

## **Boothbay Region Elementary School Student Handbook 2011 - 2012**

Dear Parents,

Welcome to the 2011-2012 school year! We are happy to have the opportunity to work with you and your children in the coming year. Our school is continually initiating programs and updating our curriculum to better meet the needs of our students and to fulfill the obligations of the Maine Learning Results and No Child Left Behind. We are proud of our accomplishments and the accomplishments of our students.

We believe communication is a critical part of our success at Boothbay Region Elementary School. This handbook is designed to acquaint you with the important policies and procedures we follow at B.R.E.S. In addition to individual teacher correspondence, progress reports and report cards, you will receive our weekly newsletter on Friday. A calendar of school activities, academic updates, and special information are always a part of this newsletter. A copy of the newsletter can also be accessed on the B.R.E.S. website <http://boothbayregionelementaryschool.org> . If you have any questions, please feel free to call (633-5097) or stop by the school.

You will be invited to visit the school throughout the year for special programs and events. We hope you will take advantage of these wonderful opportunities to visit your child here at school. The support you provide your child and your participation in their educational program will correlate highly with his/her success. Thank you for allowing us to work with you and your children in the coming months.

Sincerely,

The Staff at Boothbay Region Elementary School

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## **BELIEF STATEMENT BOOTHBAY REGION C.S.D.**

Education is a lifelong process which begins with our students and their families, extends to our schools, and encompasses our entire community. Our common goals are to create a safe environment, stress academic excellence, respect diversity, and promote self-awareness and an appreciation of the world. Shared high expectations lead all students to develop the knowledge and skills to participate constructively and creatively in society.

*Each of our students will be expected to become:*

### **An effective communicator who**

- Reads, listens to, and interprets information accurately
- Writes, speaks, and responds in a clear and purposeful manner

### **A lifelong learner who**

- Thinks and questions logically, critically, and creatively
- Locates, evaluates, and applies information
- Establishes and attains goals
- Develops new interests and skills
- Exhibits intellectual curiosity and aesthetic interest

### **A healthy individual who**

- Makes knowledgeable decisions regarding physical and mental well being
- Accepts responsibility for his/her own actions
- Demonstrates a positive self-concept
- Demonstrates an understanding of moral and ethical choices
- Reacts to adversity in responsible ways and adapts to challenging circumstances

### **A productive worker who**

- Completes tasks independently
- Collaborates with others
- Plans, creates, evaluates, and recognizes quality products
- Assumes accountability for their work
- Manages time, space, resources and technology

### **A responsible citizen who**

- Demonstrates awareness of current issues
- Understands and respects human diversity
- Understands historical and cultural heritages
- Participates in the local, national and world communities
- Applies sound environmental practices

### **A creative and practical problem solver who**

- Frames questions and designs data collection and analysis strategies from all the disciplines to answer those questions
- Identifies patterns, trends, and relationships that apply a solution to a problem
- Generates a variety of solutions, builds a case for the best response, and critically evaluates the effectiveness of this response.

## **WELCOME TO THE BOOTHBAY REGION ELEMENTARY SCHOOL**

Boothbay Region Elementary School is a receiver of NCLB Title 1A funds. As the parent of a student in a Title 1A school, you have the right to request information about your child's teacher's qualifications.

### **School-Parent Compact**

#### **School Responsibilities**

We, as educators at Boothbay Region Elementary School, will support student learning in the following ways:

1. Provide challenging curriculum and instruction that enables the participating children to meet the State of Maine Learning Results:
  - a. Provide a safe, caring environment that promotes active learning.
  - b. Provide quality teaching and leadership.
  - c. Inform students, families and the community about the high academic standards at our school and how they can help students achieve these standards.
  - d. Explain assignments clearly and provide homework that supports the curriculum.
  - e. Give students the time they need in order to learn.
  - f. Recognize students as individuals with different learning styles and needs.
  
2. Develop a caring school climate that promotes academic achievement:
  - a. Educate parents, staff and students about our Code of Conduct.
  - b. Help children to solve conflicts in nonviolent ways.
  - c. Promote understanding and appreciation for cultural differences.
  - d. Provide mentoring opportunities.
  
3. Provide opportunities for parent involvement in their child's schooling.
  - a. Hold open houses in the fall.
  - b. Schedule parent teacher conferences in the fall or as needed throughout the school year.
  - c. Written reports are distributed at least 5 times per year.
  - d. Develop opportunities for parents to volunteer.

