

## **GENERAL INFORMATION**

*Presque Isle Middle School*

*569 Skyway Street*

*Presque Isle, Maine 04769*

*(207) 764-4474*

*FAX: (207) 768-3447*

*[www.sad1.org](http://www.sad1.org)*

Presque Isle Middle School (PIMS) is located in Presque Isle. It is the sole middle school in MSAD #1 which serves five communities—Castle Hill, Chapman, Mapleton, Presque Isle, and Westfield—and is governed by a seventeen-member Board of Directors. The district has approximately 2200 students with two pre-K programs, one k-2 elementary school, one 3-5 elementary school and one K-5 elementary school, one 6-8 middle school and one 9-12 high school, and a regional career and technical center.

Presque Isle Middle School has a current student population of approximately 480 students. The professional teaching staff includes 32 faculty supported by 25 staff members. Its administration includes a principal, assistant principal, and facilities manager.

### ***Accessing School Policies***

Comprehensive school policies are available in the principal's office of Presque Isle Middle School.

### ***Canceling School***

On occasions when school is cancelled due to inclement weather or any other emergency, the cancellation will be posted online at the District's website ([www.sad1.org](http://www.sad1.org)) as well as broadcast on local radio and TV stations.

### ***Child Custody***

Parents in nontraditional families must provide the principal's office with the names and addresses of all parents, step-parents, and legal guardians who have legal access to students, student records and student information. Parent assistance in providing the school with this information will help to ensure that all parents of students will be kept informed of school events and student progress. If a parent has been denied access to the student or the student records, court documents must be provided to the school and kept on file.

If parents or guardians are going to be out of town for any length of time, they must notify the school in writing that there is a temporary guardian in place.

### ***Confidentiality of School Records***

It shall be the policy of the school unit to provide for the confidentiality of all student education records that are maintained by the school unit, as required by both Maine Law and the Federal Family Educational Rights and Privacy Act (FERPA).

The school unit shall provide annual notification to the parents of students currently in attendance of their adult rights in relation to the student education records being maintained by the school unit. The policy and regulations clearly specify the rights of parents to receive their child's records.

A copy of the policy and regulations is available for review in the principal's. In case of student transfer, all education records must be sent to a school administrative unit to which a student applies for transfer. Prior consent of the parent or guardian is not required.

### ***Contacting Teachers***

In addition to the annual Open House and Parent/Teacher Conferences, parents may contact the faculty via telephone (764-4464) and leave a voice mail message. The faculty and staff also have e-mail accounts at PIMS. The faculty and staff e-mail addresses may be accessed via the District website ([www.sad1.org](http://www.sad1.org)).

It is important for parents to be aware that when contacting teachers, an e-mail using Hotmail and/or Yahoo may not reach a teacher or other MSAD #1 employee. Incoming Hotmail and Yahoo mail is blocked by the District.

### ***Dropping Off and Picking Up Students***

Students being transported to and from school will use the main entrance, which faces the north soccer field.

### ***Health Services***

PIMS utilizes the services of the District Health Office housed at Presque Isle High School.

### ***Insurance***

At the start of each school year, students and parents are given the necessary information to purchase health insurance for students. The “school time only” plan provides coverage during the school day up to the last day of school in the school year that the plan was purchased. The “twenty-four hour” plan provides around-the-clock coverage for 365 days from the date that the plan was purchased.

It is critical that parents read the plans carefully prior to purchasing a plan. Should the information provided in this handbook conflict with the information in the insurance information packet, the information packet will be considered the correct information.

All students participating in interscholastic activities are required to be covered by student accident insurance and/or family health and accident insurance as a prerequisite for participation in the activity.

### ***Notice of Nondiscrimination***

Discrimination against and harassment of school employees and students because of race, color, sex, religion, ancestry or national origin, age, or disability are prohibited. MSAD #1 complies with Title VI of the Civil Rights of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504, and ADA may be made to:

Mary Guerrette  
Affirmative Action Coordinator  
PO Box 1118  
Presque Isle, ME 04769 (207) 764-4101

### ***Presque Isle Middle School Newsletter***

The events and activities of PIMS will be published monthly on-line at the District website.

### ***Release of Student Information***

Maine law prohibits public schools from publishing/providing on the Internet any personal information about students without first obtaining the written approval of the parents. Personal information is defined as information that identifies a student including but not limited to student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents’ names. This law does not apply to newspapers, newsletters, and the like.

