

Monhegan School Student Code of Conduct

Promoting ethical and responsible student behavior is an essential component of our educational mission.

The Monhegan School is committed to creating and maintaining a safe, supportive, orderly and calm school environment in which students may receive and staff may deliver quality education without disruption or interference. This is a vital component of providing students with a quality education and in helping them develop as ethical, responsible and involved citizens. All students have the right to learn within a safe environment that promotes respect for personal feelings, personal space, and personal property.

Recognizing that good behaviors are learned and that the School shares responsibility for teaching students how to conduct themselves, the teaching staff as well as visiting parents and other members of the school community are expected to model good behavior. The School's approach to classroom management reinforces positive behavior in a group setting by noting standards of acceptable behavior. Students are expected to conduct themselves in ways that are considerate, cooperative, and respectful. Students are guided to shape and, as needed, adjust their behavior to fit the expectations of the classroom. This gives students opportunities to self-correct unacceptable behavior and take responsibility for their own actions.

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

The Student Code of Conduct shall be distributed to students, parents and staff through handbooks and/or other methods deemed appropriate by the Superintendent.

At the Monhegan School the following Core Values are the cornerstone for the Code of Conduct that we endorse as a community:

RESPECT

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

- Appreciates and honors diversity
- Uses polite words in a courteous voice and manner
- Listens to what others have to say
- Tolerates views and beliefs that are different from one's own

HONESTY

A person who is **HONEST** in all academic endeavors and interpersonal relationships

- Seeks to speak the truth, respectfully
- Recognizes that trust is an essential component in all relationships

COMPASSION

A person who is **COMPASSIONATE** in dealing with the limitations and sufferings of others

- Treats all people with kindness
- Possesses an ability to empathize with fellow human beings
- Lends a helping hand to those in need

FAIRNESS

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

- Treats others the way he or she would like to be treated
- Seeks justice, not revenge

RESPONSIBILITY

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

- Acknowledges making a mistake
- Accepts the consequences of personal actions or failure to act

- Reports harmful or hateful behavior to a trustworthy authority figure

COURAGE

A person who is **COURAGEOUS** in the face of ethical challenges

- Does the right thing even if it is not popular
- Holds high aspirations for self and community
- Seeks the advice and/or assistance of a trustworthy adult when making difficult decisions or when in a dangerous or troublesome situation

Expectations for Ethical and Responsible Behavior

The Monhegan School maintains high expectations for student behavior. We believe that it is every person's right to be treated with dignity, fairness and respect. Teachers will set the guidelines for classroom behaviors and expectations. Within the context of school at large, students will observe the following rules:

A. Respect Personal Feelings.

This means no bullying, harassing, hazing, or teasing of others.
Use of obscene language and gestures is unacceptable.
No threats of any kind, either verbal or physical, will be tolerated.

See policy ACAD – Hazing; EBCC – Bomb Threats; JICK - Bullying

B. Respect Personal Space

This means keeping hands, feet, and objects to oneself at all times.
No wrestling, hitting or tackling games are allowed.
No violent actions will be tolerated.

See policy JICIA - Weapons, Violence & School Safety

C. Respect Personal Property

This means showing care for what belongs to others as well as all school equipment and materials.
Cheating and plagiarizing are unacceptable.
No vandalism will be tolerated.

D. Respect People.

This means listening to and following all directions in a cooperative and respectful manner.
Be courteous to fellow students, staff and visitors.
Refrain from vulgarity, profanity, obscenity, lewdness and indecency.
Discrimination will not be tolerated.

See policy AC - Nondiscrimination/Equal Opportunity & Affirmative Action

All staff will support students in understanding the need for appropriate, respectful, and safe behavior. Students will be given strategies, suggestions and instructions regarding appropriate, respectful, and safe behavior choices.

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 violations up to and including suspension or expulsion from school for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

See policy ADB - Drug /Alcohol Use & Possession, ADC - Tobacco Use & Procession, Weapons, JICIA - Violence, & School Safety

Expectations, Unacceptable Behavior and Disciplinary Actions

The teacher has the authority to judge the appropriateness of student conduct and enforce behavioral consequences. In the face of minor misconduct, the teaching staff is encouraged to take the following initial actions to help the student meet the School's behavioral expectations:

- A. The student is made aware of and asked to stop the unacceptable behavior (i.e. first warning).
- B. If the behavior persists, the student is given a second warning, and may be moved to a different seat or other action may be taken to help the student improve their behavior.
- C. If the behavior further persists, the student is temporarily removed from the classroom to the hallway or another location, until they are in control of themselves.
- D. If the behavior continues upon return to the classroom, the teacher will contact the parent (or the listed emergency contact) to immediately come to the school to confer with the student and teacher regarding the problem behavior. The teacher shall report the incident and resolution to the Superintendent by the end of the day.

