removal of the student from school.

The student's parent / guardian shall be notified of the suspension as soon as practicable by telephone or by written notice.

Prior to re-admittance to school, a conference with the student and the parent / guardian of the student and a school administrator may be required.

EXPULSION OF STUDENTS

No student shall be expelled from school except by action of the School Board. The Board shall expel students as provided in 20-A MRSA, Sec. 1001 (9) and (9A). The Board also has the authority to readmit an expelled student on satisfactory evidence that the behavior, which was the cause of the student being expelled, will not likely recur.

The parent / guardian and the student if 18 years of age or older shall be notified by certified letter and regular mail of the Board expulsion hearing. The hearing shall be in a properly called executive session and may also be attended by persons designated by the Superintendent to present information in the case.

The notice of hearing shall include:

The date, time and location of the hearing,

A description of the charge(s),

A statement that the student may be represented by legal counsel,

A statement that the student of his / her representative may cross-examine any witnesses presented by the administration at the hearing,

A statement that the parent / guardian and student may present evidence, including witnesses and documents, on the student's behalf.

INVOLVEMENT OF OUTSIDE AUTHORITIES

The Superintendent and / or building administrator is authorized to report incidents involving violence, threats of bodily harm, bomb threats, possession of a weapon, possession, selling, distribution or use of illegal substances or other activity that is illegal or which disrupts the operation of the school or school activities and to furnish information concerning such incidents to law enforcement officials.

STANDARDS FOR STUDENT ATTIRE AND APPEARANCE

Arundel is a diversified community of interests and beliefs that are reflected in different tastes and styles of clothing and personal appearance. The Arundel School Committee wishes to stress that this policy is intended to promote a positive atmosphere for student living and learning without insisting on rigid conformity that might suppress either legitimate or constitutionally protected self-expression.

The following general criteria are established as a standard of evaluation for student school attire and appearance:

1. Legality
2. Cleanliness / Safety
3. Common courtesy
4. Congruity with educational programming and/or other Board policy.

The following specific guidelines shall apply to student attire and appearance:

1. Clothing with slogans of a political or common community concern nature are permissible.
2. Hats and sunglasses (unless by prescription) may be worn inside only for specific activities.
3. Halter-tops or tube tops (a halter top ties around the neck and back leaving the back exposed. A tube top has no straps) are not acceptable school attire nor are shirts that leave a bare midriff exposed.
4. Clothing will be free of messages, artwork or symbols, which promote activities reasonably prohibited for students (drugs, alcohol, tobacco, violence).
5. Clothing will be free of graphics and/or slogans that promote private enterprise in such a way that the advertising has a potential double entendre or play on words that suggests activities inconsistent with the program and philosophy of the school or other policies of the School Board.
6. Undergarments (male or female) may not be visible. Straps on shirts must be adequate to cover bra straps (at least one inch in width).
7. Footwear must be worn at all times. Cleated shoes are unacceptable for inside wear.

Hemlines of skirts/dresses must come to the end of the fingertips when arms and hands are fully relaxed at the students' sides. Hemlines of shorts must reach, at a minimum, the bottom of students' knuckles when hands are in fists, with students' arms relaxed at their sides.

Students whose attire does not meet or surpass these standards will be asked to change clothing or to call home and request a change of clothing be brought to the school.

The administration will be the final judge of all questions related to the dress code and the implementation of the above guidelines.

(This is in reference to School Board policy JICA)

TRANSPORTATION

The privilege of all pupils to ride the school buses operated by the Arundel School Department is conditional upon their good behavior and observance of the following rules and regulations. Pupils who violate these rules will be reported to school officials and may lose transportation privileges either on a temporary or extended basis.

1. The driver is in full charge of the bus and the pupils. Students shall obey the driver's requests.
2. Drivers have the authority to assign students to specific seats on the bus and students shall occupy the seat designated for them by the driver.
3. Pupils shall be on time at the pick-up location. Due to schedule requirements, the bus cannot wait for those who are not on time. If a pupil misses a bus, it is the parent's responsibility to provide transportation to school for the student.
4. All bus riders shall follow the following rules:
 - Never stand in the road while waiting for the bus
 - Do not run alongside the bus while it is slowing to a stop
 - There should be no pushing or shoving while boarding or exiting
 - Do not litter the bus or throw litter from the bus
 - Do not damage the bus
 - Please do not distract the driver while she/he is driving
 - Remain seated at all times that the bus is in motion
 - Profane language or harassment of others will not be tolerated
 - Yelling, screaming and unnecessarily loud talk are distractions to the driver and are not acceptable
 - Keep arms, hands, head and all body parts inside the bus
5. Students are to ride busses from a designated pick-up point to the school and from the school to their drop-off point. The drivers shall not make special stops for students unless approved by the school administration in advance. Students will not be allowed on any bus other than the one they normally ride unless a written request from a parent is received and approved by the school. Requests to ride a bus other than the regularly rided bus will be honored only if space is available.

