

Cutler School
Department
Student Handbook

2020-2021

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LIST OF CUTLER SCHOOL DEPARTMENT EMPLOYEES

CENTRAL OFFICE PERSONNEL

Scott Porter, Superintendent of Schools
Lisa Urquhart, Secretary
Amanda Sprague, Business Manager
Laurie Tinker, Bookkeeper
Mary Maker, Special Ed. Director
Carol Geel, Special Ed. Secretary
Mitchell Look—ESEA Coordinator
Laurie Schoppee-Special Ed. Secretary
Shannon Demarest-Bookkeeper
Heather Wood-Bookkeeper

BAY RIDGE ELEMENTARY SCHOOL STAFF

Darlene Wheeler, Principal
Tori Faulkingham -Secretary
Terry Fitzhenry, PreK & K
Mary Hammond, Grades 1 & 2
Roberta Lichtenger, Grades 3 & 4
Wanda Cates, Grades 5 & 6
Darlene Wheeler, Grades 7
David Glidden- Grade 8
Britannia Balyint, Resource Room Teacher
Aimee Ganon, Resource Room Ed. Tech II
Nancy Look- Title I, Art Instructor
Belinda Lemieux, Physical Education Teacher & Librarian
Andy Patterson, Technology Coordinator
Renee Patterson, Box Tops for Education Coordinator/Bay Ridge Website Coordinator
Terri Petterson, Speech/Language Pathologist
Mary Wilson, School Nurse
Kate Keeton, Occupational Therapist
Kandee Ramsdell, Food Service Provider
Brian Albee, Bus Driver
Lenny Ingalls, Britannia Balyint,& Terry Fitzhenry, Custodians

CUTLER SCHOOL DEPARTMENT VISION

“The Cutler School Department will provide a quality education that will enable our students to become the confident, responsible and successful adults of tomorrow.”

WELCOME TO OUR WEBSITE

www.bayridgeschool.org

OUR MOTTO

Small School; Big Heart

ENROLLMENT OF STUDENTS

1. When enrolling your child as a new student at Bay Ridge Elementary School, a parent/legal guardian must accompany the student to the Secretary's Office on the first day.
2. A complete health record including a shot records and an official record of birth is required.
3. It is the responsibility of the parent/legal guardian to furnish all needed school supplies for the student.
4. Parents/legal guardians will fill out the required paperwork and return it to the office the following day. Your child can be officially enrolled upon receipt of a birth certificate and health record.

PBIS/RTI BEHAVIOR GUIDELINES

Below are general behavior guidelines that the Bay Ridge Staff established for PBIS/RTI (Positive Behavior Intervention and Support/Response to Intervention for behavior). The classroom teachers will go over more specific expectations that are for their classrooms and other areas of the building.

CAFETERIA

1. Be respectful in line.
2. Treat the person on duty with respect.
3. Try to get all food and necessary utensils at one time.
4. Once seated, stay seated
5. Raise your hand to ask permission to leave the area.

GYM

1. Stay in the gym unless you have permission to leave.
2. Show respect to all.
3. Use the school equipment correctly and safely.
4. Return equipment to the storage area.

HALLWAYS

1. Go directly to where you are expected.
2. Do not run or jump.
3. Use quiet voices.
4. Show respect.

CLASSROOM

1. Raise your hand to speak
2. Earn privileges.
3. Show you care.
4. Use polite language.
5. Excel in you studies.
6. Take turns.
7. Show respect.

ALL AREAS

1. Follow adult directions the first time without arguing.
2. Take responsibility for your words and actions.
3. Use polite language and a respectful voice.
4. Keep hands, body and objects to yourself.
5. Treat others the way you want to be treated.
6. Keep Bay Ridge a clean, safe and happy place for all.
7. Show respect.

INAPPROPRIATE SEXUAL BEHAVIOR

Any student who demonstrates or participates willingly with inappropriate behavior of a sexual nature will be suspended from school for a minimum of 3 academic days. Their actions and discipline measures will be brought to the attention of the Cutler School Board and Superintendent of Schools.

Inappropriate sexual behavior includes, but is not limited to the following:

1. Touching another student in a sexual manner.
2. Speaking or writing to another student in an implied or overt sexual manner.
3. Drawing sexually explicit pictures.
4. Being sexually inappropriate in any manner at all.

BULLYING POLICY

The Cutler School Board has an Anti-Bullying Policy (NEPN/NSBA Code: JICK) in place for staff and students to follow. For a complete copy of this policy, please see the building principal.

All students are responsible to report any incidences of bullying/harassing that they see or may be a victim of. The staff at Bay Ridge will follow the steps outlined in the bullying policy upon receiving any complaint. Documentation of all complaints will be made by the staff members involved. ***We cannot address the problem if it is not brought to our attention immediately.*** That is the responsibility of every student here at Bay Ridge.

