



**KING**  
**MIDDLE SCHOOL**

**“A School for All”**

**STUDENT HANDBOOK**

2017-2018

**Our mission:**

*To awaken our students to the possibilities around them, as leaders in their own learning. To instill a sense of wonder and personal agency that can only be achieved through the exploration of real-world challenges and their potential solutions. To accept students as they are, and in so doing, encourage them to discover their best selves.*

## **INTRODUCTION**

Dear King Student,

Welcome to King Middle School! This is an excellent school with great children and wonderful teachers. This handbook has been created for you to serve as a resource and to provide guidelines for you to help you have a successful year. We have also purchased an agenda to help you stay organized and keep track of your assignments.

In this handbook there are descriptions of school expectations and activities. There are also policies specific to Portland Schools. You need to be aware of all of these policies as they will help you to be a successful member of our community.

I know you will have a great school year. There are many opportunities to get involved in a variety of activities offered at King Middle School. Last year eighty five percent of our students participated in at least one activity. Students that take part in school activities seem to have a better experience at King. What activity will you join this year?

Good luck and have a great year!

Sincerely,

Caitlin LeClair  
Principal

## **KING MIDDLE SCHOOL STUDENT HANDBOOK**

Parts of this handbook applies to the seven secondary schools in Portland; however, some of the rules and opportunities are specific to King. King Middle School has an enrollment of 520 students and is one of three middle schools in Portland. Our student population includes people from many different countries and cultures. We take pride in our diversity and work hard to create a welcoming atmosphere where ALL students can achieve at a high level. King is a "Middle School for ALL."

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## **Attendance**

Being a part of the King learning community means that every student is an important and valued member. It is our expectation that students attend school every day unless they have an excused absence. Upon returning to school students are required to have a written excuse signed by a parent or guardian.

Maine State Law and the Portland School Board of Education define an excused absence as:

- Personal illness
- Appointment with health professional
- Observance of a religious holiday
- Family emergency
- Planned absence for personal or educational purpose (pre-approved by administration)
- Educational disruption as defined in Maine Law

Absences for other reasons are unexcused.

## **Reporting an Absence**

If a student is unable to attend school, a parent or guardian should inform the Main Office before 8:30am by leaving a message on the Attendance Line, 874-8141 or emailing [kingsecretary@portlandschools.org](mailto:kingsecretary@portlandschools.org).

## **Make-Up Work**

Students are striving to meet learning targets and standards each day. When students are absent, they miss valuable learning experiences and feedback from teachers that support learning. Therefore, students are expected to arrange for and complete any work/activities missed during excused absences. Students should also expect to participate in Extended Learning opportunities beyond the school day to make up work and/or get caught up. Teachers may establish deadlines for submission of make-up work.

## **Extended Learning and Late Bus**

Students have many opportunities to stay for extended learning as well as student activities. There is an expectation that students, who are participating in afterschool activities will be monitored by King staff. Only students who are participating in these activities will be able to take the Late Bus, and only if they are eligible riders.

Those students waiting for the late bus will need to wait in the main lobby at the “book” or outside the main entrance. Other students, not waiting for rides will need to leave the school campus and go home when the activity is over. This is for student safety. All students will behave in ways which reflect the Responsibility and Respect Habits of Work and Learning (HOWLS).

## **Tardiness**

The School Day is from 7:55 – 2:25. Students are tardy after 8:00 AM.

If students arrive after 8:00 AM they must report to the Main Office as soon as they enter the building to obtain a tardy pass to be given to the teacher of the class that is in session at the time of their arrival.

The Main Office should receive a written note or phone call from a parent or guardian explaining the tardiness. If a note or phone call is not received, the student may be assigned detention. Habitual tardiness causes disruptions and seriously affects learning.

Students who are tardy between classes will be disciplined by their teachers, who may require them to complete work or serve detention. Being on-time is part of our Responsibility Habits of Work and Learning (HOWLs).

### **Truancy**

When a student is absent from school or class without the permission of his/her parent or guardian or a school official, that student is considered truant. Truancy is a serious concern and can result in disciplinary action and is reported annually to the Maine Dept. of Education.

### **Dismissal from School**

No student shall be allowed to leave during the school day for any reason without the permission of his/her parent, guardian, or other previously designated emergency contact person and either the principal, assistant principal, school nurse, or office staff. If a student is to be dismissed during the school day, he/she is required to bring a written note signed by a parent or guardian to the Main Office before school begins in the morning.

