

# **Welcome to Bath Middle School**

## **Bath Middle School's Mission Statement**

Through a collaboration of faculty, staff, parents and community members, the mission of Bath Middle School is to:

- ensure a safe, nurturing and positive environment where all have the opportunity to succeed;
- achieve and maintain academic excellence;
- meet the developmental needs of diverse learners;
- challenge students to develop academic, technological and critical thinking skills for life long learning;
- enable students to become contributing members of society
- promote respect and appreciation for cultural differences.

Welcome to our school. Bath Middle School is designed and organized into “houses” to meet your needs as a 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grader. You will have the opportunity to explore new learning and discover new skills through expeditions.

Through our traditional content classes, our exploratory program and our allied arts program we will help you become a clear and effective communicator, a self-directed learner, a creative and practical problem solver, a responsible and involved citizen, a collaborative and quality worker and an integrative and informed thinker.

We are looking forward to teaching you how to learn and apply that learning to your community.

## **Point System**

The Bath Middle School recognizes student participation in extra-curricular activities with a point system. Students have the opportunity to earn a school letter and pin by accumulating the necessary points to qualify.

Any student entering Bath Middle School as a 6<sup>th</sup> grader must earn a total of 70 points; entering as a 7<sup>th</sup> grader must earn 60 points; entering as an 8<sup>th</sup> grader must earn a total of 30 points to receive his/her letter. Any student may earn one letter during his/her middle school career.

If a student earns his/her letter, then he/she may continue to accrue points towards a pin. A student entering as a 6<sup>th</sup> grader must earn a total of 100 points; entering as a 7<sup>th</sup> grader must earn 80 points; entering as an 8<sup>th</sup> grader must earn 40 points. Most activities are awarded a scale (0-12 points) which means that the person in charge of each activity decides how many points each individual will receive. Award letters will be given to the student after the student earns the required point total. Other activities may be added or point totals changed by vote of the Student Council.

Students may also earn points by participating in documented community service. After participating in the community service, students should secure a letter from the leader of the community service organization specifying the type of service performed and the number of hours of service.

## **Student Recognition**

Bath Middle School recognizes the positive effort students put into their academics. Besides individual classroom recognition, BMS recognizes students through its Quarterly Honor Roll, AAA Awards, BMS Pride Recognition and Students of the Month Recognition.

## AAA

Each trimester Bath Middle School recognizes students in each house for their Achievement, Attendance and positive Attitude. Students are nominated by their House teachers and their names are submitted to the entire staff for approval. A special recognition ceremony is held each quarter for the students. Parents/Guardians are invited to each AAA ceremony.

## Students of the Month

Each trimester Bath Middle School recognizes students in each house for most improved, most outstanding and most academic.

## BMS Pride

Weekly, BMS recognizes students who demonstrate pride in their school through positive work and citizenship.

## Honor Roll

Bath Middle School uses the following numerical equivalents for letter grades:

A+ = 97-100	B+ = 88-90	C+ = 78-80	D+ = 68-70	F = <60
A = 94-96	B = 84-87	C = 74-77	D = 64-67	
A- = 91-93	B- = 81-83	C- = 71-73	D- = 60-63	

Honor Roll lists are published in the local newspaper and students are recognized at an end-of-the-year awards night for their accumulated academic excellence.

**HIGH HONORS** = All A's

**HONORS** = All A's & B's

**HONORABLE MENTION** = One C which is off-set by an A in a core curriculum course

## REPORTING OF STUDENT PROGRESS

### Progress Reports

In addition to the parent-teacher contact that occurs throughout the year, Bath Middle School formally reports student progress four times during the year. Progress reports are intended as a way of helping the student succeed through the joint efforts of the student, parents, teachers and the guidance personnel. As a means of bringing attention to parents and students as early as possible that a student is having difficulty in a particular subject or subjects, mid-trimester progress reports are sent to the parents each ranking period.

**All progress reports must be signed by the parent/guardian and returned to the teacher(s) issuing them within the next school week.**

### Report Cards

Report cards will be issued four times during the year; one week after each ranking period closes.

### Parent-Teacher Conferences

Parents are encouraged to schedule a conference with their child's teacher whenever there is a need. Bath Middle School holds two formal parent-teacher conferences; one in the fall and one during the winter. At least one of the parent-teacher conferences will be student led.