It will be the duty of the staff member to follow the steps of this policy. As part of the new PBIS/RTI (Positive Behavior Intervention and Support/Response to Intervention for behavior) implementation that is part of all AOS 96 schools addressing bullying and harassment is an important component. All students will be involved in promoting a positive atmosphere and environment for themselves and others.

Parents will be informed regarding PBIS/RTI through our regular notices sent home to parents. We are in the beginning stages and will keep you up-to-date on our progress as we take ***small*** steps to implement this mandated initiative.

BULLYING

Adopted by Bay Ridge Elementary January 8, 2007

It is the intent of the Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior.

The Board also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning

Results. Bullying interferes with the accomplishment of this goal.

Finally, the Board recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests a link between bullying and school violence, the Board seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission and the operation of the school.

Bullying Prohibited

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

Bullying Defined

For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that:

A. A reasonable person should expect will have the effect of:

1. Physically harming a student or damaging a student's property.
2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
3. Substantially disrupting the instructional program or the orderly operations of the school; or

B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other times or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures.
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks, or other possessions;
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, putdowns, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability or other personal

characteristics, whether or not the student actually possess them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, “talking trash,” trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane or does not interfere with students' opportunity to learn, the instructional program, or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Delegation of Responsibility

The Superintendent/designee will be responsible for developing and implementing procedures for:

- A. Student and parent reporting of bullying to staff and school administrators;
- B. Staff reporting of bullying to school administrators;
- C. Review of reports and investigation of bullying incidents;
- D. Intervention with and/or discipline of students who engage in bullying;
- E. Students who are victims of bullying;
- F. Training staff and students in bullying prevention; and
- G. Periodic evaluation of bullying prevention, intervention and training efforts in school and reporting to the Board upon request.

Reporting

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

Responding to Bullying

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances.

Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

Dissemination of Policy

Notice of what constitutes bullying, the Board's prohibition against bullying, and the consequences for students who bully shall be communicated to students and parents through the Student Code of Conduct and Student Handbook.

Legal Reference: 20-A M.R.S.A. § 1001 (15)(H); P.L. 2005, ch. 307 § 4-5

Cross Reference: AC – Nondiscrimination, Equal Opportunity
ACAA – Harassment and Sexual Harassment of Students
ACAD – Hazing
ADF – School District Commitment to Learning Results
JI – Student Rights and Responsibilities
JICC – Student Conduct on Buses
JICIA – Weapons, Violence and School Safety
JK – Student Discipline
JKD – Suspension of Students
JKE – Expulsion of Students
Student Code of Conduct
Bullying Report Sheet

Excerpt from Cutler School Department Policy (Code: JICK) reads as follows:

Bullying Define:

A: A reasonable person should expect instances of bullying will have the effect of:

- Physically harming a student or damaging a student's property
- Placing a student in reasonable fear of physical harm or damage to his/her property
- Substantially disrupting the instructional program or the orderly operations of the school-aged

B: Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Bully is NOT:

- mere teasing, put-downs, “talking trash” among friends
- expression of ideas or beliefs so long as such expression is not lewd, profane or does not interfere with students' opportunity to learn.

The determination of where particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

The Cutler School Department encourages any student who feels that they may have been bullied to read the policy excerpts at the top of this page, consider what actions may have taken place, and use this same form to document information and submit to any school official.

Date of Incident _____

Your Name _____

Other Students involved _____

Brief Description of Event _____

- * False reports, if proven, will be considered a punishable offense.
- * For a complete copy of policy (JICK) contact the AOS 96 central office at 255-6585.

As of September 2013, all classrooms will have a Bullying Prevention Plan that will reinforce positive behaviors and other related issues. Activities will be done on a monthly basis. A notebook of planned activities will be in the main office and will be available for review

BEHAVIOR EXPECTATIONS ON THE BUS

The right of pupils to ride on the school bus is conditioned on their behavior and observance of rules pertaining to proper conduct. Drivers are authorized to enforce these rules and to make suggestions in line with good citizenship. The bus is an extension of the classroom which means that behavior expectations for the classroom also apply on the bus.

MEETING THE BUS

1. All pupils must be on time.
2. Pupils walking on the highway to a bus stop should always walk on the left shoulder of the road facing traffic.
3. When crossing the highway, pupils should walk, not run.
4. Pupils shall not run alongside the bus when it is moving.

SCHOOL BUS DISCIPLINE

School bus drivers are responsible for good discipline on their buses.