## **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

- Talk and listen to my child regarding his or her school experiences
- Require regular, on time school attendance
- Send my child/children to school ready to learn
- Attend school activities and parent teacher conferences
- Show respect and support for my child, the staff and the school
- Provide a quiet place for my child to study
- Encourage my child to do well at all school assignments
- Volunteer for school-related activities
- Monitor my child's homework
- Promote positive use of my child's extracurricular time
- Stay informed about my child's education and communicate with the school when necessary

## **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State of Maine Learning Result. Specifically, we will;

- Come to school regularly, on time, and ready to learn
- Work hard and do my best
- Accept responsibility for my own actions
- Show respect for myself and others
- Resolve conflicts peacefully
- Ask for help when I need it
- Make healthy decisions that help me reach my goals
- Know what is expected of me

## **SCHOOL POLICIES AND GENERAL INFORMATION**

**(NOTE: If there is a conflict between information in this school handbook and school board approved policies, board policies take precedence)**

### **SCHOOL DAY**

The school day begins at 7:45 a.m. and dismissal begins at 2:30 p.m. Students are not permitted in the building prior to 7:45 a.m. and should not arrive at school before 7:30 am. Students who arrive at school prior to 7:30 a.m. are not supervised.

## **VISITORS**

We welcome parents who wish to visit the Boothbay Region Elementary School during school hours. However, all visitors, including parents, are asked to enter the building through the front entrance upon their arrival, and report to the office before they move to other areas of the building. In order to minimize disruption to classroom activities, B.R.E.S. students are asked NOT to bring "student guests" to our school.

## **FAMILY TRIPS**

Parent who plan to take family trips during school are requested to notify the school prior to their departure. Any missed assignments will be made up after the student returns from their trip.

## **EMERGENCY CARDS**

Each year you are asked to fill out emergency cards for your child. Please make sure that the information is accurate and kept up to date. If you change jobs, or have a new phone number please call the school office so the changes can be made on the cards. We also need a name and number of someone who can make decisions about your child in case we are unable to reach you. We refer to these cards very often and your cooperation is greatly appreciated.

## **ATTENDANCE AND TARDINESS**

The law allows the school to excuse absences for the following reason only:

- Personal illness
- An appointment with a dentist or doctor
- Emergency family situations
- Observance of recognized religious holidays
- Planned absences which the principal has approved

**Parents are required to call the school from 7:00 to 8:00 on the days their child will not be present. If the school is not contacted, we will call you at home or work.**

Students who arrive after 7:50 must sign in at the office as tardy because attendance has already been taken.

Students who arrive after 10:00 a.m. will be considered present for a half day. Students who are dismissed after 10:00 am. will be marked present for a half day. Students who enter school after 1:00 p.m. will be marked absent for the entire day.

Students who arrived after 9:30 am. will not be allowed to participate in after school activities. Exceptions will be granted if the tardiness is due to appointments that could not be scheduled outside of school hours. Parents are urged to make doctor or dentist appointments outside of school hours.

Any student who accumulates seven tardies in one marking trimester will be subject to school discipline.

### **STUDENT HEALTH AND SAFETY**

Parents should be aware of both their child's health and the effect that it could have on others. A student who feels ill should stay home. Many cases of severe illness and epidemics can be prevented this way. Cooperation on the part of all will keep our school health at the highest level possible. If, in the opinion of the school nurse a pupil does not seem physically fit to remain in school, he/she shall be sent home.

### **DISPENSING OF MEDICATION**

1. Teachers are not allowed to dispense or apply any medications.
2. Any student who must take medication during school hours should bring instructions from their physician stating what the medication is, for what it is prescribed, and the dosage to be taken. These medications are to be kept in the nurse's office, unless other arrangements have been made.
3. All medications must be made available in their original bottle with the student's name and amount of dosages listed on the label.

### **HEALTH REGULATIONS**

Required student vision and hearing screening occur in grades K, 1, 3, 5 and 7

### **CONTAGIOUS DISEASES**

The school must be notified if your child contracts the following disease: chicken pox, measles, mumps, scarlet fever, hepatitis, meningitis, scabies, impetigo or head lice.

### **ILLNESS AND ACCIDENTS**

A child may be excused from school before the end of the day if he/she is ill. Any child who becomes ill or is injured must report to the school nurse. After an evaluation by the school nurse a decision will be made as to whether the child should be sent home. We prefer to be over cautious in contacting parents about a child's health and safety. Parents are asked to keep the information provided on emergency cards up to date.