The presentation of a forged or altered note will result in disciplinary action.

All dismissals will be noted on the absence list. (This procedure allows us to release students in a timely manner without disrupting classes). If a student becomes ill during the school day, he/she should report to the school nurse in the Main Office. He/she should come with a pass from a teacher. If the nurse is not available, students should see the office staff. Students should not call home from the classrooms to be dismissed. Students who are ill may not leave a school official contacts the parent or guardian for permission prior to dismissal.

### **Messages for Students**

In order to keep class disruption to a minimum, when a parent or guardian calls with a message for a student, or drops something off for the student, the message will be sent to the student at lunch or between classes. If the message is of an urgent nature, the student will immediately be called to the Main Office.

### **Hall Passes**

Students must obtain permission from staff to leave during class time. The teacher must sign a hall pass before a student can leave to go to another teacher, the restroom, student services, the nurse, etc...

### **School Delay or Cancellation**

**Please do not call the school office for this information.** Parents can sign up for text messages to be sent directly when school is delayed or cancelled. There is also a robo call system to inform families generated by Portland Public Schools.

In the event of emergency or weather-related delays or cancellations, all local radio and television stations beginning at 6:00 A.M. will make announcements. School cancellations are also posted on the Portland Public Schools web site. <https://www.portlandschools.org>

### **Student Visitors**

Students may not bring visitors to school without prior permission from an administrator. Visitors will only be allowed if they are moving to Portland and want to see the school or if their parents have arranged an out-of-district visit with the school counselors. Friends or former students, who are visiting, cannot be given permission to spend the day at King.

### **Academic Teams and Vertical Housing**

Teachers working as a team has long been promoted as a way for the middle schools to bridge the gap between self-contained elementary classes and departmentalized high school classes.

An additional advantage to teaming is that teachers are provided common planning time which allows them to plan integrated curriculum, thematic units and learning expeditions, as well as an opportunity to communicate with parents and colleagues.

King is divided into two academic teams, the House of York and the House of Windsor. When students enter King, they are placed into one of these Houses and remain in that House throughout their years at King. Both houses have a two-year loop in sixth and seventh grades which means students and teacher teams stay together for two years.

### **Crew Time**

***“We are crew, not passengers.” K.Hahn.***

The goal of crew time is for students to experience a sustained and meaningful relationship with an adult during their years at King Middle School.

It is the time when students:

- ★ build relationships with other students
- ★ create a culture of community
- ★ participate in team-building initiatives
- ★ are mentored by crew teachers

Crew is a time for learning more deeply about our habits of work and learning (HOWLs), reflecting and goal-setting, preparing for our student-led portfolio conferences, and the eighth grade Impact portfolio.

Each morning students meet in their homeroom crew, where attendance is recorded and announcements are read. In addition, Crew meets more formally for 50 minutes

once a week. Crew teachers are the mentors to their students and communicate with parents.

### **Grouping**

Our school counselors use information and recommendations from many sources including parents to ensure heterogeneous teams. Grade level teams have a wide distribution of ability levels. These teams last for the three years while students are at King. Students are assigned to the teams.

### **Curriculum**

Middle school goals and philosophy are implemented through our curriculum. As part of the EL Education network, formerly Expeditionary Learning, King teachers use expeditions to engage students with authentic learning opportunities.

Our core subjects are:

**Language Arts,  
Math,  
Social Studies,  
Science.**

World Language (French/ Spanish) or Reading  
Physical Education / Health

In addition, students are introduced to a wide range of related arts courses during their three years at King. Each related art is for one semester and provides challenging opportunities for students to explore. Each of these related arts classes add an important element to creating projects, which support the work within the Expeditions.

<b>Grade 6</b>	Computer Education	Music
<b>Grade 7</b>	Art	Scientific Communication
<b>Grade 8</b>	Technology Education	World Cultures

### **Progress Reports**

Halfway through each trimester progress reports will be given to each student which reflect their current performance on the academic standards and habits of work and learning (HOWLs). This is an important check to let students and parents know about what is going well and areas for growth. It gives students the opportunity to improve before the trimester ends. Teachers will send these reports home to parents. Crew teachers will also coach students using these progress reports.