1. In the event of misconduct on the school bus, the driver will make out a Bus Conduct Report and turn it in to the principal. This notice will be sent home and a signed copy returned by the parent/caregiver. Parents can be notified by phone as well. The student may be suspended depending on the severity of the offense. Bus drivers need to report by phone to the parent/caregiver any offenses which may warrant a suspension the next morning.
2. If a second incident of misconduct is reported for any student, the same procedure will be followed. The student is likely to be suspended from riding the bus for three (3) days. Some offenses may warrant a longer suspension.
3. Offenses could result in bus suspension for up to 10 days with parents/caregivers attending a conference held by the principal, driver and student. Chronic offenses may be referred to the Superintendent/Board. If students are suspended from riding on the school bus, parents are required to see that they attend school. Also, students would not be allowed to ride the bus for extra-curricular activities while suspended.
4. If a student misbehaves on the bus and becomes uncontrollable, the driver may choose to turn the bus around and take that or those students back to the school and leave them with a teacher or call the police to have the police remove the student. The safety of all students is top priority.

PLEASE FOLLOW THESE BUS RULES

1. Passengers must face the front.
2. The bus driver reserves the right to assign seats.
3. Be courteous to all.

4. Do not eat or drink on the bus. Keep your bus clean.
5. Violence and profanity are prohibited.
6. Remain seated.
7. Keep your hands and head inside of the bus windows.
8. Do not destroy bus property. If you do, you are responsible for full payment of repairs. Discipline action will also be enforced.
9. For your own safety, do not distract the driver through misbehavior or loud talking.
10. Bullying and harassing others will not be tolerated.

The bus driver is always in charge. Misbehavior will be determined by the bus driver. Consultation with the building principal of Bay Ridge may occur for some offenses.

/s/ Brian Albee 8/4/2018

/s/ Darlene Wheeler, Principal 8/4/18

EARLY DUTY

Mrs. Hammond and Miss Wheeler will share the early duty for first bus students. At 7:45 another staff member will continue Early Duty. Students arriving with their parents/caregivers are not to arrive any earlier than 7:45 a.m. unless other arrangements have been approved by the classroom teacher.

LATE DUTY

Late Duty assignments are covered by a staff member starting at the 2:45 p.m. dismissal until the late bus arrives. The late bus arrives around 3:35 pm depending upon the weather conditions and/or the number of students riding the first bus.

*Late Duty is only for students riding the late bus. Students waiting for their parent/caregiver to pick them up will wait in their homeroom as there are a large number of late bus students in the duty room.

For students participating in sports and have a practice or a game at Bay Ridge, students should go home and return at the designated practice or game time. If it is necessary for the student to remain at Bay Ridge, the student will report to the Principal's Office with homework or a book to read.

Please keep in mind that there are a lot of students on Late Duty and safety and keeping order are our top priority.

RECESS AND LUNCH DUTY SCHEDULES

Early Duty:

PreK-Grade 4 will be on the lower end.

Grades 5-8 will be on the upper end.

Recess:

All students PreK-Grade 8 will have recess at the same time: 10:15-10:30. PreK-Grade 4 will be on the lower end side of the playground. Grades 5-8 will eventually have their duty near the basketball court once equipment is moved.

Lunch Recess:

PreK - Grade 4 will have lunch/recess from 11:30-12:15; Grades 5-8 will have lunch and recess from 12:00-12:30

BUG SPRAY

Please apply bug spray prior to arriving at school. Be aware that some people have a reaction to the smell; therefore, please do not over spray.

PARENT PERMISSION SLIPS

Parent/caregiver permission in writing or by phone is needed if any student is to go anywhere other than his/her home after school. Parents are asked to contact the school by 2:30 p.m. Students will not be allowed to make their arrangements on their own.

For practices and games, parents/caregivers are encouraged to write one note of permission to cover the entire season.

STATEMENT OF NONDISCRIMINATION

It is the policy of the Cutler School Department not to discriminate on the basis of disability as required under Section 504 of the Rehabilitation Act of 1973 in the admission of students to programs or any educational services.

DRUG AND ALCOHOL USE BY STUDENTS

The School Board and staff of the Bay Ridge Elementary School support a safe and healthy learning environment for students, which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well-being of students, the School Board endorses a three-pronged approach to address the issues of drug and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

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.

Disciplinary Action

The Principal must suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

Students participating in co-curricular or extracurricular activities, including athletics shall be subject to applicable conduct/training rules and the consequences for violating them. Disciplinary consequences may be imposed by the coach, advisor or teacher supervising the activity in which the student is participating.

Students may also be subject to additional policies and rules imposed under any separate agreement signed by them in connection with their participation in co-curricular activities.

Prevention/Education

The school will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

Intervention

The school will establish a team approach [or other approach as determined by the school] to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Policy Communication

The school shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference:

21 USC § 812 (Controlled Substances Act)

21 CFR Part 1300.11-15

PL No. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)

17-A MRSA § 1101

42 USC § 290dd-2

42 CFR § 2.1 et seq.

20-A MRSA § 1001(9); 4008

Cross Reference:

GBEC—Drug-Free Workplace

JICIA—Weapons, Violence and School Safety

JKD—Suspension of Students

JKE—Expulsion of Students

JLCD—Administering Medication to Students

JRA—Student Records

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 staff is required to immediately report incidents of prohibited conduct by students to the building administrator/designee [the school should designate appropriate personnel] 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 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 to 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, switchblades, knives, chains, clubs, Kung Fu stars and nun chucks.