## **Promotion and Retention of Students**

Students are expected to successfully complete their academic program at the Bath Middle School. If a student fails to successfully complete his/her academic program, his/her performance shall be reviewed by the concerned teachers, guidance counselor, and principal to determine promotion or retention. Students not successfully completing their academic program shall be assigned to Summer School. The final decision for promotion/retention shall be made by the principal in consultation with the parent(s).

\*\*Parents of students who are considered for retention shall be notified by April 1<sup>st</sup>.

## **Homework**

Homework is an extension of the regular school program and a responsibility of each student. Learning to study alone and to comprehend independently is a skill necessary for success in education. As in all school work, a cooperative attitude by the student, the parents and teachers usually results in greater understanding and success. Homework assignments will be thoroughly explained and collected when finished. Students will promptly receive feedback on the quality of their work. Homework generally consists of work that has been presented in class, will be presented in class, independent reading, practice or projects assigned over a period of time. On average, daily homework for each grade will be: 45-60 minutes for Grade 6, 60-70 minutes for Grade 7 and 70-90 minutes for Grade 8.

## **School Attendance**

Each student needs to be at school on time and in his/her assigned homeroom when the attendance bell rings (7:35 A.M. on M, T, Th, F and 8:30 A.M. on Wednesdays). We encourage students to arrive at school by 7:15 A.M. on M, T, Th, F and 8:15 A.M. on Wednesdays. Students not in their assigned homerooms are considered tardy and **MUST** obtain a pass from the office before being admitted to class. **A note or an appointment slip, stating why the student was late, should be presented at this time to office staff.**

## **Absence**

When it is necessary for a student to be absent from school, a written note from a parent or guardian must be presented upon the student's return to school. Such notes must clearly state the cause of the absence as well as the exact dates that the student was absent.

Any student planning to be absent from school more than 2 consecutive days must obtain a Planned Absence Request form from the main office. This form needs to be completed and returned to the main office one week prior to the dates he/she will be absent.

Habitually truant students are those students who have completed grade 6 and have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year.

## **Dismissals**

Any student who needs to be dismissed from school during a daily session is to bring a written note from his/her parent or guardian stating the date, time and reason for the dismissal. The note is to be presented to the office secretary prior to the start of school on the day the student is to be dismissed.

The student will be issued a pass that must be shown to the teacher in the class he/she leaves and is then deposited in the office as the student leaves the building.

As a student returns from an appointment, he/she must first return to the office to be signed back into school before returning to the scheduled class.

Any student taken ill in school will be dismissed through the school's office after reporting to the clinic. Students cannot be dismissed from school unless a parent or guardian can be reached by phone.

## School Visits

Any student visits to Bath Middle School must be arranged with the principal three days in advance of the visit. School visits will only be for students planning on attending Bath Middle School.

In order to maintain a safe learning environment, **all visitors** must report to the main office and secure a **visitor's pass**.

## Breakfast/Lunch

A well-balanced meal, for a nominal price, is served daily to those who desire it. All students eat lunch during their assigned lunch period. No one is allowed to leave the building or the designated lunch area during the breakfast or lunch period without permission from the teacher on duty in the lunchroom. Reduced or free meals are available for qualified applicants.

## School Dances

Dances may be sponsored by any organization receiving approval from the principal. Recommended hours are between 7:00 and 9:00 P.M. Chaperones are to be staff, teachers, and parents (if they volunteer). Dress will be appropriate to the occasion. Dances are open to Bath Middle School and RSU #1 students in good standing. Good standing means:

1. Student of BMS or RSU #1 (grades 6-8).
2. No outstanding detentions, in-school suspension time, or current suspensions or expulsions
3. If dismissed from a dance for disciplinary reasons, he/she will not be able to attend the next dance.
4. Students must be present in school on the day of the dance.

Any student who leaves the building without permission will not be readmitted to the dance. Any student found to have ingested or to be in possession of alcohol, or any other controlled substance, will be prohibited from attending dances for the remainder of the school year. Said students will also be dealt with in accordance with Bath School Board Policy.