### **Report Cards**

At the end of every trimester, students will receive a report card that is especially designed for middle school students. It is a summary of each student's achievement in

every class as well as their habits of work and learning. We assess students using a proficiency reporting system. This is the reporting system, which will prepare students for high school and the graduation requirements.

### Grading Guide

At King we report student progress based on Common Core and other National Standards. Our school assesses the academics and habits of work and learning separately. Evidence of student progress is shared at our student led conferences twice a year. The following pages include the guide used to assess student work.

### King Middle School Grading Guide

	Score	For an overall standard grade this means.....	On classroom assignments this means....
Beginning	1	A student's body of work demonstrates a student is at the beginning level of competency OR there is insufficient evidence of summative assessments.	A student's work does not demonstrate <b>substantive</b> progress towards meeting the target(s) or criteria of a given assessment. <b>This score is not used to reflect missing work.</b>
Approaching	2	A student's body of work demonstrates growth toward meeting the standard.	A student's work demonstrates a <b>substantive attempt</b> to meet the target(s) of a given assessment, but needs more time to achieve competency and meet all the criteria for the assessment.
	2 +	A student's work demonstrates they are close to meeting the standard.	A student's work is very close to meeting the target(s). It lets the student know they do not have far to go before meeting the target(s) being assessed.
Meeting	3	In order to meet a standard students must have met all the long term targets aligned with standard.	A student's work competently meets the target(s) being assessed based on established criteria. (e.g. rubric)
Exceeding	3.25 to 3.75	<b>3.25:</b> A student's work has met some of the "Exceeds" criteria". <b>3.5:</b> A student's work has met the "Exceeds"	<b>3.25:</b> A student's work has met some of the "Exceeds" criteria". <b>3.5:</b> A student's work has met the "Exceeds" criteria at least half of the time.

		criteria at least half of the time. <b>3.75:</b> A student's work has met the "Exceeds" criteria a majority of the time.	<b>3.75:</b> A student's work has met the "Exceeds" criteria a majority of the time.
	4	A student's work has <b>consistently</b> exceeded on the standard assessed during the trimester	A student's work goes substantially above and beyond the target(s) in quality and rigor. All of the criteria for Exceeds (e.g. in the rubric) are demonstrated in the work.
Missing	M	An M is not used as an overall grade	A student's academic assignment has not been turned in.

### **Honor Roll**

Students who receive 3 for each of the academic standards in a class will receive an Honor Certificate

Those who receive 3.5 and higher in all the standards assessed in a class will receive Honors with Distinction Certificate

### **King Middle School Habits of Work and Learning**

All the Portland Middle Schools are assessing Habits of Work and Learning (HOWLs) using similar rubrics:

At King, we believe that the character traits of Respect, Responsibility and Perseverance are important for student success in academics and in life. We also believe that there are certain habits which exemplify these traits. These habits can be modeled, taught and assessed so that students can strengthen those character traits.

I am a **respectful** member of the King Community.

I work cooperatively with others.

I take care of resources and materials and act as a steward of our community.

I take **responsibility** for my success as a learner.

I arrive for each class prepared.

I participate fully and mindfully in class.

I carefully and thoughtfully complete all class assignments to the best of my ability and in a timely manner.

I **persevere** to produce high quality work.

I improve my learning by seeking help when needed and by asking questions.

I assess my work based on established criteria. I learn from feedback and revise my work.

### **HOWLS Honor Roll**

Students who receive all 3's in all Habits of Work and Learning will achieve **HOWLS Honor Roll**. This is one of highest accomplishments to be earned at King Middle School.

### **School Nurse**

King's school nurse, Lynn Holaday, is responsible for protecting and promoting the health of all students. Some of the services she provides include setting up individual health plans for students with health concerns, administering first aid, educating students, staff and parents about various health issues, counseling, and testing students' vision, hearing and backbone curvature.

If a student is ill, in need of first aid, or wishes to speak with the nurse, s/he should first get a pass from a teacher then go to the Main Office. When the nurse is not in the building someone in the Main Office will assist students and will contact a nurse by phone if necessary. Students must have a signed permission slip in order to receive Tylenol or other medication at school.