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 articles include, but are not limited to, bats, belts, picks, pencils, compasses, objects 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 harasses others, which tend to incite violence and/or disrupt the school program:

E. Willful and malicious damage to school or 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's drug/alcohol and tobacco policies;

I. Violations of state or federal laws; and

J. Any other conduct that may be harmful to persons or property.

Disciplinary Action

The principal must suspend and recommend expulsion of students who violate the Federal Gun Free Zone Act of 1994 based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is 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 S 1001 (9 and 9-A) that specifically prohibit the use of 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 JKF.

Alternative Conflict Resolution

The Superintendent will be responsible for developing and implementing programs of information, prevention and intervention to reduce the potential for violence in the schools. This may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school.

Legal Reference:

20 USCA § 8921 (Gun-Free Schools Act of 1994)

5 MRSA § 4681 et seq.

17-A MRSA § 2(9); 2 (12-A)

20-A MRSA § 1001 (9); 1001 (9-A); 6552

Cross References:

ACAA – Harassment and Sexual Harassment of Students

ACC – Tobacco Use and Possession

EBCA – Crisis Response Plan

JICH – Drug and Alcohol Use by Students

JK – Student Discipline

JKD – Suspension of Students

JKE – Expulsion of Students

JKF – Suspension/Expulsion of Students with Disabilities

JIH – Questioning and Searches of Students

KLG – Relations with Law Enforcement Authorities Adopted June 6, 1995

TOBACCO-FREE SCHOOLS

To promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Board prohibits smoking and the use of all tobacco products in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds by all persons, including students and employees. This includes no smoking in any vehicle on school property.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons area also strictly prohibited, under law and this Board's policy, from selling, distributing or in any way dispensing tobacco products to students.

Legal References:

22 MRSA § 1578-B

ME.PL 470 (An Act to Reduce Tobacco Use by Minors)

20 USC 6081 (Pro-Children Act of 1994—Goals 2000)

STUDENT SUSPENSION

Whereas, the Board of Directors of the Bay Ridge School Department recognizes that it must insure that the peace and usefulness of the school is maintained for the general good of each student's health, education, and welfare, the Board hereby adopts the following as policy regulating the rights of individuals to attend the Bay Ridge Elementary School.

Suspension of greater than ten (10) school days is a responsibility of the Board of Directors. The Board will act on such matters at the request of the Superintendent of Schools. Procedures shall be the same as those given in expulsion policy JKE.

The School Board delegates to the school principal the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days to maintain order in his/her school. Continued and/or willful disobedience, use of profanity or obscene language, or injuring of individuals or school property are some of the justifiable reasons for suspension.

Prior to the suspension, except as hereinafter provided:

C. The student shall be given oral or written notice of the charge(s) against him/her;

D. The student shall be given an explanation of the evidence forming the basis for those charge(s); and

E. The student shall be given an opportunity to present his/her side of the case.

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

The parent or guardian shall be notified of suspension of his/her son or daughter by telephone immediately, if possible, and/or by written notice, which shall be dispatched by mail on the day of the suspension. A copy of the written notice shall be sent to the office of the Superintendent of Schools.

Students shall be responsible for any schoolwork missed during a suspension. After reinstatement, the student shall be permitted to take any tests, quizzes or any other form of evaluation affecting their grades.

Legal References: Title 20A MRS Sec. 1001.9

JK—Student Discipline

JKE—Expulsion of Students

STUDENT RIGHTS AND RESPONSIBILITIES

Students have certain legal rights under federal/state constitutions and statues as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

A. Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;

B. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the Board; the responsibility to attend school as required by law;

C. The right to due process with respect to suspension, expulsion, or administrative decisions which the student believes have injured his/her rights; the responsibility to observe school rules and regulations essential for permitting others to learn at school;

D. The right to free inquiry and expression and to voice grievances; the responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission;

E. The right to privacy regarding the content of student records—as defined by the Family Educational Rights and Privacy Act—and the right to dress as he/she pleases within reasonable guidelines related to health, safety and potential disruption; and

F. The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

EARLY CLOSING/NO SCHOOL

You will receive a phone call if we are closing early due to weather. If there is no school at all, please refer to your local television stations or Facebook.

Our school secretaries will make all phone calls to parents in the event of any early closure. Students will not be allowed to tie up the phones.

PERFECT ATTENDANCE

Perfect Attendance will be recognized for each grading quarter. The definition of Perfect Attendance is attending school from 8:15 - 2:45 with no tardies or early dismissals.