## Physical Education

A fully organized program of physical education is provided at Bath Middle School. As required by state law, every student must take physical education unless he/she presents a medical excuse written by a physician. **Every student is required to have a change of clothes and must participate in all activities.**

## Lockers

Lockers are available to students. Lockers and combination locks, if requested, are assigned to students the first week of school. Students may use their own locks if a copy of the key and/or combination is submitted to the office. Students are responsible for maintaining their lockers and keeping their combinations confidential. Personal items of value should be locked in lockers. The administration will, from time to time, check lockers for cleanliness.

Students should go to their lockers prior to homeroom, during breaks, going to and from lunch, and on the way out of the building at dismissal. Any other time should be with the permission from the teacher.

## **Medication at School**

If it is necessary for a child to take any medication during school hours (including over-the-counter medications, inhalers, Epipens and diabetic supplies) a **Medication Authorization Form** must first be completed by **both the parent and the physician/dentist**. This form is available in the school office, clinic and on the school website for your convenience. Written medical consent for any medications to be given in school must include:

1. Student's name
2. Name of medication
3. Dosage amount and time to be given
4. Reason for the medication
5. Name, signature and phone number of physician or dentist
6. List of possible side effects and action to be taken
7. Phone number and signature of parent or legal guardian granting permission for the medication to be given in school, either by the school nurse or by the designated non-medical school personnel.

If a medication is ordered to be given three times per day, we ask that unless it is contraindicated, the doses be given before school, after school and at bedtime. All medication must be provided in its original container. Any medication sent to school improperly packaged in envelopes or plastic bags will be discarded. A spare prescription bottle can be requested from your pharmacist. Students are not permitted to carry their medication in their pockets, purses or backpacks. Our School Board Policy requires all medication be brought by the parent/legal guardian to the school clinic/office for safe keeping, and then collected. All uncollected medication will be discarded at year's end.

## **Health Screenings**

State-mandated health screenings in the areas of vision, hearing, and scoliosis are conducted in designated grade levels throughout the school year. Parents are notified when referrals are necessary.

## **Immunizations**

State of Maine Immunization Law requires proof of immunization before the child may attend school. Written philosophical exemption must be resubmitted each year.

## **Injury and Illnesses**

Parents or legal guardians will be notified when a serious injury or illness occurs during school hours. It is our policy that any child with a fever over 100.5 F or other manifestations of possible severe illness will be sent home.

### **When to keep a child home:**

**Fever:** 100.5 in the morning, or during the previous evening. Child must be without fever for 24 hours before he/she may return to school.

**Vomiting:** In the morning or during the previous night. Child must be free of vomiting and diarrhea for 24 hours before he/she returns to school.

**Strep throat, Impetigo:** May return to school once on antibiotics for a full 24 hours.

**Irritated eye with drainage or Conjunctivitis:** May return to school once symptom-free, and/or on antibiotics for 24 hours, and able to keep hands away from eyes.

**Excessive sneezing, coughing or nose blowing**

**Earaches with or without discharge**

**Chicken Pox:** May return once all lesions have dried and crusted (usually 6 days).

**Scabies, Lice, Ringworm:** May return once treatment has been given

## Emergency Cards

**It is extremely important that each child have a current emergency card (with active phone numbers) on file each year.** The vital information provided enables us to contact you in case of emergency or illness. If there are any changes in address, parent's work, cell or home phone numbers, emergency contact numbers, or after-school provider, please be sure to update the school emergency information promptly with the front office. For your child's safety, he/she will only be dismissed to those people who are listed on the emergency card. If at any time you want someone who is not on the emergency card to pick up your child, you must first call the school or send a note.

## SYSTEM-WIDE STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

### **Article 1 – Standards for Ethical and Responsible Behavior**

The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- |              |                |                  |
|--------------|----------------|------------------|
| * Compassion | * Integrity    | * Honesty        |
| * Courage    | * Perseverance | * Responsibility |
| * Fairness   | * Respect      |                  |

### **Article 2 – Code of Conduct**

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- on school property
- while in attendance at school, on a job site, or at any school-sponsored activity
- at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school

### **Article 3 – General Behavior Expectations and Discipline Policies**

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range

from a verbal warning for minor misconduct up to and including expulsion for the serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

#### **Article 4 – Expectations**

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

##### **A. Violence and Threats**

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

##### **B. Weapons**

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools, look-alike and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

##### **C. Hazing**

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

##### **D. Discrimination and Harassment/Sexual Harassment**

Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability. Nor should students harass one another on the basis of race, color, sex, religion, ancestry or national origin or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

##### **E. Drug and Alcohol Use**

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

##### **F. Tobacco Use**

Students shall not smoke, use, possess, sell or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school.