### ***Surveillance***

Students, employees, and visitors should be aware that PIMS utilizes video cameras in public areas to assist in maintaining safety and security within the school and in the area immediately surrounding the school

## **ACADEMIC PROGRAM INFORMATION**

### ***Academic Awards***

Throughout the year, PIMS honors its academically high achieving students in a variety of ways including:

- **Honor Roll**  
To earn honor roll status, a student must achieve a nine-week average of at least 85 and have no grade lower than 75
- **High Honor Roll**  
To earn high honor roll status, a student must achieve a nine-week average of at least 90 and have no grade lower than 85.

- **Academic Awards Ceremony**  
To earn an invitation to the Academic Awards Ceremony, a student must achieve a high grade point average, as determined by the principal.
- **8<sup>th</sup> Grade Promotional**  
To be eligible to participate in the 8<sup>th</sup> Grade Promotional, a student must meet all of the requirements to enter high school.

***Exemption from Required Instruction***

The curriculum of M.S.A.D. # 1 is designed to include statutory requirements and other areas of study deemed appropriate by the professional staff and the Board. The curriculum includes topics and materials that are age and ability appropriate to the students.

The Board acknowledges that from time to time individual students may be exposed to some ideas and materials with which they or their parent/legal guardian disagree, but such disagreement alone is not a sufficient basis to exempt a student from the prescribed curriculum.

The Board recognizes, however, that there could be topics in the curriculum which may be objectionable to individual students and/or parent/legal guardian based on their particular, sincerely held religious, moral or philosophical beliefs. Exemption from instruction which infringes on such beliefs may be requested by the parent(s)/legal guardian.

In considering requests for exemptions, factors that the principal may consider include:

- A. Whether the course of instruction is required by state law or school policy;
- B. Whether an exemption will adversely affect the instruction provided to other students;
- C. The educational importance of the material or instruction from which exemption is requested;
- D. Evidence regarding the sincerity of the belief on which the request is based;
- E. Whether the school has a legal obligation to accommodate the exemption request; and
- F. Other factors that bear upon the particular request.

When a student is exempted from a portion of the regular curriculum, the staff will make reasonable efforts, within the scope of existing resources, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school or through approved independent study. Any alternative instruction shall be approved in advance by the principal in consultation with the classroom teacher, and shall meet the standards and objectives of the part of the curriculum that is being replaced.

***Grade/Progress Reports***

Progress reports will be issued at the midpoint of each quarter to students who are failing or who are in danger of failing. These reports may also be issued by parent request or by teacher discretion.

Grade reports (report cards) are issued at the end of each quarter to all students.

***Local Assessment System (LAS)***

In June of 2004, the MSAD #1 Board of Directors approved the District's Local Assessment System as required by Maine law. Throughout the school year, various assessments will be administered for verification of attainment of the Maine State Learning Results.

*see District policy (ILA Local Assessment System).*

### ***Parental Review of Educational Materials***

A student's parent/guardian may inspect upon request any instructional or library materials used as part of the curriculum. Such requests shall be made to the appropriate teacher or to the library/media specialist. If a parent/guardian wishes to restrict his/her child's access to particular instructional materials, the procedure in District policy IMBB shall be followed. Additionally, information may be obtained regarding the selection of educational materials, see *District Policy (IJJ)*; *District Policy (IMBB)*

### ***Parent-Teacher Conferences***

PIMS offers parent-teacher conferences in the fall and again in the spring. In addition, the school hosts an open house in the fall. Invitations are mailed home for all three events, and parents (and students) are urged to attend.

### ***Summer Session***

PIMS offers a six-week summer school program which provides students with an opportunity to make up course work necessary to advance to the next grade. A student who fails two or more of the following will be required to participate and successfully complete summer school work:

- English Language Arts,
- Math
- Science
- Social Studies

### ***Transferring/Withdrawing from PIMS***

A student who transfers or withdraws from PIMS, must complete a withdrawal form. This form is available in the principal's office.

## **ATHLETIC/CO-CURRICULAR ACTIVITIES**

### ***Athletic activities***

**Eligibility:** Students are eligible to participate in interscholastic activities by providing proof of insurance and by receiving clearance through the Health Office.

#### **Fall Sports**

Cross Country Running  
Soccer

#### **Winter Sports**

Basketball  
Cheerleading  
Skiing  
Wrestling

#### **Spring Sports**

Baseball  
Softball  
Tennis  
Track and Field

Coaches will provide student athletes with the rules and regulations for participation in athletics. Student athletes and parents will be required to sign this document.

PIMS student athletes who participate on both school and non-school athletic teams must give priority to the school athletic activity in the event of a conflicting schedule. This pertains to games, events and practices.

***Co-curricular activities***

PIMS offers a variety of co-curricular activities. Students are encouraged to participate in these activities, as they enhance the educational experience.