### **SCHOOL HEALTH CENTER**

The Boothbay Region School Health Center is up and running again this year. We have some significant changes in our hours of operation and availability of social work and primary care as a result of our receiving a federal grant to increase mental health integration into primary care. This means that our social worker, Tammy Blackman, is available at the school every day! She also will be holding after

school hours for family and individual counseling on Fridays. We are so fortunate to have social work resources at our school, and this grant makes it possible to have greater access to mental health services.

Primary care hours have doubled through the grant as well. Our nurse practitioner, Anne Barker, is now available for primary care services Tuesday through Friday 8-12 in the health center. School nursing is always available with Lori Grinnell. Her hours at the high school are 8:15-9:15 every morning. Otherwise, she is available at her office in the elementary school.

Physical Therapy Services are available through our physical therapist, Jim Stevens on Tuesday and Thursday afternoons from 2-3.

The following services are available:

- Sports/new student physicals
- Immunizations
- Diagnosis and treatment of common illnesses
- Evaluation of sports injuries and Physical Therapy referrals
- Mental Health referrals
- Annual health assessment
- STD testing/treatment
- Contraception
- Other services as indicated

**Several payment options are available, for further information, please contact either Anne Barker or Lori Grinnell at 633-2421.**

## **BUSING**

All students are eligible to ride the school bus to and from school. All students in grades K-5 must take the bus home unless the office is notified of alternative arrangements. It is your responsibility to make arrangements for someone to meet your child at his/her destination.

Parents must observe the following procedure when altering a student's method of transportation:

1. Students (K-5) who will not be riding the bus home **MUST HAVE A NOTE FROM THEIR PARENT.** These notes are to be given to their homeroom teacher. Please send a bus note with your child if there is a change in the regular after school plan. All bus notes must contain the child's first and last name, the name of their homeroom teacher, where they are going and whom they will be with and must be signed by a parent.
2. Students attending the YMCA programs or extracurricular activities may use a blanket permission slip for the period of time involved. When the program or activity has ended, a new

note to update the after school plan will be needed.

3. Notes may be written on Monday for the entire week.

4. If there is an **emergency** and you must change your child's after school plan, call the school office by 11:00. For the safety of your child, we cannot take any bus changes after 11:00.

Keeping track of over 400 students is always a challenge. Please help us to protect your child's safety by keeping us informed of their destination.

### **SCHOOL CANCELLATIONS**

If weather conditions indicate that school might be canceled, parents may listen to radio stations WGAN-56 AM, WTHT-107 AM, WXGL-93.9 FM, WPOR-1490 AM, WCMM-96.7 FM and WCSH-Channel 6 TV. Our district is School Union 49/CSD 3.

On occasion we may be required to dismiss students early or delay our opening due to inclement weather. Please make sure that you listen to the stations listed above for accurate information. In the event we have a delayed school opening, the following procedures will be observed:

1. Buses will pick up students two hours later than their usual time.
2. When school has a delayed opening, school will begin at 9:50
3. Students should arrive at school by 9:45. Please do not drop off your child prior to 9:30, as there is no supervision available.
4. Breakfast will not be served on these days.

If a delayed opening is called for and the road conditions have not improved by the time buses are scheduled to travel, school will then be canceled. This information will be updated on radio and television stations.

If we have a potential dismissal due to weather conditions it would be very helpful for your child to know exactly where they are to go after dismissal.

### **FOOD SERVICES**

A balanced breakfast and hot lunch are offered daily at BRES. The cost of breakfast for the 2011-2012 school year is \$1.35. Breakfast will be available at the start of the school day. It will also continue to be provided to the children in the classrooms by breakfast cart at snack time.

Lunch will be provided for \$2.35 for students in grades K-8, milk may be purchased for .40 cents. The adult price for breakfast is \$1.50 and lunch is \$5.00.

The Micro Check Program will be in effect again this year. Students in grades 1-8 will have the same account number they had last year. Kindergarten and all new students will be given an account number the first day of school. Parents may pre-pay for meals on a daily, weekly, or monthly basis. No charging

of meals will be allowed. Please send the accurate amount of money, as the homeroom teachers will not have the money available to make change.

Students in grades 5-8 may purchase a la carte items such as chips, juice, baked goods, crackers, etc. Students need to pay cash for these items or have parent's permission to debit their account for these purchases. If a parent chooses not to allow a child to participate in the a la carte program, please contact the Food Service Department. A block can be put on the student's account to prevent any purchases being made.