Should the conduct of any pupil endanger the lives and/or safety of others on the bus, and the offending student fails to cease such conduct when requested to do so by the driver, a referral shall be made to school officials. The Principal or his designee, after due warning, may forbid a student the privilege of riding the bus for a designated period of time. Written notification of this action shall be provided to the student and the parent.

STUDENT CONDUCT ON SCHOOL BUSES

The bus driver will have a responsibility to maintain orderly behavior of students on school buses and will report misconduct to the director of transportation who will notify the student's principal.

The school bus is considered an extension of school property; the school principal will have the authority to suspend the riding privileges of students who are disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.

The safety of students during their transportation to and from school is a responsibility, which they and their parents share with bus driver and school officials. The School Committee wants students to know what is expected of them when they wait for and ride on a school bus. Therefore, the rules of student conduct will be issued to every bus-riding student at the beginning of the school year.

Students who fail to observe these rules will be subject to immediate disciplinary action, since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal on the same school day, if the incident occurs in the morning, or the next morning if it occurs in the afternoon. The following action will be taken:

Elementary:

- The principal will determine if the offense warrants parent notification.
- Those offenses warranting parent notification will result in:
 - **First offense:** A warning notice describing the incident will be sent home. The notice must be signed by the parent and returned to the principal.
 - **Second offense:** A warning slip clearly labeled 2nd warning will be sent home. The notice must be signed by the parent and returned to the principal.
 - **Third offense:** A third offense notice (so labeled) will result in suspension of bus-riding privileges for a stated period of time. The period will be in relation to the seriousness of the offense.

Excessively dangerous behavior will result in immediate disciplinary action by the Principal.

All students:

Abusive behavior as described in the Arundel Student handbook and/or excessively dangerous behavior (i.e. weapons, drugs, alcohol, etc.) will result in immediate disciplinary action by the Superintendent.

(This is in reference to School Board Policy JICC)

What is the Internet?

The Internet is a vast global network of over 1 million computers at universities, high school and government offices and other sites, which act as information servers (fileservers) to those with Internet access. Each computer with Internet access then becomes part of this global network, allowing individuals to send electronic letters, voice and video messages, and view or send information (text and pictures). Because of its enormous size, the Internet's potential is boundless.

Internet Terms and Conditions

In using the Internet, which is a tremendous resource for education, there is some potential for abuse. It is the purpose of this agreement to make sure that all who access the Internet or any other telecommunications equipment in ML Day, both students and staff use this valuable resource in an appropriate manner.

Acceptable Use

The purpose of the ML Day network access is to support research and education in our schools. Use of the telecommunications and the Internet should be in support of education and research consistent with the educational objectives of the school district.

- *Transmission or reception of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening, obscene or pornographic material, materials related to the illegal use of manufacture of restricted substances or material protected by trade secret;*
- *Use of ML Day network or Internet access to perform any act that may be construed as illegal, unethical, discriminatory, defamatory or harassing is prohibited;*
- *Use of ML Day network or Internet access for commercial activities, product advertising, political lobbying or extensive personal use is prohibited;*
- *ML Day does not in any way warranty the service it is providing and will not be responsible for any damages a user may suffer. This includes the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or the user's error or omissions. The user assumes any risk resulting from information obtained via the Internet/Telecommunications.*

Privileges

The access of the ML Day computers, network and Internet is a privilege, not a right and inappropriate use will result in the immediate cancellation of those privileges. The building principal shall have final authority to decide whether a student's privileges will be denied or revoked.

The most important prerequisite for someone to receive computer use and network access at ML Day is that he/she takes full responsibility for his/her own actions.

Vandalism

Vandalism will result in cancellation of privileges and may be subject to criminal prosecution. Vandalism is defined as any malicious attempt to harm or destroy data or hardware of a computer unit or another users data, the Internet or any other networks to which we may connect. This includes, but is not limited to; the uploading, creation or distribution of computer viruses, the destruction of computer hardware or deletion of computer system or application software and "hacking" (illegal entry into any computer system). Parents/guardians are financially responsible for acts of vandalism committed by their children.