GRADING/RANKING SYSTEM

PreK/Kindergarten

- 1 consistently does well
- 2 is progressing

3 needs improvement

Grade 1 & 2

O outstanding, 90-100
S satisfactory, 80-89
P passing, 70-79
U unsatisfactory, below 70

Grades 3 - 8

A+	99-100	C-	75-77
A	95-98	D+	73-74
A-	93-94	D	72
B+	90-92	D-	70-71
B	87-89	F	Below 70
B-	85-86	I	Incomplete
C+	83-84		
C	78-82		

K-8

Art Rubric, based on effort and conduct (not artistic ability)

Physical Education Rubric

Honor Roll will be for students in Grades 5-8.

High Honors: All As in core subjects.

Honors: All As and Bs in core subjects.

Grading will be on a quarterly basis. The quarterly grade will be based on:

1. Assignments-Oral and Written
2. Class participation
3. Testing
4. Special assignments, contributions and the record keeping of the teacher to justify the grades given
5. Other criteria determined by the classroom teacher

Grading is not to be influenced by pressure from parents/caregivers.

Grading is not to be used as a disciplinary measure.

PROGRESS REPORTS

Parents will be notified of student progress at the end of the 4th or 5th week of each ranking period. Please refer to the School Calendar for dates. Teachers will be available upon request for conferences as well as designated Parent Teacher Conferences in November.

When the Special Ed. Teacher is providing the only instruction in a particular subject area or areas, the Special Ed. Teacher will be responsible for reporting the student's progress and final grade. The student who participates in a Special Ed. Program will not be graded in relation to grade level, but rather in relation to his/her IEP.

ABSENCES AND MAKE-UP OPPORTUNITIES

Work missed because of absences may result in a grade of incomplete for the ranking period. Students must make arrangements with individual teachers to complete the missed work. The incomplete grade will become an automatic failure if the work is not made up within a reasonable length of time agreed to by the teacher and student.

Occasionally there will be absences from school for reasons which are not under the control of the students; such as family obligations, etc. In order to simplify the make-up process, the following policy will be in force.

1. The school must be notified by parents of the intended absence.
2. Students are expected to make up all missed assignments or make other arrangements with the classroom teacher.
3. The classroom teacher is not expected to give assignments early for an unreasonable length of absence. Therefore, the student is responsible for getting assignments upon their return.

Parents are responsible for sending in a written note explaining the absence or telling the teacher in person. Otherwise, the absence will be recorded as unexcused in the data system uploaded to the state.

TRUANCY

The Department of Education is now collecting data from every school in Maine on students who are truant. A student is considered truant if he/she misses 10% of the school year for any reason whether an excuse is given or not. This means if your child misses 17 or more school days for any reason, that data is sent in to the Department as well as the Superintendent.

TARDINESS

All students are expected to be at school and in their classroom or in the cafeteria having breakfast no later than 8:15 AM unless they are ill or have a morning doctor or dental appointment. If your child is tardy for any reason, the parent/caregiver is to write a note or tell the teacher in person why the child is arriving late. Failure to do so will result in an unexcused tardy which is reported in the attendance data uploaded to the state.

Excessive tardiness will be not be tolerated and will be reported to the Superintendent.

HOMEWORK

The Cutler School Department recognizes the value of meaningful homework in cultivating academic achievement, good study habits and positive school-community relations.

Homework assignments that are reasonable and are supported by the home provide opportunities for our students to learn good study habits, to develop a sense of responsibility for task completion, to learn time management, to reinforce skills, and to extend or enrich their classroom experiences.

Cheating and plagiarism will not be tolerated. Consequences will be dealt with on an individual basis.

CONTAGIOUS DISEASE

Any child who has a contagious disease, including Pediculosis (head lice), must have a signed note from the doctor stating the child is able to return to school after a specified period of time.

STUDENT ILLNESS AND FEVERS

Students who are sick and/or have fevers are expected to stay at home where they can recuperate. If your child has been sick during the night and/or vomiting, please keep your child home the following day. Any student with a temperature of 100.4 and above must stay home and may not return to school until they have been fever free for 24 hours without any use of Tylenol or Advil. If your child has vomited, had a fever or not felt well, they are to stay home. Do not send a sick child to school for any reason.

PEDICULOSIS (HEAD LICE)

Children who are found to have head lice or nits will be sent home from school. Parents will be notified and given instructions on how to treat and eliminate any lice or nits before the child will be allowed to return to school. They must be examined and found to be free of any lice or nits.

LUNCH MONEY

Bills for your child's meals will go home after the close of the month. Remittance is due at that time. Please give to Miss Wheeler. Please make checks payable to Bay Ridge Elementary School. Any delinquent bills will be turned in to the Superintendent.

Breakfast will not be served on days when a one hour or two hour delay is announced.