It is important for students to understand that rules governing the participation in co-curricular activities vary from one activity to the other. Furthermore, it is the responsibility of the student to know the rules governing the activity in which they participate. Each activity’s advisor will explain the rules for participation at the beginning of the school year.

Co-curricular activities may include:

- |                         |                 |
|-------------------------|-----------------|
| Book Adventurers        | Office Helpers  |
| Civil Rights Team       | Peer Mediators  |
| Class Book              | Peer Tutors     |
| Destination Imagination | School Play     |
| Intramural Sports       | Science Club    |
| Jazz Band               | Student Council |
| Kitchen Helpers         | Young Authors   |
| Math Team               |                 |

**ATTENDANCE**

It is critical for PIMS students to attend school daily. Success in school hinges on excellent attendance. Understandably, the occasional circumstance may arise when a student must miss school. However, it is important to understand that even when these absences are for legitimate reasons, the student’s education is compromised.

Under Maine State Law, students are required to attend school until age seventeen unless conditions specifically listed under the law are met. An absence of 1/2 day or more is a violation. Under the law, the only excusable absences from school are:

- Personal illness;
- An appointment with a health professional that must be made during the regular school day;
- Observance of a recognized religious holiday when the observance is required during the regular school day;
- A family emergency; or
- A planned absence for a personal or educational purpose that has been pre-approved by the principal.

\*Please note: in all cases, the administration of the school determines whether a student’s absence is excused or unexcused.

All students are reminded that hair appointments, tanning appointments, and the like are not legitimate reasons for missing school. School officials may request validation of a school absence with documentation from health care providers.

\*\*A student who is absent from school may not attend after-school activities on the day of the absence.

***Closed Campus/Leaving School***

PIMS is a closed campus. A parent or guardian wishing to dismiss his/her student must do so in person through the assistant principal’s office.

***Dismissed/Excused During School Day***

If a student is scheduled to attend an appointment which cannot be scheduled outside of the school day, the parent is expected to send a written note to be delivered to the assistant principal’s office. At the requested dismissal time, the parent/guardian must be present to “sign out” the student.

***Make-up Work***

It is the responsibility of the student to make up schoolwork missed as a result of an absence from school. All class assignments and assessments missed because of absences must be made up as soon as possible upon the student's return to school. **It is important to note that teaching teams have their own policies regarding making up homework, quizzes, in-class work, tests and exams. It is the student's responsibility to work within the parameters of these policies.** All incomplete work will be evaluated as a "0" if arrangements are not made for its completion. Students who miss class work, labs, quizzes, tests, or other assessments due to an unexcused absence will receive a zero unless otherwise stated in the teacher's makeup work policy.

When a student is absent from school, his/her parent may request homework assignments from teachers through the assistant principal's office. The requested work will be collected and available in the office within a reasonable period of time.

### ***Notifying the Office (Excused From School)***

When a student must be absent from school, the parent/guardian is required to notify the school (764-4474) after 7:30 AM. The parent/guardian may also offer notification in the form of a written note providing information regarding the student's absence.

Additionally, parents must notify the assistant principal's office in writing regarding:

- A request to dismiss the student (for an appointment etc.) during the school day
- A request for the student to go to an alternate destination after school.

### ***Tardiness***

Students who are tardy at the beginning of the school day must report to the office for a pass. Students are permitted three tardies of 15 minutes or less per grading quarter. The fourth tardy will result in administrative detention. Excessive tardiness will result in escalating discipline.

Following homeroom, a student who is tardy to class will be issued consequences by the receiving teacher.

## **CODE OF CONDUCT**

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents and the community. The code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

### **Article 1 - Standards for Ethical and Responsible Behavior**

The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

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

### **Article 2 - Code of Conduct**

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

The Code applies to students:

- on school property,
- while in attendance at school or at any school-sponsored activity, or
- at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

### **Article 3 - General Behavior Expectations and Discipline Policies**

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student is expected to:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress (see policy JFCA Student Dress Code).
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

*See policies: JG - Student Discipline  
JGB-R - Detention of Students  
JGD - Student Suspension/Expulsion*

#### **Article 4 - Expectations**

The following is a summary of the school unit's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbook for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or student handbooks, Board policies will prevail.