### **Student Health Center**

King is fortunate to have a Student Health Center operating independently and managed by City of Portland Health Department. There is medical staff available for students a few days a week. Students may access this service through the office of the Nurse. **Students must have parent permission sheets returned to access the clinic.** Services include medical and limited dental care.

### **Student Appearance**

Students are expected to be appropriately dressed for a school setting at all times. Any form of dress that is considered contrary to good hygiene or which poses health or safety risks will not be permitted. Hats, caps, bandanas will not be permitted. Clothing advertising tobacco, alcoholic beverages or those with obscene or questionable printing on them will not be permitted. Clothing that signifies gang culture will not be allowed. Clothing should cover the midriff area and undergarments.

### **Cell phones and Social Media:**

Cell phones and music technology must be shut off and out of sight. It is best if they are kept in a locker, which has a lock. They are not to be used in school at any time. A violation of these rules may result in the individual disciplinary action and confiscation of the item. Parents must pick up the confiscated items in the main office. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

We ask parents not to call or text their children during the school day. All communication should be through the main office. Students may ask permission to use

the classroom phone or their personal cell phone if there is an emergency or serious reason to make a phone call.

Technology is used to support student learning. Students are expected to follow the Portland Public Schools' acceptable use policy.

### **School Dances**

Rules and regulations pertaining to school dances are to be adhered to and there shall be no exceptions.

- Only King Middle School students may attend the dances.
- Sign-up for dances will occur by grade during the week of the dance.
- Tickets may be purchased at the time of sign-up.
- Each student may purchase only one ticket.
- No one will be admitted to the dance without having signed up and paid for a ticket prior to dance.
- No tickets will be sold at the door.
- Once a student leaves the dance area, he/she will not be allowed to return.
- All school rules pertain to dance activities (including cell phone use).

Any student who is under suspension will not be allowed to attend a school dance. Students who have been absent on the day of the dance will need special permission to attend that dance.

Anyone suspended in the time period prior to the first dance or between dances will not be allowed to attend the next dance. (Students assigned in-house suspension for a portion of a school day may be eligible to attend a dance.)

Anyone who misses 30% or more days between dances will not be allowed to attend the next dance.

Dances run from 3:00-5:00pm or 5:00-7:00pm.

Students should have prior arrangements made with parents to pick them up and should not expect to make phone calls from the school at the end of the dance.

### **Bikes, Scooters, Skateboards**

Bicycle racks are provided outside the school. Bikes are to be left in the racks throughout the entire day. It is the student's responsibility to see that the bikes are locked at all times. If brought to school, skateboards and scooters should be be locked outside.

### **Student Lockers/Locks**

Lockers assigned to students are the property of King Middle School and should be properly maintained. Students are to use their assigned lockers for their books, school materials, and clothing. Lockers are not to be used for storing other materials. Students must purchase their own locks and give the combination to their homeroom teacher. Please do not purchase key locks. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

**School Telephone Use**

The office telephones are for office staff and teacher use only. School phones are to be used by students for emergency purposes only. Students must get permission from a teacher to use a classroom phone.

**Physical Education Dress Policy**

All students should be appropriately dressed for Physical Education class. This is a rule designed for safety and hygiene reasons. Students should have a suitable pair of shorts/sweatpants, a shirt, and sneakers.

Students should not bring valuables to Physical Education class.

**Clubs, Activities, and Special Activities**

While academic skills are very important, there are also other skills a middle school should teach you, including how to enjoy yourself while learning. For that reason, King has developed an activity program, which includes sports, clubs, and school services.

There are various intramural and interscholastic sports offered for both boys and girls. The main objective is to provide instruction and practice in the sport as well as to develop a strong school and athletic spirit through training and competition.

In addition to athletics there are also a number of other activities to become involved in at King. They may include: Math Team, Math Counts, Debate Club, Yearbook, Chess Club, Dungeons and Dragons, Drama and possible others depending on interests.

**Sports****Fall Sports – September – November**

Soccer - Boys and Girls	Cross Country - Boys and Girls
Field Hockey - Girls	Tennis - Boys and Girls

**Winter Sports – November - January**

Basketball - Boys and Girls	Indoor Track - Boys and Girls
Swimming - Boys and Girls	Wrestling - Boys and Girls (7th and 8th gr. only)

**Spring Sports - April - June**

Baseball - Boys (7th and 8th grade only)	Softball - Girls (7th and 8th grade only)
Outdoor Track - Boys and Girls	

**NOTE TO PARENTS: All interscholastic sports require a physical for students to take part. Physicals will be valid for a period of two years and cover all sports.**

### **Co-Curricular Activity**

A co-curricular activity is defined as an out-of-class activity, supervised and/or financed by the school, which provides curriculum-related learning and character building experiences. They are voluntary and are not graded.