Security

Security on any computer is a high priority, especially when the system involves many users. If any user feels he/she can identify a security problem on the network, the teacher must be notified. Users should not demonstrate the problem to other users. On the matter of personal security, no user shall reveal personal information while on the network or Internet including; name, address, phone numbers, credit card information or the above information for any other user. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the school network or the Internet.

Copyright Laws and Plagiarism

Violation of copyright laws and plagiarism are unacceptable and are a reason for school disciplinary or law enforcement action. Any materials utilized of research projects should be given proper credit as with any other hard copy source of information.

Electronic Mail

Electronic mail accounts may be issued to staff and students. Any e-mail activity in school will be accomplished only through those accounts and only with the permission and guidance of a staff member. E-mail, whether from or to ML Day, must conform to the acceptable use policy/agreement. E-mail is not private or confidential and may be read by administration or the technology coordinator.

“Netiquette”

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- *Being polite and not using abusive language in messages to others;*
- *Using appropriate language (no swearing, vulgarities, threats, harassing language);*
- *Not writing in all upper case letters (this is considered shouting);*
- *Not using the Internet or e-mail to disrupt the use of it by others.*

Prohibited Use

The user is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

1. *Accessing Inappropriate Materials – accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory harassing and/or illegal;*
2. *Illegal Activities – using the school’s computers, networks and Internet services for any illegal activity or that violates other board policies, procedures and/or school rules;*
3. *Violating copyrights – copying or downloading copyrighted material without the owner’s permission;*
4. *Plagiarism – representing as one’s own work any material obtained on the Internet (such as term papers, articles, etc). When Internet sources are used in student work, the author, publisher and website must be identified;*
5. *Copying software – copying or downloading software without the express authorization of the system administrator;*
6. *Misuse of passwords/unauthorized access – sharing passwords, using other user’s passwords without permission and/or other user accounts.*

No Expectation of Privacy

The school unit retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computers and Internet activity by students and staff. Students and staff have no expectation of privacy in their use of school computers, including e-mail and stored files.

Compensation for Losses, Costs and/or Damages

The student and/or the student’s parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by the school unit related to the violations of this Computer and Internet Policy and/or these rules, including investigation of violations.

School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The school unit assumes NO responsibility for any unauthorized charges made by students or staff. Including but not limited to credit card charges, long distance telephone charges, equipment and line costs or for any illegal use of its computers such as copyright violations.

Discipline

Students who violate the Acceptable Use Policy/Agreement adopted by ML Day shall be subject to the appropriate action described in your school’s student handbook.

This document was created using information from the following sources on the Internet:

“ASSET” Creating an Acceptable Use Policy for School Online Systems”, Lexington, MA public schools; AUP (Acceptable Use Policy), Hampton-Dumont Community Schools, IO; Classroom Connect “Making and AUP”; Franklin Township School, Franklin, PA; Kennebunk High School, Kennebunk, ME; Union 98.

HANDBOOK ACKNOWLEDGMENT PAGE

This page is to be detached from the student handbook, signed by the student and parent/guardian, and returned to the teacher.

We have reviewed this handbook and have discussed the importance of appropriate school behavior. We are aware of the expectations that the school holds for all students and realize that failure to abide by these expectations may result in the imposition of disciplinary consequences as outlined.

Student Name (Please print)

Parent/Guardian Name (Please print)

Student Signature

Parent/Guardian Signature

Date: _____

Teacher's name: _____

PERMISSION FOR STUDENT INFORMATION PUBLICATION

During the course of the year your child will be involved in many exciting projects and learning experiences. Some of the best ways to remember these events are by videotaping, tape recording and taking pictures of the children interacting with one another. The Arundel School Department (Mildred L. Day Memorial School) is proud to use its web presence as well as other media (i.e.; newspapers) coverage as a communication tool for the community. Therefore, we would like to publish some of these pictures and tapes as well as examples of student work on our web pages and/or in the media. **Students are only identified by their first name on the web.**

Please take time to consider the advantage of documenting your child's activities and work using these methods:

CHECK ONLY ONE BELOW

- I give permission for the above **student's work and picture** to be published with full name.
- I give permission for the above **student's work and picture** to be published with only first name.
- I give permission for the above **student's work only** to be published with full name.
- I give permission for the above **student's work only** to be published with only first name.
- I don't give permission for the above **student's work or picture** to be published.

(OPTIONAL)

The parent/guardian of any student has the right to request their child not have access to the Internet at ML Day School. All such requests must be submitted in writing to the school.