##### **A. Violence and Threats**

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

*See policies: JICIA - Weapons, Violence and School Safety  
EBBC - Bomb Threats*

##### **B. Weapons**

Students shall not possess or use weapons of any kind (examples include but are not limited to fire arms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

*See policy: JFCJ - Weapons in the Schools*

##### **C. Hazing**

Hazing is prohibited. Maine law defines injurious hazing as "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school." No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

*See policy: ACAD - Hazing*

##### **D. Discrimination and Harassment/Sexual Harassment**

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

*See policies: JB - Equal Educational Opportunities  
Notification Regarding Sexual Harassment of Students by Students*

**E. Drug and Alcohol Use**

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

*See policy: JFCI - Student Drug & Tobacco Use*

**F. Tobacco Use**

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

*See policy: JFCI - Student Drug & Tobacco Use*

**G. Conduct on School Buses**

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

*See policy: EEACC-R - Student Conduct on Buses*

**H. Computer/Internet Use**

Students may use school computers, networks and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

*See policy: IIBG-A - Student Computer and Internet Use*

**I. Co-curricular Code of Conduct**

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

*See policy: IGDJ - Interscholastic/Intramural Athletics*

**Article 5 - Removal of Disruptive/Violent/Threatening Students**

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

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

3. 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.

4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's crisis response plan if appropriate.

*See 20-A M.R.S.A. § 4009 - Protection from Liability*

*See Crisis Response Plan*

**Article 6 - Special Services**

**1. Referral.** The school unit has adopted policies and procedures for determining when a student shall be referred for special services.

*See policies: IGBA-A - Referral/Pre-Referral Policy*

*IGBA-C - Child Find Policy*

**2. Review of Individual Educational Plan.** 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 to others;
- b) the class removals are sufficient to constitute a change in the student's special education program;

c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

*See policy JGF - Disciplinary Removals of Students with Disabilities*

**3. Time Out Rooms and Therapeutic Restraint.** The school unit also has established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute.

*See policy JKAA - Time Out Rooms and Therapeutic Restraint*

**Article 7 - Referrals to Law Enforcement Authorities**

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

*See policy KLG - Relations with Law Enforcement Authorities*

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

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

**Legal Reference:** 20-A M.R.S.A. §§ 254 (11); 1001 (15)

**Cross Reference:** *Taking Responsibility; Standards for Ethical and Responsible Behavior in Maine Schools and Communities* (Report of The Commission for Ethical and Responsible Behavior, February 2001).

*Adopted: November 20, 2002*

## EXPECTATIONS AND PROCEDURES

It is the policy of MSAD #1 that good citizenship in schools is based on respect and consideration for the rights of others. The students in the schools of the district shall be expected to conduct themselves in such a way that the rights and privileges of others are not violated. They shall be required to respect constituted authority, to conform to school expectations and procedures, and to adhere to those provisions of law that apply to the conduct of minors.

The following expectations and procedures apply to any student who is on school property, who is 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.

Furthermore, the consequences outlined in this section are guidelines only, and more serious discipline, up to and including expulsion, may be imposed for any offense when the administration determines that the offense warrants such action.

***Acceptable Use Policy***

MSAD #1 issues an Acceptable Use Policy for the use of the MSAD #1 Electronic Network. All users shall assume full liability--legal, financial or otherwise--for their actions. All in-coming students may become users by signing the "Network Use Contract."

***Arrival/Dismissal Time***

Bus students are asked to report to a designated, supervised area upon arrival at school. These areas are:

- The playground
- The gymnasium (during inclement weather)
- The cafeteria (open at 7:45 for those wanting breakfast).

Students who are transported by parents or who walk to school should not arrive before 7:30 a.m. Parents are asked to drop students off at the north entrance facing the soccer fields. The entry tone sounds at 8:10 AM. Students who are not in their first period classroom at 8:15 are considered tardy and must report to the office for a late entry slip. School is dismissed each day at 2:35.

### ***Awards and Recognition of Students***

PIMS offers a variety of ways to recognize students for their efforts, including:

- Student of the Month
- Academic Awards
- 8<sup>th</sup> Grade Graduation Honors
- Math Masters
- Young Authors

### ***Cheating***

Cheating of any kind is absolutely not tolerated at PIMS. Beyond the school's plagiarism policy (see *Plagiarism*), any student caught cheating on homework, quizzes, tests, lab reports, and the like will receive a '0' on the assignment and may be referred to the assistant principal's office for additional disciplinary action.

### ***Complaint Procedure for Discrimination/Harassment***

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment.

For the purpose of this procedure:

- A. A "complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, religion, ancestry, national origin, or disability.
- B. "Discrimination or harassment" means discrimination or harassment on the basis of race, color, sex, religion, ancestry, national origin, or disability.

#### **How to Make a Complaint**

- A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the principal or assistant principal. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the principal or assistant principal.
- B. School staff are expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
- C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students are encouraged to utilize the school unit's Complaint Procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the Federal Office for Civil Rights, Regional Director, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9622).

#### **Complaint Handling and Investigation**

- A. The building principal or designee shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.
- B. The building principal may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.
- C. The complaint will be investigated by the building principal, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority.
  - 1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
  - 2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.