Applications for free and reduced priced meals are sent home at the beginning of the year and are available from the office throughout the year. Students receiving reduced rates will pay \$.40 cents for lunch.

Any questions or concerns may be directed to Food Services at 633-7131.

### **GRADING AND PARENT CONFERENCES**

Parent – Teacher communication is one of the highest priorities at B.R.E.S. For this reason, parent conferences are held in the fall and throughout the year as needed. Report cards are sent out every trimester and interim trimester progress reports are also provided for parents. Parents are encouraged to call and request a meeting with their child's teachers if they have any questions.

### **STUDENT RECORDS**

Boothbay Region Elementary School adheres to all aspects of the Family Education Rights and Privacy Act (F.E.R.P.A.), and has developed a local policy to assist in implementing the law. One aspect of that law is the provision for parents to have access to student records. Parents have the right to inspect, to request copies and to appeal the inclusion of some materials. There are specific guidelines regarding maintenance of records and access to those records. Parents are urged to contact their school principal to discuss records or to request a copy of the policy.

### **ASSESSMENT**

All students in grades 3 through 8 are assessed in the fall using NECAP (New England Common Assessment Program) and in the spring using N.W.E.A. a nationally normed computerized assessment. The D.R.A. (Diagnostic Reading Assessment) is given to students in the elementary grades. These assessments help inform and guide teachers in planning instruction.

### **GUIDANCE**

The guidance counselors are available to meet with children in groups or as individuals to assist them in a variety of ways. The goal of the guidance program is to assist each child in reaching their academic and personal potential. The guidance counselors are available to meet with parents to answer any questions they might have, or assist them in any way possible. If you are interested in contacting our Guidance Department, please call Kim Dionne for K-4 students, or Linda Lupton for 5-8 students.

## **STUDENTS ASSISTANCE TEAM**

The Students Assistance Team (S.A.T.) is a committee of staff members who meet to develop and evaluate intervention strategies for individual students who need additional support.

Purpose:

The Student Assistance Team has 2 major purposes:

1. To assess needs and develop interventions for students
2. To be available as a brainstorm team for staff

Confidentiality:

The SAT acknowledges the importance of confidentiality. Information is shared on a “need to know” basis in an attempt to provide the best possible services for students. The SAT will obtain permission for the release of information from students and parents when appropriate.

Referrals:

If a student is not meeting with success academically, socially, or emotionally, a referral can be made to the SAT by the student, parents, or staff. Referral forms are available in the main office at BRES.

## **SPECIAL EDUCATION SERVICES**

Each school in Maine is required to provide Special Education services for children who are identified.

The following programs are available at Boothbay Region Elementary School.

Speech and Language therapy

Resource Room

Multi-handicapped Classroom

Evaluation services

For more information on the Special Education program, please contact Trish Harrison, Special Education Director, at 633-6699.

For information regarding Section 504 procedures, please contact Lori Grinnell, K-12 School Nurse, at 633-9814 or 633-2421.

## **LIBRARY SERVICES**

The library is designated as a resource center to help students obtain a wide variety of information, and to support the curriculum of the school. Students are taught library skills in grades K-5. As with any library, there is a need for cooperation in the care and use of books and for prompt return of borrowed materials. Parents are asked to help their children keep track of library materials, return them on time and pay for books in the event they are lost or damaged.

Books may be checked out for 2 weeks at a time. Kindergarten students may check out books for 1 week at a time. Reference and periodical materials may be checked out by teachers overnight and returned before classes the next day.

## **COMPUTER USE**

We are pleased to offer Internet access at Boothbay Region Elementary School. The Internet is a valuable and unique tool for learning. Use of the Internet however must be in support of the educational objective of School Union #49/C.S.D. #3. Access to the Internet via school computers is a privilege, not a right. Using school computers to transmit any harassing, threatening, or illegal material is a serious violation of federal law. Illegal incidents may be reported to law enforcement officials, and under appropriate circumstances prosecutions will be considered.

