

Monhegan School Student Code of Conduct

The Monhegan School is committed to creating and maintaining a safe, supportive, orderly and calm school environment. 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.

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 Student 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.

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.

Due to obvious safety issues, possession of weapons, tobacco, alcohol, illegal drug, or related items in school, on school grounds, or at the location of any school-sponsored activity may result in suspension or expulsion from school. Possession of any item that gives the clear and purposeful appearance of being a weapon, tobacco, alcohol, illegal drug, or related item may also result in suspension or expulsion from school.

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

Unacceptable Behavior and Disciplinary Actions

Disciplinary consequences for unacceptable behavior depend upon the seriousness of the violation and the student's prior behavioral 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.

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 his/her behavior.
- C. If the behavior further persists, the student is temporarily removed from the classroom to the hallway or another location, until he/she is in control of himself/herself.
- D. If the behavior continues upon return to the classroom, the student may be suspended immediately and sent home.

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 classroom activities until responsibility is accepted and a commitment to change is made
- D After school detention
- E. Out of school suspension

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.

Suspensions

Serious offenses may result in suspensions of one to ten days. A suspension is defined as removal of a student from school premises and from any and all school activities, including extracurricular, sports and field trips, for the duration of the suspension. Student absences from school during a suspension are counted as excused absences.

Examples of behaviors that are grounds for suspension:

- Abusive language or conduct directed toward any staff member
- Striking or physical fighting with another student
- Damaging school property
- Possession of weapons
- Illegal substance use or possession
- Creating an unsafe situation for self and/or others
- Other serious disruptive behavior

In the case of a serious infraction, the Teacher will immediately report the incident to the Superintendent and the Guidance Consultant. In consultation with the Teacher and Guidance Consultant, the Superintendent will determine the terms of the suspension. The Superintendent shall notify the student's parent or guardian, stating the reason for the suspension, the number of school days suspended, and the day on which the student may return to school. Accurate discipline records shall be maintained of all disciplinary measures requiring attention of the administration.

Students who are disruptive, violent, and/or threatening death or bodily harm to others may be removed from the classroom or school property when necessary to maintain order and safety. The staff member who orders a student removed should call the student's parent/guardian, or, if not available, another suitable person, to escort the student off school premises.

A student shall be responsible for any schoolwork missed during a suspension. Whenever possible, assignments will be given to a suspended student during the suspension. The student

will be expected to complete the assignments by the time the student returns to school. After readmittance, the student shall be permitted to take tests, quizzes or any other form of evaluation affecting his/her assessment. Schoolwork not completed during the suspension will be credited according to the school policy on make-up work.

A parent-teacher conference may be required before the student reenters school.

Expulsion from School

The most serious offenses may result in expulsion from the school.

Examples of behaviors which may result in expulsion:

- Continued occurrences of behaviors which previously led to suspension
- Possession of weapons
- Illegal substance use or possession

No student may be expelled except by action of the School Committee in Executive Session as provided in 20-A MRSA 1001(9) and (9A). The student has a right to legal counsel. No student may be readmitted except by action of the school committee in executive session.

Expelled students, to be readmitted, may be required to obtain a recommendation of qualified professional advice. All illegal acts must be reported to law enforcement authorities.

See policy JKE- Expulsion of Students.

Identification of Students Needing Special Education Services

See policy IHBAF for Referral/Pre-Referral Administrative Procedure for information about how students in need of special education are referred to those services.

Discipline of Students Identified Under IDEA

Students identified under the provisions of the Individuals with Disabilities Education Act (IDEA), or other relevant federal and state laws and regulations, shall conform to provisions of the Student Code of Conduct and Monhegan School policy unless a behavior management plan in their Individual Education Plan (IEP) provides to the contrary.

If a behavior management plan is included in the IEP, the plan shall address standards of acceptable behavior, goals for improvement of behavior, and sanctions for failure to meet the standards and goals.

If a student identified under IDEA has been suspended for more than 10 days, individually or cumulatively, the Pupil Evaluation Team (PET) will be convened to assess the students IEP and determine any necessary changes.

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
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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