3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
  4. The building principal shall keep a written record of the investigation process.
  5. The building principal may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
  6. The building principal shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
  7. The investigation shall be completed within 21 business days of receiving the complaint, if practicable.
- D. If the building principal determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:
1. Determine what remedial action is required, if any;
  2. Determine what disciplinary action should be taken against the person(s) who is engaged in discrimination or harassment, if any; and
  3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
- E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.

### ***Dress Code***

It is the school's philosophy that extremes in dress and grooming that interfere with, disrupt, or are inappropriate for the educational process or setting will not be permitted. Dress and grooming must also meet reasonable standards of health and safety. Administrators will interpret and apply this philosophy and are given reasonable reach to interpret and judge policy violations.

Particular attention will be paid to the following items. Certainly, this is not intended to be an all-inclusive list, but instead simply clarifies past and current interpretation of the District dress code:

Items not permitted to be worn in school include:

- Shorts, dresses or skirts shorter than mid-thigh length
- Hats and caps
- Clothing that contains messages that violate the Board's discrimination/harassment policies
- Clothing with inappropriate language, slogans, or innuendo
- Clothing involving images of alcohol, tobacco, or illicit drugs
- Spandex shorts/pants and undergarments worn as exterior clothing
- Visible undergarments
- Tank tops or sleeveless shirts for males
- Immodest clothing, for example halter tops, backless tops/dresses, spaghetti strap tops/dresses, tube tops, tops/dresses with low or revealing necklines, low-riding pants that expose the midriff unless these articles of clothing are fully covered by an appropriate outer garment.
- Chains and other accessories that violate the district's weapons policy.
- Bandanas, scarves and headbands more than 2 inches wide.

This policy adheres to the parameters set by the *MSAD #1 Board of Directors Policy Manual* (file: JFCA)

### ***Drugs, Alcohol and Tobacco***

M.S.A.D. # 1 School Board supports a safe and healthful environment for students which is free of the detrimental effects of drugs, alcohol, and tobacco. Students will be provided with appropriate information and activities focused on preventing the use of drugs, alcohol, and tobacco. Education programs shall teach students that the use of drugs, alcohol, and tobacco is a health hazard, how to resist peer pressure, and address the legal, social and health consequences of drug, alcohol and tobacco use.

No student shall distribute, dispense, possess, sell or use tobacco products. No student shall distribute, dispense, possess, sell, manufacture, use or be under the influence of alcohol. Nor shall a student manufacture,

distribute, dispense, possess, use or be under the influence of any scheduled drug (as defined in 17-A MRSA § 1101); any controlled substance (as defined in the federal Controlled Substances Act, 21 USC § 812); any substance which can affect or change a student's mental, physical or behavior pattern (including but not limited to volatile materials such as glue, paint or aerosols, when possessed for the purpose of inhalation) or steroids; paraphernalia used for distribution or consumption of a prohibited substance; or any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section. These prohibitions apply to any student who is on school property, who is 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.

Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to the principal or assistant principal in a timely manner.

### **Administrative Procedures**

#### **Voluntary Referrals and the Student Assistance Team**

1. Any school staff member who is approached by a student(s) about a substance abuse or tobacco problem shall refer the student(s) to a member of the Student Assistance Team.
2. A student concerned about substance abuse or tobacco problems may seek the assistance of the Student Assistance Team. Self-referral will not result in any disciplinary action. However, a student may not use self-referral to avoid disciplinary action after a known violation of the policy.
3. The Student Assistance Team will follow established procedures in addressing student substance abuse and tobacco issues.  
*(see Policy JAB – Student Assistance Policy and Procedures).*
4. Confidentiality of student information concerning substance abuse issues will be maintained in accordance with state and federal laws.
5. Parents will be notified unless such notification violates State/Federal laws.

#### **Students Involved in Co-Curricular Activities**

A student involved in a co-curricular activity who violates this policy will be dismissed from the activity for the remainder of the season or school year in addition to any disciplinary consequences imposed under this policy.

#### **Discipline**

The following progressive intervention and disciplinary procedures are intended as guidelines only. The administration and the Board reserve the discretion to modify consequences based on the facts of an individual case. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and referral recommendations, and the student's prior disciplinary record.

#### **Disciplinary Action – Alcohol and Drug Violations**

##### **A. Possession/Use/Under the Influence**

###### **First Offense – The administrator shall:**

1. Confiscate the prohibited substance and verify offense;
2. Meet with student;
3. Notify and meet with parents;
4. Notify Superintendent and police as appropriate;
5. Suspend student from school for up to ten (10) days;
6. Arrange appointment with guidance counselor or student assistance coordinator for a non-clinical assessment.