### **G. Conduct on School Buses**

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

### **H. Computer/Internet Use**

Students may use school computers, networks and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

### **I. Extra-Curricular Activities Code**

Students must follow all Board policies and school rules while participating in athletics and extracurricular activities. Students who violate Board policies and school rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under the applicable Board policies and/or school rules.

## **Article 5 – Removal of Disruptive/Violent/Threatening Students**

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. When appropriate, the staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's crisis response plan if appropriate.

## **Article 6 – Special Services**

1. **Referral.** The school unit has adopted policies and procedures for determining when a student shall be referred for special services.
2. **Review of Individual Educational Plan.** The school shall schedule a PET meeting to review the IEP of a student who has been removed from class when: a). school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; b). the class removals are sufficient to constitute a change in the student's special education program; or c). school officials or the parent believes that the student's behavior may warrant a change in educational programming.
3. **Time-Out Rooms and Therapeutic Restraint.** The school unit has established a policy on the use of time-out rooms and therapeutic restraints as required by Maine statute.

## **Article 7 – Referrals to Law Enforcement Authorities**

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The

Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

## Range of Consequences

### Discipline and Behavior Related Offenses and Consequences

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. For cases involving absence, truancy, class cutting, tardiness to school or class, the intention is not to remove the student from the school or the classroom setting except in extreme circumstances. All attendance related offenses must be dealt with in accordance with the Board of Education attendance policy.

I Staff/Administrative Response	II Parent/Guardian Involvement	III Reallocation of Student's Time	IV Exclusion from Normal School Activities	V Expulsion
<u>Options</u> * Verbal Reprimand * Time out * Out of classroom * Loss of privileges *Teacher/Administrator conference with student * Contact with parent	<u>Options</u> * Phone call to parent * Written notification * Conference with parent * Parent or guardian accompanies student to school/classes	<u>Options</u> * Detention * Community Service * In-school suspension (Parent notification required)	<u>Options</u> * Restricted access * Suspension * Alternative Placement (Parent notification required)	<u>Options</u> (Parent notification required)

**Note:** Loss of credit for assignment or course may be appropriate in addition to any of the above consequences. Restitution for loss or damage may be requested in addition to any of the above consequences. Where appropriate, law enforcement will be involved.

Offense	Definition	Range
<b>Absence-Unlawful</b>	An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence.	<b>I to IV</b>
<b>Alcohol Violation</b>	Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute.	<b>IV to V</b>
<b>Arson/Fire</b>	Attempting to, aiding in, or setting fire to a building or other property.	<b>IV to V</b>
<b>Bus Misbehavior</b>	Any violation of school system policy or bus driver rules or policy occurring on a school bus.	<b>I to IV</b>
<b>Cheating/Academic Dishonesty</b>	Copying, plagiarizing, altering records, or assisting another in such actions.	<b>I to IV</b>
<b>Computer/Electronic Communication Misuse</b>	Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet, accessing inappropriate websites, misuse of a website, internet/intranet account or internet/intranet resource.	<b>I to IV</b>
<b>Cutting Class</b>	Unexcused absence from a class or school activity.	<b>II to IV</b>
<b>Defamation</b>	False or unprivileged statements of representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.	<b>II to IV</b>
<b>Destruction of Property/Vandalism</b>	Damage, destruction, or defacement of property belonging to the school or others.	<b>I to IV</b>