The teacher will be in contact with parents regarding chronic classroom disciplinary issues. The Monhegan School encourages cooperative efforts between teachers and parents to help students conduct themselves appropriately.

Other possible consequences that the teacher may enforce if a student does not adhere to behavioral expectations include:

- A. Loss of privileges (i.e. recess, attending special events, choice of seating, use of school equipment)
- B. Apology spoken or in writing to the offended person
- C. Restriction from specific classroom activities until responsibility is accepted and a commitment to change is made
- D. Restorative conversations or practices
- E. After school detention

Monhegan School adheres to state and federal requirements regarding reporting of student behavior. The Superintendent shall be responsible for mandated reports and for maintaining required behavior records.

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

B. Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, 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.

C. Bullying

Bullying is not acceptable conduct in school and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

- D. 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 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 or trips. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.
- E. Discrimination and Harassment/Sexual Harassment**
Students should not discriminate against other students on the basis of race, color, sex, gender identity, religion, ancestry or national origin, sexual orientation or disability. Nor should students harass one another on the basis of race, color, sex, gender identity, religion, ancestry or national origin, sexual orientation or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.
- F. Drug and Alcohol Use**
Students shall not distribute, possess, use or be under the influence of “bath salts” or of any alcoholic beverage, drug, or look-alike substance as described in policy. Violations may result in disciplinary action, connection to cessation support resources, and may include suspension or expulsion from school for repeat offenses for students grade six (6) and above.
- G. Tobacco Use**
Students shall not smoke, use, possess, sell or distribute any tobacco products. This prohibition also applies to e-cigarettes and products and paraphernalia associated with “vaping.” Violations of this policy may result in disciplinary action, connection to cessation support resources, and may include suspension from school for repeat offenses for students grade six (6) and above.
- H. Conduct during School Provided Transportation**
Students must comply with all school rules while being transported by school personnel or school charters. Students who violate these rules may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, depending upon the particular violation.
- I. 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.
- J. Trips, Cocurricular, Extracurricular or Athletic Activities**
Students must follow all school policies and school rules while participating in trips, athletics and extracurricular activities. Students who violate policies and rules may be subject to removal from the team/activity as well as additional disciplinary action under applicable policies and/or school rules.

Discipline

Violations of the Code of Conduct may result in positive and restorative interventions and/or disciplinary action. School administrators have the discretion to tailor discipline to the facts and circumstances of the particular situation. Disciplinary consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses.

The following limitations on expulsions and out-of-school suspensions for students in grade five (5) or below:

1. Students in grade five (5) or below may only be expelled for violations of the federal Gun-Free Schools Act, as provided in 20-A MRSA § 1001(9-A). The Superintendent may determine on a case-by-case basis, in writing that an expulsion is not required.
2. Students in grade five (5) or below may not receive an out-of-school suspension except when a student a) has violated the federal Gun-Free Schools Act or b) presents an imminent danger of serious physical injury to the student or others, and it is determined that less restrictive interventions would be ineffective.
3. Any out-of-school suspension of a student in grade five (5) or below can be no longer than three (3) school days.
4. Recess may not be withheld as a consequence of violating this Code of Conduct by any student enrolled in grade five (5) or below, except when recess is the only time when restorative interventions can occur.

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 transportation, 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 other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact the parent, or, if not available, an emergency contact or another suitable person, who shall respond promptly, and will contact the Superintendent.
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 person 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 teacher or Superintendent may invoke the school unit's emergency management plan if appropriate.

Special Services

1. **Referral.** The school unit has adopted policies and procedures for determining when a student shall be referred for special services.
2. **Review of Individual Educational Plan.** The school shall schedule a meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

Referrals to Law Enforcement Authorities

The Superintendent has 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 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.

Dissemination of the Student Code of Conduct

The Student Code of Conduct and summary of consequences for violation of the 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: 17-A MRSA § 106
20-A MRSA §254(11)
20-A MRSA §§ 1001(9) & 1001(15)
20-A MRSA § 4009

Cross Reference: AC - Nondiscrimination/Equal Opportunity & Affirmative Action
ACAD – Hazing
ADAA - School System Commitment to Standards for Ethical and Responsible Behavior
ADB – Drug/Alcohol Use & Possession
ADC – Tobacco Use & Possession
EBCC – Bomb Threats
JICIA - Weapons, Violence & School Safety
JICK – Bullying
JK – Student Discipline
JKE – Expulsion of Students

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