REPORT OF DAMAGE TO OR LOSS OF PROPERTY OR EQUIPMENT

Students and others using the Bay Ridge Elementary School building are responsible for the proper care of the school equipment and facilities. Any unnecessary damage or loss of the school's property will be the

responsibility of the child or parent involved. Within 14 days of receiving the notification, payment should be received by the principal.

STUDENT DRESS CODE

Inappropriate clothing is not acceptable in the Bay Ridge Elementary School. Clothing worn to school should be neat and clean. The Cutler School Department Board Members and/staff, have concluded that the following clothing will not be allowed at school: hats worn inside (except for Hat Day) excessively short skirts, midriff-baring tops, extremely tight clothing, spaghetti straps in the upper grades, oversized arm holes, excessively baggy or loose clothing, shirts printed with offensive language, personalities that promote violence, alcohol/drug slogans, nudity or other suggestive slogans and any clothing that is deemed by the building principal to be disruptive to classroom instruction. If a dress is the length of a top, it is not to be worn.

The Bay Ridge Staff recognizes that clothing styles are constantly changing. Short shorts have been a concern for a long time. However, we realize the clothing manufacturers either are running out of material (LOL) or the styles are very short. Our compromise is that if a child is wearing shorts, their buttocks cannot be seen when standing, sitting or bending over.

Each offense will be handled individually. Students violating this dress code will be sent home or required to cover up the offending garment. The student will be expected not to wear the garment to school again. Students should present themselves in a positive light.

BICYCLE RULES

Those students riding bicycles to school will put them in the bike rack located on the grassy area in the front of the school. They will be kept in this area until school dismissal. Students must have written permission to ride bikes off school grounds. Students riding bicycles home will be dismissed after the first bus and other vehicles have left the parking lot. Bay Ridge Elementary participates in the Ride Your Bike/Walk to School Campaign at least once a year. Prior to this event, the Washington County Sheriff or his designee will visit our school to remind students of bicycle safety rules. Information about this event will be sent home to all parents. Students under the age of 16 are required by law to wear a helmet.

TELEPHONE USE

The school phone is to be used by students only when absolutely necessary. Students need to ask permission to do so. If your child has been injured, the classroom teacher or designated staff member will contact you as soon as possible.

Students are not allowed to use personal cell phones during regular school hours. Students are not to bring cell phones or any other piece of technology to school. Cellphones are not allowed in school or on the bus. If your child has an after school activity or sporting event and you'd like them to bring their phone to contact you after school, please notify us that they have it in their backpack for such purposes. If you need to contact your child, please call the school at 259-3347.

SCHOOL PARTIES

Parties will be held at the discretion of the classroom teacher and with the approval of the building principal in accordance with Board policies. Our school has a Harvest Party at the end of October, a Christmas Party and Valentine Parties.

BIRTHDAY PARTY INVITATIONS

Birthday party invitations are not to be passed out at school or on the school bus unless every child in the classroom is invited. Otherwise, they will have to be mailed or given out off school property. Children's feelings are easily hurt when they are not included in receiving an invitation at school.

PETS

If your child would like to bring a pet to school, please get permission from the classroom teacher and principal. Please check on pet allergies in your child's classroom. All small animals need to be in a cage or container. Dogs should be on a leash.

SAFETY ISSUE

Children will not be allowed to go outside during any school activity without adult supervision. School events include, but are not limited to sporting events—games and practices, evening programs, etc.

FUNDRAISERS

All fundraisers must be pre-approved by the Building Principal. Students are not permitted to sell personal items for personal profit during school hours, school sponsored events and on the school bus at any time.

PROMOTION, RETENTION AND ACCELERATION OF STUDENTS

It is the intent of the Board that appropriate instruction be offered to all students in a progressive and sequential way. Therefore, the grade placement of each student will be made on an individual basis, understanding that the level of instruction at each grade is not a single level of instruction but rather a series of levels intended to meet the various needs of students assigned to that grade level.

As far as possible, retention will be decided through conferences involving the principal, teacher(s), student and parents. Parents will be notified as early as possible that retention is being considered, and except in very unusual circumstances, no later than March 15. The Principal shall be responsible for making the final decision as to retention and assignment. Parents dissatisfied with this decision may appeal to the Superintendent and School Board. Decisions on special education students will be made through the Pupil Evaluation Team process. The following criteria shall be utilized in making decisions concerning promotion and retention:

- A. Student achievement
- B. Academic potential
- C. Attendance
- D. Health
- E. Maturity
- F. Age in relation to grade placement
- G. Student attitude
- H. Parent concerns
- I. Program Options
- J. Other factors impacting promotion and retention

Any necessary retention should take place as early in a student's educational career as possible. Only in unusual circumstances should a child be retained more than once. Students entering the Bay Ridge Elementary School, including those who have been home schooled, may be tested to assist in determining appropriate grade or program placement.