<b>Discrimination</b>	Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	<b>II to V</b>
<b>Disrespect Toward Adults</b>	Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community.	<b>I to IV</b>
<b>Disruption, classroom</b>	Behavior that interferes with the learning of others in any learning environment.	<b>I to IV</b>
<b>Disruption, inciting and/or participating</b>	Behavior disturbing the atmosphere or order.	<b>I to V</b>
<b>Disruption, school</b>	Behavior that interferes with the safe and orderly environment of the school or school activity.	<b>I to V</b>
<b>Drug Violation</b>	Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia.	<b>IV to V</b>
<b>Drug Violation</b>	Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia.	<b>IV to V</b>
<b>Extortion/Strong-arming/Blackmail</b>	The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fear or threat.	<b>IV to V</b>
<b>Failure to Serve Assigned Consequences</b>	Failure to serve detention, suspension, or other assigned consequences.	<b>I to IV</b>
<b>Bomb Threats/False Alarms</b>	Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.	<b>III to V</b>
<b>Fighting</b>	A hostile confrontation with physical contact involving two or more students	<b>II to V</b>
<b>Fireworks or Explosives</b>	Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.	<b>IV to V</b>
<b>Forgery</b>	To use, make, or reproduce another's signature for deceptive purposes.	<b>I to IV</b>
<b>Gambling</b>	Wagering money or property.	<b>I to IV</b>
<b>Harassment Harassment</b>	A sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.	<b>II to V</b> <b>II to V</b>
<b>Hazing</b>	Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining.	<b>IV to V</b>
<b>Indecent Exposure</b>	Exposure to sight of the private parts of the body in a lewd or indecent manner.	<b>II to V</b>
<b>Insubordination</b>	Refusing to follow reasonable directions of teachers, staff, administration, including failure to identify self.	<b>III to IV</b>
<b>Intimidation</b>	Engaging in actions or statements that put an individual in fear of bodily harm.	<b>I to IV</b>
<b>Leaving School Grounds Without Permission</b>	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.	<b>III to IV</b>
<b>Pager</b>	Carrying, wearing, or using an unauthorized portable electronic communications device.	<b>II to IV</b>
<b>Physical Attack on Staff</b>	Aggressive action with physical contact directed at school staff while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity.	<b>IV to V</b>
<b>Physical Attack on Students or Others</b>	Aggressive action with physical contact directed at another person, student, or non-student on school grounds or at a school-sponsored event.	<b>IV to V</b>
<b>Profanity</b>	Using vulgar or abusive language, cursing, or swearing.	<b>I to IV</b>

<b>Refusal to Obey School Rules</b>	Failure to comply with school rules, regulations, policies, and/or procedures.	<b>I to V</b>
<b>Sexual Activity</b>	Behavior of a sexual nature including consensual sexual activity; possession of pornographic materials.	<b>II to V</b>
<b>Sexual Harassment</b>	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward others.	<b>II to V</b>
<b>Stalking</b>	A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death; or that a third person will likely suffer serious bodily injury or death.	<b>IV to V</b>
<b>Tardiness</b>	Lateness to school or class	<b>I to IV</b>
<b>Theft</b>	Taking or obtaining property of another without permission or knowledge of the owner.	<b>II to V</b>
<b>Threat to Staff, Physical or Verbal</b>	Expression, conveyed by word or action, of intent to do physical harm to a staff member.	<b>IV to V</b>
<b>Threat to Student, Physical or Verbal</b>	Expression, conveyed by word or action, of intent to do physical harm to another student.	<b>IV to V</b>
<b>Tobacco Use/Possession</b>	Possession or use of any tobacco or tobacco products, including possession with the intent to sell, give, deliver, or distribute.	<b>III to V</b>
<b>Trespassing</b>	Unauthorized presence on school property including while on a restrictive trespass, suspension, or expulsion.	<b>II to V</b>
<b>Truancy</b>	Unexcused absence.	<b>III to IV</b>
<b>Uncooperative Behavior</b>	Intentional failure to follow reasonable directions of a staff member or to participate cooperatively in a school or class activity.	<b>I to IV</b>
<b>Weapons Violations</b>	Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, knives and any implement, visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon.	<b>III to V</b>

### **BMS Code of Conduct Consequences**

Students who do not meet the BMS Code of Conduct standards: **being receptive, responsible, and respectful** are subject to disciplinary action by teachers, administrators, and other school personnel.

Disciplinary actions may include one of the following:

- **One hour after school detention**
- **Three hour Friday detention**
- **In-school suspension**
- **Out of school suspension**

**Teacher detentions** are given at the discretion of teachers and may occur Monday through Friday from **2:00 to 3:00**. **Office detentions are held Tuesday through Thursday from 2:00 to 3:00 P.M.** Students are given written notice of an office detention with day, time and reason. Students must bring schoolwork or a book to read to keep them productive for the full hour. It is the responsibility of the student to be in attendance and to inform their parent/guardian of the detention.

