



KING
MIDDLE SCHOOL

“A School for All”

STUDENT HANDBOOK

2018-2019

Updated: 8/29/18

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

“We Are Crew Not Passengers”

Dear King Student,

Welcome to King Middle School! This is an excellent school with great children and wonderful teachers. This handbook has been created to serve as a resource and to provide guidelines to help you have a successful year.

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

Good luck and have a great year!

Sincerely,

Caitlin LeClair
Principal

KING MIDDLE SCHOOL STUDENT HANDBOOK

Parts of this handbook apply 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.

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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.

Tardiness

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

If students arrive after 8:00am, they must report to the Main Office 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. 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 emphasis on Responsibility and Habits of Work and Learning.

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

that can result in disciplinary action and is reported annually to the Maine Dept. of Education.

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 respect and responsibility for our learning community.

Dismissal from School

No student shall be allowed to leave during the school day without the permission of his/her parent, guardian, or other 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 until a school official contacts the parent or guardian for permission.

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 website. <https://www.portlandschools.org>

Academic Teams

Our school counselors use information and recommendations from many sources to create heterogeneous academic teams that balance diverse student abilities and backgrounds. Teachers work in teams with common planning time which allows them to plan integrated curriculum and learning expeditions, and to communicate with parents and colleagues. Teacher teams help support middle school students in the transition between elementary and high school.

King is divided into 6 Academic Teams. When students come to King in 6th grade, they are placed into one of the 6th grade teams and stay together with teachers and students for 6th and 7th grade. In 8th grade students will have new teachers and also be part of a new 8th grade team. We have renamed our teams with geographical icons of Maine. The Team names are:

- 6th grade: Moosehead and Kineo**
- 7th grade: Sebago and Moxie**
- 8th grade: Monhegan and Matinicus**

Crew Time

"We are crew, not passengers." - Kurt Hahn.

The goal of crew time is for students to experience a sustained and meaningful relationship with an adult and small group of peers 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 also a time for learning more deeply about our habits of work and learning (HOWLs), reflecting and goal-setting, preparing for student-led portfolio conferences, and the eighth grade Impact portfolio.

Each morning students meet with their Crew where attendance is recorded and announcements read. This is an important time to prepare for the day with current school information. In addition, Crew meets more formally for 50 minutes once a week. Crew teachers mentor their students and communicate with parents.

Curriculum

King Middle School's goals and philosophy are implemented through our curriculum built around Maine DOE and national Common Core standards and aligned across all Portland Middle Schools.

As part of the EL Education network, King use expeditions to engage students with authentic learning opportunities. Our curriculum is a comprehensive, standards-based program that engages teachers and students through compelling, real world content.

Our core subjects are:

Language Arts

Math

Social Studies

Science

World Language (French/ Spanish) or Reading

Physical Education

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.

Grade 6	Computer Education	Music
Grade 7	Health	Art
Grade 8	Engineering Design	Scientific Communication

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 what is going well and areas for growth. It gives students the opportunity to improve before the trimester ends. Teachers send these reports home to parents. Crew teachers 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 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 substantive progress towards meeting the target(s) or criteria of a given assessment. This score is not used to reflect missing work.
Approaching	2	A student's body of work demonstrates growth toward meeting the standard.	A student's work demonstrates a substantive attempt 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+	A student's work has met all the long term targets and is moving toward consistently exceeding the standard.	A student's work has met the long term target (s) and demonstrates that the work is very close to consistently meeting the criteria for exceeding the standard.
	4	A student's work has consistently 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 plus and higher in all the standards assessed in a class will receive Honors with Distinction Certificate

King Middle School Habits of Work and Learning

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. All PPS Middle Schools are assessing Habits of Work and Learning (HOWLs) using similar rubrics and language.

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.

Nutrition

One of the goals of our health program is to foster healthy eating habits. Students should not have soda or energy drinks. Sugary or caffeinated drinks, such as coffee drinks, should not be consumed in school. Our 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 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>

Computer Use

KMS is a participant in the MLTI program. These laptops are an important learning tool. They belong to the state of Maine and we are responsible for them. Students will be assigned their own computer and will be expected to use them appropriately and with great care. Each child will be expected to participate in the Protection Plan (managed by PPS) for a fee. While NOT an insurance plan, it will help with those necessary repairs that might happen even with careful use. Students are expected to read/sign and follow the Protection Plan requirements and the acceptable use policy. There will be a 20% replacement/repair cost for any laptop damage. Water/liquid damage is NOT covered under the protection plan. Parents will be billed for any lost chargers.

Student Appearance and Dress Code

"The responsibility for the dress and appearance rests with the individual student and their parent(s)/guardian(s). This won't be interfered with unless the choices being made pose health or safety risks or are disruptive to the learning process.

The following are some, but not all, examples of clothing that could disrupt learning:

- Clothing with statements/graphics that violate others' civil rights.
- Clothing that references illegal behavior such as violence, drugs, sex, alcohol or tobacco.
- Clothing needs to cover the midriff and undergarments.

Students struggling to meet these expectations will be addressed individually and tactfully by any adult in the building.