## **ELECTRONIC/MECHANICAL DEVICES**

Students are prohibited from using, activating, or displaying wireless communication devices on school property during the school day, or during instructional programs that extend beyond the school day. The school day is defined as beginning when the student arrives on campus until the student leaves campus. The following personal wireless communication devices include, but are not limited to: cell phones, pagers, P.D.A.'s. As well, digital cameras, pagers, beepers, laser pointers, MP3 players, iPods, CD players, DVD players, electronic games and remote control vehicles are

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Boothbay Region Elementary School offers a wide variety of extracurricular activities. While we believe that participation in these activities enhances the school experience, we also strongly feel that a student must be in good academic standing. Appropriate student behavior is also an expectation. Students who participate in any extracurricular activities will be monitored every two weeks. Students who have 2 D's or lower will become ineligible to participate in the activity for one week. After one week the student's progress will be reviewed and a decision will be made regarding further participation. Each sports season one office visit will constitute a warning, with notice to the coach and a call to the athlete's parents. A second visit during the same sports season will mean no game or practice that day. A student who is absent the day of an activity (dances, athletics, plays, etc.) may not participate in the activity.

## **DRESS CODE**

Students are required to wear clothing that is appropriate for weather conditions and school activities. All clothing is to be of appropriate length, and not be revealing or indecent. Underwear should not be visible and clothing should cover the chest, midriff, back and mid-thigh appropriately. The bottom hem of all shorts and skirts must equal the length of the student's fingertips when their arms are hanging by their sides. Tank tops with "spaghetti straps" are not to be worn to school. All students on school grounds will wear shoes. For students in grade K-6 shorts are not permitted from Columbus Day weekend to spring vacation. Any clothing or accessory with an inscription, symbol or design promoting or depicting illegal substances, alcohol, tobacco, illegal or indecent activity or profanity is not acceptable attire for school. Hats/hoods are to be removed upon entering the building and will be put away until needed for outside wear. Students who are not dressed according to the dress code will be asked to change their clothing or to call their parent or guardian for a change of clothes.

## **STUDENT CODE OF CONDUCT**

All students attending Boothbay Region Elementary School have the right to learn in a safe and calm environment. We make every effort to provide a climate that is conducive to learning. Our ultimate

goals are to promote responsible student attitudes and help students develop good work habits and social skills that are essential to becoming responsible, self-controlled and productive citizens. As a school community we have developed the following core values as a guide for student conduct and behavior:

RESPECT	A respectful person appreciates the differences and worth of all individuals, value him/herself, and works cooperatively with others in ways which serve the entire community.
RESPONSIBILITY	A responsible person is one who honors commitments to society, cares for him/herself and others, keeps promises, works to maintain freedom, helps all members of the community achieve their aspirations, considers the consequences of their actions.
HONESTY	An honest person is truthful in word and action, adheres to a value system that allows for open discussion, speaks truth to empower, directly confronts issues which hint at dishonesty or mistreatment of others and their property.
COMPASSION	A compassionate person is one who accepts the worth and contributions of all members of the community; is patient with others; honors differences in learning style; listens; has a sense of humor; and identifies with and understands the situations, feelings, and motives of others.
COURAGE	A courageous person is one who perseveres under difficult conditions and shows the ability to act fearlessly when necessary.

We further believe that as a member of the Boothbay Region Elementary School community, we have the

RIGHT:	RESPONSIBILITY:
To be safe	To act safely and help others
To be respected	To treat others with kindness
To be heard	To listen with consideration
To learn	To be accepting of individual differences and to follow adult dire

**Consistent Community Expectations:**

Effective and cooperative communities have clearly understood expectations to which all members are held accountable, in our school; these expectations apply to teachers, students, parents and visitors. The following behavior expectations are listed here with the belief that teachers and parents will discuss the behavioral expectations with children and visitors to encourage them, as members of the B.R.E.S. community, to cooperate with others to uphold them.

**Students Interpersonal Expectations:**

At all times students will:

Treat each other with dignity and respect. Be kind to each other in words and actions. Be respectful to ALL adults who work at, or visit the school. Use appropriate manners (i.e. “thank you”, “please”, “you’re welcome”) Use language that doesn’t offend others (i.e. profanity and/or vulgar language is not acceptable).

**Classroom Expectations:**

At all times students will:

Be on time for class. Be prepared! Bring books, pencils and other supplies. Bring a positive attitude. Sit where assigned. Respect other students’ space (i.e. walking space, desk space, locker, etc.). Respect school property (i.e. no littering, damaging walls, doors or furniture, etc.).

**Hallways and Stairs:**

At all times students will: Walk quietly. Respect other students’ space (walking space, locker, property), Respect school property (No slamming lockers, littering, kicking, or hitting walls, etc.).