###### **Second Offense – The administrator shall:**

1. Confiscate the prohibited substance and verify offense;
2. Meet with student, parents, guidance counselor, and student assistance coordinator to develop a follow-up plan;
3. Suspend student from school for up to ten (10) days. Inform student and parents that failure to follow the recommended plan may result in further disciplinary action.

**Third Offense – The administrator shall:**

1. Confiscate the prohibited substance and verify offense;
2. Recommend to parents that student be referred for clinical evaluation of problem;
3. Suspend student for ten (10) days and recommend expulsion to the Superintendent of Schools.

**B. Distribution/Dispensing/Sale/Manufacture**

**First Offense – The administrator shall:**

1. Confiscate the prohibited substance and verify offense;
2. Meet with student;
3. Notify parents, Superintendent and police;
4. Suspend student for ten (10) days and recommend expulsion to the Superintendent of Schools.

**Disciplinary Action – Tobacco Violations**

**Use/Distribution/Dispensing/Possession/Sale**

**First Offense – The administrator shall:**

1. Confiscate the tobacco product and verify offense;
2. Meet with student;
3. Notify parents;
4. Notify Superintendent and police as appropriate;
5. Suspend student in-school for three (3) days;
6. Schedule appointment with guidance counselor or student assistance coordinator.

**Second Offense – The administrator shall:**

1. Confiscate the tobacco product and verify offense;
2. Meet with student and parents;
3. Notify Superintendent and police as appropriate;
4. Suspend student for up to five (5) days;
5. Schedule appointment with guidance counselor or student assistance coordinator to develop follow-up plan.

**Third Offense – The administrator shall:**

1. Confiscate the tobacco product and verify offense;
2. Meet with student and parents;
3. Notify Superintendent and police as appropriate;
4. Suspend student for up to ten (10) days.

**Subsequent Offense – The administrator shall:**

1. Confiscate the tobacco product and verify offense;
2. Notify parents and police;
3. Suspend student for ten (10) days and recommend expulsion to the Superintendent of Schools.

***Due Process***

Prior to a suspension, except as hereinafter provided:

- A. The student shall be given oral or written notice of the charge(s) against him/her;
- B. The student shall be given an explanation of the evidence forming the basis for the charge(s);
- C. 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 practicable after removal of the student from school.

***Expulsion***

No student will be expelled from PIMS except by action of the Board. More details are available from the *M.S.A.D. #1 Board of Directors Policy Manual* (file: JGE).

***Fighting***

PIMS has no tolerance for fighting. The school must maintain a safe environment for students and staff members. Any student behavior that jeopardizes the safety of any person at PIMS will result in a suspension from school, typically five days (for the first infraction).

### ***Food and Beverages***

The consumption of food and beverages is restricted to the PIMS cafeteria. Consuming food and beverages in the halls, classroom/labs, gymnasium, playground and auditorium is strictly prohibited and may result in disciplinary action.

### ***Food Services***

Through the District's Food Service Program, PIMS offers both breakfast and lunch to all students, administration, faculty, and staff. Breakfast is offered from 7:45 to 8:10 AM. Lunch is offered in shifts by grade.

Students may access their accounts by keying in their personal identification number. Parents and students may apply money to their meal accounts by bringing cash or by paying with a check during breakfast only. If, for any reason, payment cannot be made during the breakfast period, payment may be made in the principal's office. **It is important to note that charging in the cafeteria is not permitted.**

### ***Fundraising***

It is the policy of MSAD #1 that students are prohibited from door-to-door solicitation.

### ***"Hands-off"***

Students are expected to respect the personal space of others by refraining from touching others in any way.

### ***Harassment/Sexual Harassment***

Harassment of students because of race, color, sex, religion, ancestry or national origin, 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 or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board 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 will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy by means selected by the school administration.

### ***Language***

Profanity and/or vulgar language is not permitted. Students who use unacceptable language will be subject to disciplinary action.

### ***Laptop Computers/E-mail (Student Use)***

All 7th and 8th grade students are issued a laptop for use at school. The laptop is stored in the student's locker which is equipped with charging capabilities. Students are given classroom instruction and written information regarding the appropriate use of their laptops. Students may only use e-mail as directed by their teachers. The laptop's history may be checked to determine if it is being used appropriately. The laptop policies address laptop usage and the consequences of inappropriate use.

### ***Leaving School Without Permission***

Students who leave campus without permission during a nine-week grading quarter will be subject to the following:

- 1<sup>st</sup> offense Saturday detention
- 2nd offense Three-day in-school suspension
- 3rd offense Five-day in-school suspension

### ***Lockers/Backpacks***

Hall lockers are provided for the convenience of students. The storage and security of articles are the responsibility of each student. The major causes of losing items from hall lockers are:

- Students failing to lock their lockers
- Students giving their locker combination to others.