Specific dress/attire may be deemed appropriate for a school, co-curricular, or community events. Expectations will be shared and taught far in advance, so school personnel can support students to know and meet these expectations. Students will not be excluded from participation in school activities and events."

JICA- R Student Dress Code and Practice Across Schools

Cafeteria

Our cafeteria is our dining room for students. Therefore, this is a time when students can talk quietly with friends and relax. We expect our students to:

- Use appropriate table manners and language
- Share the responsibility of keeping the cafeteria clean
- Follow our composting and recycling norms

We believe everyone should act as stewards of the King community.

Cell phones

 We have a **no cell phone policy** as soon as students come onto King's campus. **ALL CELL PHONES need to be in a student's locker while school is in session.** If a student has a

cell phone and it is seen by a staff member, the student will receive a warning and asked to put the phone in their locker. If the student continues to violate this cell phone policy, there will be further disciplinary action and possible confiscation. Parents will be able to pick up the confiscated cell phone from the main office.

We understand that cell phones are a part of our culture, and both connect and distract students. During the school day, we are hoping to lessen the distractions and focus on meaningful communication and learning. We look to our parents and school community to assist our students to learn healthy cell phone use.

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 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.

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 locked outside and not in student lockers or classrooms.

Student Lockers/Locks

Lockers assigned to students are the property of King Middle School and should be properly maintained. There are **no stickers or signs** allowed on the inside/outside of the lockers. 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.

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.

School Sponsored Social Events:

There may be social activities during the school year, which encourage students to have fun beyond the school day and build a stronger community. Those events will follow school rules and encourage student participation that is safe. These activities are for KMS students only.

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, 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 - Season 1 November - January

Basketball - Boys and Girls

Winter Sports Season 2 - February - March

Swimming - Boys and Girls (7th and 8th grade only)	Wrestling Boys and Girls (7th and 8th grade only)
Indoor Track - Boys and Girls	

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.

To be eligible to participate in co-curricular activities, students must earn HOWL scores of 2 or higher for Respect, Responsibility and Perseverance in all classes. If the student has a HOWL score of 1, that student is found to be ineligible. There are 3 Levels of Ineligibility: **Warning, Suspension and Removal.**

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

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

1. The student will be on an **Academic Warning Period** (level 1) and have 5 school days to become eligible. During this time, they can continue to participate and be part of the team and activities including practices, games, scrimmages. They must attend and engage in all recommended support structures to bring all grades to expected levels. They will work with the administration to create a contract detailing a plan which will be shared with the student's crew teacher, house teachers and parents.
2. If a student continues to be ineligible, after this 5-day period, they will be on a **Level 2 Suspension Period** for 5 days from games, scrimmages and can participate in practices. They will continue to work on their plan to make acceptable progress.
3. If a student continues to be ineligible they will be on a **Level 3 Removal Period.** The student will be removed from all official participation/contact with the team/activity for 5 days.

4. If the student continues to be ineligible at the end of **Level 3 Removal Period**, they will be deemed ineligible for the rest of the season or the duration of the activity. Administration will continue to work with the student to help regain eligibility for future activities/seasons.

A written appeal may be made to the Principal if a student and their parent guardian believes extenuating circumstances have impacted their ability to make progress with HOWL scores. The Principal will review the matter and inform the student and their parents/guardian within a reasonable time. The student remains ineligible during this review. The decision of the Principal is final. (NEPN/NSBA CODE: JICI)

Sports and School Attendance

Regular attendance is required of all students. A student with an unexcused absence for any part of the school day may NOT participate in school co-curricular activities unless approved by a building administrator.

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.

Students suspended from school will not practice, participate, attend or compete in athletic and co-curricular activities during the days of suspension.

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.

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 conduct are prohibited and will be viewed as sexual harassment. Non-consensual touching, including physical fighting, will be treated 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.

Tobacco Use and Possession

KMS recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. There are serious health risks associated with the use of tobacco products, both to users and non-users. The use or promotion of tobacco products on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors.

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the School Board prohibits smoking and the use of all other tobacco products in school buildings, facilities and on school buses during school-sponsored events and at all other times as posted on school grounds* by all persons, including students and employees.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products and electronic nicotine delivery systems (including but not limited to e-cigarettes and e-hookahs) in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

Legal Reference: 22 MRSA §§ 1578(B), 1580(A)(3)

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

Adopted: Revised:

20 USC 6081-6084 (Pro-Children Act of 1994)

Portland City Code Chapter 17, Article V (Offenses, Miscellaneous Provisions) (Regulation of Tobacco)

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

At King Middle School, we believe that students need to follow the rules and practices which are the foundation for future success at King and in life. We believe in using multiple measures to teach students the importance of their good choices and work with them to develop good habits. Students who violate our rules and policies may expect to have disciplinary activities assigned to them such as:

- **Making reparation**
- **Detention***
- **Community service**
- **Loss of privileges**
- **Suspension****

*Typically, **detention** involves up to one hour of quiet study in a designated room on Tuesdays and Thursdays. 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 Portland School 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.

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 the 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.