Legal Reference: CH. 125.23, B, 5, 1 (Maine Dept. of Ed. Rule) Cross Reference: IK - Academic Achievement

MEDICATIONS IN SCHOOL

BAY RIDGE DOES NOT PROVIDE MEDIATION OF ANY KIND.

ADMINISTERING MEDICINES TO STUDENTS

The Board discourages the administering of medicines on school premises. The parent should confer with the doctor to allow for the student to receive all prescribed doses at home, when possible. However, when the doctor deems medicating during the school day to be necessary for the pupil's health and attendance in school, it may be done in the school by the parent, or in accordance with this policy by the public school nurse or unlicensed (non-medically licensed) staff as permitted by law.

The Board disclaims any and all responsibility for the diagnosis of and prescribing of treatment for any pupil. For purposes of this policy, "medication" shall include all medicines prescribed by a physician/dentist for a particular pupil

Before any medicine may be administered in school, the Board requires the written request of the parent/guardian who shall give informed consent for such administration (including that unlicensed personnel may administer the medicine). This request shall be accompanied by the written order of the prescribing physician. Approval by the physician and principal shall be required, verifying compliance with Board policy and regulations and practicability of implementation.

Medicine must be delivered to the school labeled by the pupil's parent/guardian. Only a limited, necessary supply can be kept in the school. Medicine no longer required must be removed by the parent/guardian. First does will not be given by any staff member. All medications, including aspirin, cough syrup and cough drops, must be in the original containers.

All medicine will be appropriately maintained and secured by the principal and the unlicensed staff member.

However, teaching staff members may be provided with such information about the medication and its administration as may be in the pupil's best interests.

The principal may request a written order of a prescribing physician/dentist which shall include (a) the diagnosis; (b) the dosage; (c) the time at which or the special circumstances under which the medicine is to be administered; (d) the length of time for which the medicine is prescribed – no longer than for the current school year; and (e) any possible side effects of the medication. The principal may request a Medication Release form.

The school principal/designee may maintain a record for long-term medication, including the parental note/physician's request, the approvals, details of the dosage and timing of medication and a notation of each instance of administration, if administered by a staff person.

Parents will request the dispensing of medication in writing and will sign a release of all legal claims against Bay Ridge Elementary School and all employees and agents in return for their undertaking the task of dispensing medicine.

The Bay Ridge Elementary School retains the right to reject any or all requests for the administration of medication.

Students shall not be permitted to carry and self-administer medicine in school except under special circumstances—as requested and described, in writing, by the student's physician or parent and approved by the principal (such as in the case of a responsible, adequately instructed asthmatic/allergic student given special permission to carry an inhaler and self-medicate).

Legal references: Title 20A MRSA Sec. 254

This policy is designed for educational and informational purposes and is not intended to create, expand, restrict any student rights or responsibilities. Adopted: February 5, 1991

PHYSICIAN'S REQUEST TO ADMINISTER MEDICATION IN SCHOOL

Student's Name

Name of Medication (brand name and generic name)

Doctor's Name

Reason for Medication _____

I am aware that the Bay Ridge Elementary School has no regularly available medical personnel on staff. However, the above named student is in need of the above named medication during regular school hours to maintain physical health. In my opinion, the need for the medication is so important that I request that non-medical school personnel dispense this medication in accordance with the following instruction:

Possible Side Effects and Actions to be taken:

Date Signature

AUTHORIZATION OF MEDICATION

Directions: Medication should be delivered to the Principal or School Secretary by the parent/guardian, unless self-administered. It should be in a container properly labeled with the student's name, and name of medicine.

Date _____

I/We as parent(s)/guardian(s) of _____, a student in Grade ____, in the Bay Ridge Elementary School, authorize the school to assist in the administration of the following medication _____, until _____.
(date)

We and the minor child hereby release and discharge and agree to hold harmless the Bay Ridge Elementary school, Board of Directors, its agents, employees and officers, from any and all claims, damages, demands, actions, judgements and executions of whatever nature or description in any way arising out of the administration of the medication, or of any care or act relating thereto which we ever had, or now have, or may have, or which the heirs, executors, administrators, or assigns of the undersigned have, or claim to have against the Bay Ridge Elementary School, Board of Directors, its agents, employees and officers, including but not by way of limitation, school principal, teachers and coaches, their successors, heirs, administrators, or assigns.

(Signature of Parent or Guardian)

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

A. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrators in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records.

B. Amendment of Records

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

C. Disclosure of Records

The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

1. Directory Information

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and rewards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information without their prior written consent must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official

has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

4. Health or Safety Emergencies

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. Other School Units

As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

6. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

D. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

CONCERNS AND COMPLAINTS

Students, parents/guardians, and/or others who have concerns or specific complaints about any aspect of school will make use of orderly procedures.

The person initiating such a complaint should do so at the lowest possible level. If the complaint cannot be resolved at that level, it can be taken to successively higher levels. The levels of authority are: individual employee, supervisor (if applicable), building principal, superintendent and school board.