### **Eligibility for co-curricular activities.**

At King, we believe Habits of Work and Learning provide a strong foundation for lifelong learning and success. Therefore eligibility is closely aligned with those habits of respect, responsibility and perseverance.

Each student has the opportunity to earn 24 HOWLs grades each trimester.

**To be eligible to participate in co-curricular activities, students can earn no more than one HOWLs score of 1.** That student is then on **Academic Probation**. During this probation, students are allowed to practice but not participate in games or events.

Every trimester the administration (including the Athletic Director) will check for student's eligibility when progress reports and report cards are printed.

### **If students are found to be ineligible, the following steps are taken:**

1. Student is contacted by the Assistant Principal.
2. Each student will be on Academic Probation and have 10 school days to become eligible.. Academic Probation will consist of a creating plan with the student, which will be shared with the student's crew teacher, house teachers and parents.
3. After 10 school days, another report will be generated by the administration focused only on the HOWLs grades.
4. If the student has not been able to bring those grades to the expected level (no more than one score of 1 for all HOWL grades), the student will remain ineligible for the remainder of the season/activity.

A student may not be found ineligible more than twice in one trimester in order to participate in the co-curricular activity. (If the student is ineligible at progress report time, but becomes eligible after 14 days, he/she may participate for the remainder of the trimester. **However**, if they become ineligible again at the end of the trimester, they will remain ineligible and lose the opportunity to participate for the rest of the season/activity.

### **Sports and School Attendance**

Regular attendance is required of all students. A student absent from school any part of the day of a competition/practice may not participate unless approved by the principal.

If an activity is scheduled for Saturday and a student is absent on Friday for an excused reason, the principal shall verify the reason and determine if the student is given permission to participate.

### **Nutrition**

One of the goals of our health program is to foster healthy eating habits. Students should not have soda or energy drinks. Our House Teams are emphasizing healthy snacks. Only water and juice drinks will be permitted.

Our cafeteria staff also supports healthy meals. King supports Universal Breakfast and breakfast is free for all King students. Students are invited to purchase lunch at school or bring their own. There is a monthly menu on the district website with more information. <https://www.portlandschools.org>

## **APPENDIX I DISCIPLINARY CODE AND PROCEDURES**

These rules and policies apply to any students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct directly interferes with the operations, discipline, or general welfare of the school. Any student who engages in any of the prohibited activities below will be subject to discipline which may include loss of privileges, restitution for damaged property (including parental liability for double damages), detention, emergency removal, suspension, expulsion, and referral to the appropriate public authorities for criminal prosecution.

### **Student Harassment and Sexual Harassment**

Portland Public Schools recognize the right of each student to perform in an atmosphere free of intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, students are prohibited from engaging in physical or verbal harassment of and/or threats to other students, teachers, school personnel and visitors. Prohibited harassment includes, but is not limited to, intimidation or threats based on race, color, sex, religion, age, national origin, disability, or sexual orientation.

Unwelcome sexual advances, gestures, comments, or conducts are prohibited and will be viewed as sexual harassment. Non-consensual touching, including physical fighting, will be seen as assault.

Students who are harassed, assaulted and/or battered should inform an administrator immediately. Consequences for acts of harassment, assault and battery include suspension and other disciplinary actions.

### **Alcohol and Drug Abuse**

Students attending Portland Public Schools are prohibited from:

- selling, supplying, giving or attempting to sell, supply or give to any person any of the substances listed below
- possessing, obtaining, or purchasing, or attempting to possess, obtain or purchase the substances listed below, "look-alike" drugs, or any drug paraphernalia;

- being under any degree of influence of (legal intoxication not required), or using or attempting to consume, any of the substances listed below.