Students will be expected to serve their detention at the time it is assigned. In the case where a student is a bus student, he/she will be given a one-day grace period for the purpose of securing transportation. Arrangements may be made by phone to waive the one-day grace period.

**Friday Detention is held from 2:00 to 5:00 P.M.** It can result from:

1. abusing regular detention rules
2. using tobacco in or on school grounds
3. skipping school
4. disruptive behavior or using inappropriate language
5. fighting

6. harassing other students physically or verbally
7. accumulating 3 or more hours of unserved detention
8. other infractions of a serious nature that do not warrant suspension

Individuals subject to **Friday Detention** must be on time and ready to work (school work only) the entire time. If a student's conduct is unacceptable, the time served is forfeited; the student will be placed in **In-School Suspension** for a minimum of three (3) days the following school week, and the student will be scheduled for 1 hour of detention each day until all are served. **When Friday is a half-day or not a regular school day, this detention will be held on Thursday afternoon.** When a student is assigned a school detention/consequence by an administrator, he/she will be given a copy of the referral form describing the offense and the punishment.

### Suspension

If a student has been suspended from school, the student's homework will be collected daily in the main office. Suspended students are not allowed in the building until 2:15 to pick up their work. If school is cancelled on a day that a student is suspended, the suspension will be extended to the following day.

Suspended students are not allowed to participate in after school activities or attend school functions (including dances).

### Rules of Special Note

1. Electronic devices (pagers, cell phones, video phones, video cameras, i-Pods and other electronic devices) need to be turned off and put away during school hours. Skateboards are prohibited on school grounds, unless approved by the office.
2. No food, candy, and/or drink (with the exception of water) can be consumed during regular class time unless approved by the teacher or principal's office.
3. No hats, head bands, hoods, visors, sunglasses, or head covers are to be worn inside the school building except when specified by the building principal.
4. Gum chewing is not allowed at any time in the school building, as carelessness can lead to considerable extra work for the custodial staff, abuse of public equipment, and sometimes in the cleaning of an individual's clothing or hair.
5. Students are expected to use appropriate language at all times. Words used to substitute for, but implying or meaning the same thing as vulgarity, will be treated as inappropriate language and result in a 3 hour Friday detention.
6. Students are expected to dress appropriately. Shirts or any other article of clothing with any slogans, phrases, pictures, symbols, or facsimiles that relate directly or indirectly to tobacco, alcohol, drugs, violence, or sexual behaviors are **not allowed** at school or at school sponsored activities or events. No clothing or articles with alcohol, tobacco, or controlled substances advertisements or references may be worn. Students may not wear clothing that is excessively soiled, torn, ragged, or revealing (such as low-cut shirts, articles of clothing exposing the midriff). For health and safety reasons, spiked and chained jewelry/clothing may not be worn during the school day.
7. Students must have a pass signed by a staff member or by the office to travel in the hallways or corridors during regular school hours.
8. During the regular school day, all book bags/backpacks shall remain in the student lockers. Athletic bags need to be kept in the student's homeroom or in their gym locker. Band instruments need to be kept in the Music Room.
9. All jackets/coats shall remain in student lockers unless needed for outdoor activities. Students are expected to be on time to school and class and prepared for class with all the materials needed to successfully participate in class. This includes, but is not limited to, a writing utensil, books, homework, notebooks, physical education clothes, and project materials.
10. Public displays of affection (hugs, holding hands, kissing) are prohibited.

## **Respect for Property**

Students are responsible for materials, books and lockers provided to them by the school. Students will respect the property of their peers and the Bath Middle School. Students will reimburse the school for the cost of replacing damaged or lost books and materials.

## **Searches**

Administrators, by law, have the right and duty to search students and their belongings on reasonable suspicion that he/she is in possession of a prohibited substance/item or a stolen substance/item.

## **Make-Up Work**

Students are responsible for make-up work due to absence from school and/or class. Arrangements need to be made with the student's teacher to make up missing work. Student work must be made up within **5 days** of an absence.