Physical education locks and lockers are provided for the storage of students' personal belongings during P.E. classes. PIMS is not responsible for lost, misplaced, or stolen articles. Students must secure lockers by making sure they are locked.

Lockers are school property. The school retains the right to open and to inspect lockers and their contents at any time for any reason. Therefore, students should not expect that items stored in their lockers will be kept private.

Backpacks, while they are the property of individual students, are also subject to search. Illegal and/or inappropriate items may be seized.

### ***Loitering***

Students are not to loiter inside or outside of the building after the daily programs are finished. Students must have a valid reason for staying on campus following the school day and must be supervised by an adult.

### ***Messages***

Parents may leave messages for students, who will be called to the assistant principal's office to retrieve them twice daily, at lunchtime and after school.

### ***Medication***

Students may not possess or self-administer medication (over-the-counter or prescription). All medication must be stored and administered through the assistant principal's office. Special arrangements must be coordinated through the District Health Office. The telephone number is 764-8105.

*Reference District policy JHCD*

### ***Motorized Vehicles /Skateboards/Bicycles***

Snowsleds, four-wheelers, all-terrain vehicles, trail bikes and skateboards are not permitted on school property including the parking lots at any time.

A bike rack is provided for students who ride bicycles to school. Bicycles should be locked during the school day.

### ***Parties/Dances***

Occasionally, the school, or groups within the school sponsor a school-wide party/dance. This type of event is normally scheduled on Friday from 7:00—9:30 PM and open to all students in attendance the day of the dance. These events are open to PIMS students only. All school rules are in effect for parties and dances, including PIMS dress code.

### ***Personal Electronic Equipment***

Use of any personal electronic equipment is prohibited except by expressed permission from the principal. Examples of such equipment include but are not limited to: cell phones, cameras, personal stereos, hand-held games, personal data assistants. All such equipment must be left in the "off" mode and securely placed in student's backpack or locker. (Exception: cell phones may be used after school to contact parents/guardians.)

### ***Personal Items/Valuables***

Students are advised not to bring valuable items to school. The school is not responsible for items lost, stolen or misplaced.

### ***Physical Education Attire***

Students are required to “change up” for physical education classes as directed by their instructor. Students are asked to purchase and wear a Presque Isle Middle School physical education T-shirt. Gym shorts and appropriate footwear are also required for physical education classes.

### ***Plagiarism***

Plagiarism is stealing and passing off as one’s own the ideas, words, organization, knowledge productions, pictures or graphics of another (“Plagiarism.” Webster’s New World Dictionary. 1985 ed.).

- **Complete plagiarism:** the student submits another's work in its entirety as his or her own. This could be the work of another student or a published article or an Internet site or book chapter.
- **Patchwork plagiarism:** the student takes ideas, phrases, sentences and paragraphs directly from a source(s) without parenthetical citations and/or a “Works Cited” page.
- **Lazy plagiarism:** the student is guilty of sloppy note taking or research shortcuts. This form of plagiarism includes citations and a “Works Cited” page which show an attempt to adhere to the format; some citations are incorrect or omitted.
- **Paraphrased plagiarism:** the student rewords the work (partial or total rewording) without including any parenthetical citations and/or “Works Cited” page.
- **Self plagiarism:** the student uses a product written for one course to satisfy the requirements of another course, unless the student has received written permission from the teachers prior to beginning of the assignments.

Consequences for plagiarism may include a zero for the assignment, detention or suspension. Repeated incidents plagiarism by the same student will result in escalating consequences.

*(Presque Isle High School Parent/Student Handbook, 2004-2005, pgs 32, 34.)*

### ***Privileges***

Violations of school rules and regulations may lead to the loss of privileges enjoyed by most students at PIMS.

Among these privileges are:

- Attendance at parties/dances, assemblies or at after school activities
- Library use
- Membership in co-curricular activities
- Riding a school bus
- Computer/laptop use

### ***Questioning/Searching of Students***

The purpose of this administrative procedure is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary.

#### **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.
2. 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 disciplinary action.

**B. Searches of Students, Personal Property in Students' Immediate Possession, and School Storage Facilities**

1. School administrators are authorized to search students, personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student possesses any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.
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 objective of the search and not excessively intrusive. Searches may include the student's clothing and personal belongings. School administrators shall not conduct strip searches. If a more intrusive search appears to be necessary, law enforcement authorities shall be contacted.
4. School administrators have the authority to inspect and search school storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.
5. School administrators shall consult with the Superintendent prior to conducting random searches.
6. 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 be forwarded to law enforcement authorities for possible investigation/prosecution.
7. If a student fails to cooperate, lies, misleads or threatens any person during a search, he/she may be subject to disciplinary action.
8. School administrators are required to document all searches and any items seized/impounded.