**Cafeteria:**

At all times students will: Treat cafeteria workers respectfully. Go directly to their seats. Stay in their seat while eating. Use appropriate lunchroom manners (i.e. do not throw food, speak in a quiet voice). Eat the lunch you have – do not trade or give food away.

**Bathrooms:**

No loud talking, fooling around, hanging out. FLUSH! Wash hands with soap and water. Place paper towels in the trash bin. Return immediately to class.

**Playgrounds:**

Students will be familiar with playground boundaries and rules. Rough play is unacceptable (i.e. wrestling, intentional bumping and pushing). Students will only throw safe, appropriate objects in designated areas (i.e. playground balls, footballs). Students will go directly outside at recess time and remain outside until requested to come back inside. Students will return playground equipment to designated areas. Students will enter the building in an orderly manner.

**BULLYING**

The B.R.E.S. school community is committed to providing a safe and positive school climate. School rules dictate that there will be no bullying behavior. We define bullying as repeated negative or aggressive behavior creating a victim, due to an imbalance of power. We ask you to please help others if you see bullying by speaking out and by getting adult help. All students are to be included in activities at our school.

**HARASSMENT**

Discrimination against and/or harassment of students or staff because of color, sex, religion, ancestry, national origin, or disability violate school board policy and state and federal laws. Each employee and student has the right to a working and learning atmosphere free of intimidation, hostility and offensiveness. Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor or administrator.

## **HAZING**

Maine statute defines hazing as “any action or situation which recklessly or intentionally endangers the mental health or physical health of a student enrolled in a public school?. Therefore, hazing activities of any type are prohibited. Failure to abide by this policy will result in disciplinary action.

## **DRUGS/ALCOHOL/TOBACCO**

The use of, or possession of, alcoholic beverages, tobacco or drugs on school grounds, or at any school sponsored event, on or off school grounds (including field trips, athletic events, etc.) will result in the student immediately being removed from school and may result in suspension and/or expulsion following the completion of an investigation and consultation with parents or guardians. Local law enforcement will be contacted regarding the possession of, or use of illegal substances at school or any school sponsored event.

## **STUDENT SEARCHES**

Schools have the right to ensure a safe and orderly environment conducive to the educational process. Therefore, school officials may conduct reasonable searches of students when, in their judgment there is reasonable grounds for suspecting that the search will reveal evidence that the student has violated, or is violating either the law, or policies or regulations of the school. Lockers are school property that students are provided for convenient storage. The school retains the right to open and to inspect lockers and its contents at any time for any reason. Therefore, students should not expect that items stored in their lockers will be kept private.

## **WEAPONS IN SCHOOL**

In an effort to ensure a safe environment for students and employees, all person are prohibited from the following conduct at all times on school premises, in any school vehicle, or at any school sponsored activity:

Possession or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to: firearms, ammunition, explosives, switchblades, butterfly knives, chains, clubs, brass knuckles and Kung Fu stars.

Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to coerce, or harass another person. Examples of such articles include, but are not limited to: belts, pencils, files, compasses, scissors, or replicas of weapons (including toys).

Administrators shall take the appropriate action against any individual violating this policy, including but not limited to disciplinary procedures and/or action by law enforcement officials.

## **BOMB THREATS**

Determining whether a bomb threat is legitimate is difficult. Therefore, every threat will be treated seriously and investigated to the greatest degree possible in conjunction with appropriate law

enforcement officials. In the event that evacuation is necessary, students will exit the building to predetermined evacuation locations. Individuals found to be responsible for making bomb threats will be referred to law enforcement officials.

## **BEHAVIOR RELATED CONSEQUENCES**

### **Staff/Administrative Response**

- Verbal warning
- Time-out of classroom
- Loss of privileges
- Loss of break/recess
- Teacher/administrator conference with student/parent
- Confiscation

### **Parent/Guardian Involvement**

- Phone call to parent/guardian
- Written notification
- Conference with parent/guardian

*The following consequences require parent notification. They may also include an action plan developed by school personnel, parents and appropriate community members:*

### **Reallocation of Student's Time or Activities**

- Detention
- In-school suspension
- Campus cleanup
- Saturday detention
- Counseling with guidance counselor or social worker

### **Exclusion from Normal School**

- Alternative placement
- Mandatory use of seat belt
- Removal from the bus
- Restricted access
- Suspension

### **Expulsion**

- Per school board policy
- Recommendation by administration to school board

*Note: These are only guidelines, 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.*