If a student is to miss a lengthy period of school, the parent should make prior arrangements by contacting the school office and filling out a **Planned Absence Form**.

Incomplete grades on report cards must be made up within two weeks of the close of the ranking period. If the work is not made up, a grade of zero will be given for all work not made up and a trimester grade will then be computed for the subject.

## **City Loitering Ordinance**

City ordinance states that it shall be unlawful for any person to stand, sit, pick up, or discharge passengers, or otherwise stay in or about the portion of the right-of-way known as the Old Brunswick Road extending along both sides of the Old Brunswick Road from Oak Grove Avenue to Judkins Avenue.

## **Extra-Curricular and After-School Activities**

Bath Middle School offers a varied program of activities to students. It is hoped that every student will find at least one activity of interest and actively participate in that activity. Rules of conduct at all school-sponsored activities are the same, as during the regular school program and violations will result in the loss of the privilege to participate. In order to participate in any after school activity, be it athletics, band, chorus, dances, speech competitions, etc., students must be in school the day of the activity no later than 11:00 A.M. Saturday is considered an extension of Friday. If a student is not in school by 11:00 A.M. on Friday, he/she may NOT participate in Saturday's activity.

### **BMS Activities:**

Yearbook  
Environmental Expeditions Club  
Student Council  
Civil Rights Team  
Odyssey of the Mind  
Math Team  
Wellness

### **Interscholastic Athletics:**

<b>Fall:</b>	<b>Winter:</b>	<b>Spring:</b>
Football	6/7 Basketball	Softball
Cheerleading	8 Basketball	Baseball
Field Hockey	Cheerleading	Track & Field
Soccer	Wrestling	

### **Cross Country**

### **Intramural Athletics:**

Floor Hockey, Basketball

**All activities are open to 6<sup>th</sup> grade participation with the exception of football and intramural basketball.**

## **Eligibility**

Any student participating in interscholastic activities must adhere to all rules and regulations contained in the Bath Middle School interscholastic activities handout. Athletes are responsible for acquiring this handout from their coach and reading it. Students participating in interscholastic sports (including managers and statisticians) must maintain passing grades in all subjects.

Eligibility will be determined by the following procedures:

1. For tryouts, all students are eligible. Once the team is selected, students will be placed on a weekly eligibility check.
2. Teachers will determine the weekly eligibility of students participating in interscholastic activities based upon the student's cumulative average for the trimester.
3. The athletic director will submit a list of participants, by house, to each teacher for the weekly ranking period in question.
4. The teacher will indicate on the list those students who are failing or in danger of failing ("D" range) and will also inform the students they have done so.
5. The list will be given to the athletic director, who after compiling the information, will notify the player, the player's parents and the coach.
6. Any student declared ineligible on a weekly check will be ineligible for games/competitions until the next weekly review. Ineligibility will begin the following week.
7. During the student's period of ineligibility, he/she may not practice nor participate in interscholastic sports.

## **Affirmative Action Plan**

Adoption of an Affirmative Action Plan for Bath Middle School is indicative of the responsibility we have to the people we serve in regard to equal employment and education opportunities, and also to outline the goals and methods by which this Plan will be implemented.

It will be the responsibility of all of our staff, supervisory and non-supervisory, to help insure that this Plan be adhered to and improved on when required.

An Affirmative Action officer is assigned responsibility for maintaining compliance with this Plan. Students, recruiting sources, professional organizations, governmental departments and others with whom BMS conducts business will be notified of this Plan.

Bath Middle School's Affirmative Action Plan has been adopted in compliance with the regulations contained in the Education Amendments of 1972, Title IX. All state and federal laws, rules, and regulations that affect Civil Rights in Education and Employment will be followed.

The Affirmative Action Plan is a systematic procedure to eliminate discrimination, whether intentional or otherwise, and the structures which perpetuate that discrimination in both employment and education practices.

The basic criteria of an Affirmative Action Plan relating to employment practices are to strive to eliminate sex-role stereotyping and discrimination in the areas of pay, tenure, promotion, career training and development, recruitment and selection, publicizing job opportunities, and in making of contractual agreements as well as in the areas of curriculum, instruction, educational materials, and placement.