***School Bus Transportation***

M.S.A.D. #1 offers school bus transportation to and from school for students who live on a school bus route. The District's Operations Director (764-0848) will identify which school bus a student will ride. Students riding the school bus must adhere to all bus rules and must obey the school bus driver. Failure to do so may result in the loss of bus privileges and possibly other discipline imposed by the principal or assistant principal.

- Only students assigned to a specific bus route may use that specified school bus. Exceptions may be granted in the form of a bus slip, obtained through the assistant principal's office with a written note.
- Participants who represent the school at out-of-town events must go to and return from the site of the event by means of the school transportation provided. Exceptions may be made prior to the return trip through the use of a release form provided by the coach or advisor at the event site. Other exceptions are rarely made and must be pre-approved by the principal.
- All rules that govern PIMS student behavior while on school grounds are in effect during school trips.

This policy adheres to the parameters set by the *M.S.A.D. #1 Board of Directors Policy Manual*

(file: EEACC-R): *Student Conduct on Buses*)

***Teacher/Office Detention/Suspension***

The administration may impose four categories of detention/suspension:

- **Noon detention:** a 25-minute detention during the lunch period.
- **After school office detention:** a 1 hour period of time served after school.
- **Saturday detention:** a detention served on Saturday morning from 8:00 – 11:00 AM. Parents are notified by phone and/or letter. A quiet study hall atmosphere will prevail; students will be expected to have school work and/or appropriate reading materials with them. Students will not communicate with each other by any means. Assigned students who fail to appear as scheduled will receive in-school suspension and will fulfill the Saturday detention assignment the following week. If a student fails to appear for the Saturday detention a second time, he/she will be suspended out-of-school until the Saturday detention is served.
- **In school suspension:** a supervised detention set apart from the regular daily activities of PIMS. Students may be assigned for a full day of school or for part of the school day. Students assigned to in-school suspension may participate in after-school activities.

- **Out-of-school suspension:** a consequence imposed for more serious misconduct, repeated offenses or violations of school expectations and procedures. A student may be suspended by the administration for one to ten days. A suspended student has the privilege of making up missed work—indeed, is expected to do so. A suspended student is not permitted to participate in or attend any school activity and is prohibited from being on school grounds during his/her suspension.
- **Teacher detention:** consequence imposed by a teacher for a student who disrupts, interferes with the teaching and learning process, or who fails to complete work. Students who have been assigned a teacher detention will be given a 24-hour notice to make provisions for transportation or other possible conflicts. Failure to report for detention will result in administrative referral and further action.

### ***Telephones***

Telephones in classrooms are strictly off limits to students.

PIMS offers one telephone within the building for student use. It is located in the assistant principal's office. A student wishing to make a call is permitted to use this telephone before school, during lunch break or after school. Students will not be called from a class to receive an incoming call nor may they leave a class to make a call.

### ***Threats***

Any type of threat to the well-being of the school community is grounds for suspension or expulsion. False fire alarms and bomb threats are included in this category. Such incidents will be reported to the appropriate law enforcement agency. More details are available in the *M.S.A.D. #1 Board of Directors Policy Manual* (file: EBBC).

### ***Vandalism/Damage/Loss***

School property is clearly protected under the law. Students (and their parents) are financially responsible for damage to property and lost/stolen books or other materials. Books, laptops, calculators issued for student use must be returned in good condition. Students who misuse equipment or damage property are not only financially liable, but also subject to disciplinary action. Under Maine law, the school may recover monetarily from the student (and his/her parents) double the damages.

### ***Visitors***

Students are not permitted to be accompanied by visitors.

### ***Weapons, Violence, and School Safety***

The School Board 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 Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School employees are required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

#### **Prohibited Conduct**

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any other school-sponsored activity, or at any time or place that such conduct directly interferes with the 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 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, switch blades, 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 harass another person. Examples of such objects include but are not limited to bats, belts, picks, pencils, compasses, articles capable of ignition (e.g. matches, lighters), files, tools 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 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; violations of state or federal laws; and
- I. Any other conduct that may be harmful to persons or property.

***Disciplinary Action***

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JGF.

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

**Psychological Evaluation/Risk Assessment**

The Superintendent is also authorized to request psychological evaluation of students who have been identified as posing a substantial risk of violent behavior. All such evaluations shall be performed at the school unit's expense.

If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

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