The following guidelines are established for the presentation of concerns and complaints.

A. The individual shall discuss the complaint with the teacher/employee to resolve the problem the lowest level. Beyond point A, all concerns and complaints must be submitted in written form which is to include a signature and date.

B. Supervisor and/or principal shall schedule a conference with the student and any staff members(s) involved to attempt to resolve the problem. Parents/guardians may be involved in the conference or a later conference for parents/guardians may be scheduled at the discretion of the principal.

C. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the Superintendent of Schools. The Superintendent shall arrange a conference to consider the problem and appropriate action will be taken.

D. If the student and/or parents/guardians are not satisfied with the action of the Superintendent, they may submit a written request to appear before the Board at the next regular school board meeting. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

Cross Reference: AC – Nondiscrimination/Equal Opportunity

Sample Discipline Forms

BAY RIDGE OFFICE REFERRAL FORM

The Office Referral Form is to be used only for serious offenses or repeated minor infractions.

Name of Student _____ Grade _____

Referring Staff Member _____

Date of Incident _____ Time of Incident _____

Names of others involved _____

Reported Behavior (circle all that apply)

- 1. Abusive Language 2. Physical Contact 3. Overt Defiance
- 4. Bullying/Harassing 5. Other-Describe in detail

Location:

- 1. Playground 2. Classroom _____ 3. Office
- 4. Hallway 5. Bathroom 6. Parking Lot 7. Special Event
- 8. Cafeteria 9. Other _____

Possible Motivation:

- 1. Attention of Peers 2. Attention of Staff 3. Avoidance of Adults
- 4. Avoidance of Peers 5. Avoidance of class work
- 6. Other: Please state motivation _____

Describe what took place and actions you have taken. Be specific.

Have the parent/guardian been notified? By Whom? _____

Date and time of notification: _____

DETENTION SLIP

Date:

Dear Parent/Guardian,

Your son or daughter _____ has chosen to disregard the following class or school rules:

Because of the choice made by the student, a detention has been given and will be served on _____.
Detentions will be served from 3 to 4 p.m. Please make arrangements to pick up your child at this time.
This notice of detention must be signed by the parent or guardian and returned to the school the next day. Any questions or concerns please contact the school. Thank you for your cooperation.

Teacher

Darlene Wheeler, Principal

Parent/Guardian

Bay Ridge Elementary School
Warning Report
PBIS/RTI

Student's Name _____ Grade _____

Supervising Staff member _____ Date _____

Incident Location _____

Possible Motivation for Behavior Incident _____

Incident Description: (give details about the incident)

Action Taken: (describe what action was taken)

Additional comments: _____

Please keep a copy and give a copy to the homeroom teacher.

This form will be used to track all warnings given to a student by any teacher.

Once a warning has been given for a particular offense, if repeated, the teacher will give a Minor Infraction Slip or Office Referral, whichever is appropriate.

Bay Ridge Elementary
Minor Infraction Report
PBIS/RTI

Minor Infraction Slips will be given for offenses listed below. However, if the teacher feels the offense warrants a detention or Office Referral that can be the next step.

Name of Student _____ Grade _____
Supervising Teacher _____
Date _____

Incident Location: (circle one)

- | | | |
|--------------|---------------|------------------|
| 1. Bathroom | 5. Art Class | 9. Playground |
| 2. Cafeteria | 6. Field Trip | 10. Music Class |
| 3. Classroom | 7. Library | 11. Other: _____ |
| 4. Gym Class | 8. Office | |

Possible Motivation(s): (circle all that apply)

- | | |
|------------------------|---------------------------|
| 1. Avoid Adult | 5. Obtain Adult Attention |
| 2. Avoid Peers | 6. Obtain Peer Attention |
| 3. Avoid Task | 7. Other _____ |
| 4. I don't know motive | |

Incident Description: (circle all that apply)

- | | |
|---------------------------|--------------------------------|
| 1. Dress Code | 6. Stealing |
| 2. Inappropriate Language | 7. Harassment/Bullying/Teasing |
| 3. Disruption | 8. Property Damage |
| 4. Disrespect/Defiance | 9. Other: _____ |
| 5. Lying/Cheating | |

Please give brief description of what happened in this space:

Describe what took place and actions you have taken. Be specific.

Action(s) Taken (Circle all that apply)

- | | | |
|-----------------------|-----------------------------|-----------------|
| 1. Student Conference | 5. Loss of recess | 9. Warning |
| 2. Phone Parent | 6. Detention | 10. Other _____ |
| 3. Seating changed | 7. Parent Conference | |
| 4. Time out | 8. Letter or note sent home | |

Additional Comments: Please include actions or other previous behaviors or situations that might have contributed to the above incident.

Teacher Signature: _____

Please keep a copy. Please give a copy to the homeroom teacher and the parent.