Prohibited substances are:

- alcohol or any alcoholic beverage;
- any illegal substances or dangerous drugs including, but not limited to, marijuana, narcotics, hallucinogens, stimulants or depressants; “look-alike” drugs;
- any a glue or aerosol paint or any other chemical substance including, but not limited to, lighter fluid and reproduction fluid, for inhalation
- any prescription drug, medicine or other chemical including, but not limited to: pain relievers, diet pills, pep pills, “no-doze” pills, depressants and sleeping pills not taken in accordance with authorized use.

Authorized use will consist of the school nurse's (or a designees) administration of a medicine or drug to the student in accord with a parent's or guardian's written request and physician authorization.

Students who exhibit behaviors, which indicate drug or alcohol possession or use, will be excluded from class and reported to the principal. The student's parent or guardian shall be notified immediately. MEDCU shall also be notified if the student needs medical attention. If the student appears to be dangerous to others, police assistance will be requested. Should the student not need medical attention, and not present an imminent danger to him or herself or others, he or she will be released from school in the custody of his or her parent or guardian. Other disciplinary action may also result.

### **Search and Seizure**

Lockers and desks remain school property after assignment for use by students and may be subject to periodic general searches by school officials. Officials may also search students' lockers, desks, wallets, purses, and pockets (emptied by the student), when they have a reasonable suspicion that the search will reveal evidence that the student has violated or is violating the law or school policies and rules. Other searches may be conducted when school officials have substantial evidence of a student's violation of laws and/or school rules.

Illegal items such as firearms, weapons, drugs or alcohol, stolen property, or other items found during any of these searches and determined by school officials to be a threat to the safety or security of the school will be seized and the student and his/her parent or guardian will be notified. School officials will alert the Police Department if evidence of a crime is discovered.

### **Disciplinary Measures**

Students who violate any of the rules and policies may be subject to detention at the discretion of a staff member, teacher or administrator. Typically, detention involves up to one hour of quiet study in a designated room on the afternoon of the day that the consequence is imposed. Students must bring homework or other academic activities with them to detention. If a student cannot serve detention on a given day, he/she must

make alternative arrangements to serve detention on another day with the appropriate teacher or administrator before 2:00 p.m. on the day detention is originally imposed. A student who fails to serve detention or who disrupts a detention session will have further disciplinary actions and may be subject to suspension.

Prior to **suspension** (of up to ten school days), the Principal or Assistant Principal will inform the student of the charges and the basis of the charges. If the charges are denied, the student will be provided with the opportunity to tell their side of the story. If the presence of the student in school poses a continuing danger to persons or property or a continuing threat of disrupting the academic process, the Principal or Assistant Principal may immediately suspend the student and comply with the foregoing procedure in the immediate future.

### **Personal Property**

The Portland Public Schools are not responsible for safeguarding students' personal property including musical instruments, audio equipment, money, clothing, jewelry, and collectibles such as sports cards or comic books. Students should leave items that are not needed for the instructional program at home. Items that are necessary for educational purposes should be stored in students' lockers or other secure spaces, as provided, when not in use. Locks must be purchased by the student (outside of the school) to ensure safekeeping of personal items.

### **Bullying**

The Board believes that bullying, including cyber bullying, is detrimental to student well-being and 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 in and witness such behavior.

Prohibited Bullying, including "cyber bullying," is not acceptable conduct in Portland Public Schools and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited. In adopting this policy, it is not the Board's intent to prohibit students from expressing their ideas, including religious, political and philosophical views 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 directly interferes with students' rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

**Definition of Bullying** "Bullying" and "cyberbullying" have the same meaning in this policy as in Maine law: Bullying "Bullying" includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

A. Has, or a reasonable person would expect it to have, the effect of:

1. Physically harming a student or damaging a student's property; or

2. Placing a student in reasonable fear of physical harm or damage to his/her property;

B. Interferes with the rights of a student by:

1. Creating an intimidating or hostile educational environment for the student; or
2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

C. Is based on:

1. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
2. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

**Cyberbullying** "Cyberbullying" means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant. Application of Policy

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
- B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of "bullying."

#### **Consequences for Policy Violations Students NEPN/NSBA Code:**

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions. The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students. Any student violating this policy may also be subject to civil or criminal penalties.

#### **Student Records**

The rights of confidentiality and protection from improper disclosure of student records are observed by Portland schools, in accordance with the Family Education Rights and Privacy Act of 1974 and with Maine law. The Student Services Office has detailed information about these rights.