## **Notification of Rights Under FERPA for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access: Parents and/or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading: Parents or eligible students may ask the Bath School Department to amend a record that the parent or eligible student believes is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent and eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure with consent: One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA: The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605

### **Harassment Policy**

The school recognizes the right of each student to a learning atmosphere which is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, students are not to engage in harassment of any other person. Acts of harassment based upon race, color, sex, religion, age, national origin, or disabilities are not only violations of this policy, but also constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment:

- A. Unwelcome sexual advances, gestures, comments or contact
- B. Threats
- C. Offensive jokes
- D. Ridicule, slurs, derogatory action or remarks
- E. Academic decisions based on race, color, sex, religion, age, national origin or disability

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste or inappropriate. Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor, parent/guardian, administrator, or the school district's Affirmative Action Officer.

A charge against a student will subject him/her to disciplinary action which may include suspension, expulsion, and/or referral to the police department.

### **Guidance/Social Work Services**

A full-time guidance and social work service is available to students and parents desiring a conference concerning the student's educational, vocational, or personal status. Each student should feel free to make an appointment at any time after receiving permission from his/her teacher to leave the classroom. With the exception of emergency situations, no student is to report to the guidance/social work office without a prior appointment.

## **Student Disciplinary Consequences**

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

## **Aiding Other Students in Making Bomb Threats**

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences outlined in the Student Code of Conduct.

## **Failure to Report a Bomb Threat**

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

## **Health Services**

A full-time nurse is available to dispense medications, provide first aid to sick and injured students, conduct health screenings, and plan medical and safety accommodations. State mandated health screenings in the areas of vision, hearing and scoliosis are conducted in designated grade levels throughout the school year. Parents are notified when referrals are necessary.

Parents are encouraged to update the nurse regarding any health conditions such as mobility problems, attention disorders, asthma, diabetes, allergies, etc. The nurse serves as an advocate to ensure that appropriate health plans, modifications, and resources, are available to promote student success and safety.

When it is necessary for a student to receive medication at school, a parent must first complete the **Authorization to Dispense Medication** form. These forms are available in the clinic, main office, and on the BMS website. These forms do require a physician's signature in addition to a parent's signature, and must be renewed annually. All medication must be supplied in the original prescription bottle or container, with directions and expiration dates clearly visible. Pharmacists will provide spare prescription bottles upon request for use at school. Students are not permitted to carry medications with the exception of inhalers and Epipens, and only with written parental consent. At the conclusion of each school year, all remaining medication must be retrieved by a parent. All unclaimed medication will be discarded.

As required by State Law, all students must meet immunization requirements in order to attend school. Parents are responsible for providing updated immunization records and will be notified when the immunization status is incomplete.

## **NOTICE OF NON-DISCRIMINATION**

Bath Middle School does not discriminate in its education and employment programs on the basis of religion; age; race; color; national origin; gender; marital or parental status and disability and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1983 and the Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title VI, 504 and ADA may be made to the Affirmative Action Officer at Bath Middle School, 6 Old Brunswick Road, Bath, ME 04530 – Tel. (207) 443-8270.

**BATH MIDDLE SCHOOL**  
**GUIDING PRINCIPLES**

1. A coordinated core curriculum of reading, writing, mathematics, science, and social studies must be provided and followed for students K-12.
2. Instructional grouping will reflect validated research.
3. Group size will be appropriate for activities with emphasis on smallness and personal attention.
4. Staff will be organized by teams with team leaders, common planning time, and rooms in proximity.
5. Teams will be given blocks of time for flexible scheduling to meet the needs of the students, teachers, and the curriculum.
6. Teachers will be client oriented, exploring interdisciplinary instruction and following students for up to two years.
7. Interdisciplinary instruction will occur.
8. Integrated arts will be an integral part of every student's program.
9. All students will be able to participate in a broad range of organized activities.
10. The school will work towards promoting social and academic growth.
11. Citizenship and community services will be emphasized as a part of the educational process.
12. All students will be provided with the opportunities to meet success in school.
13. Parental involvement and support will be encouraged.
14. The middle school will be a place where people want to be.
15. Leadership will recognize participant decision making as a model for effective change.

# EXPEDITIONARY LEARNING DESIGN PRINCIPLES

## Bath Middle School

### **1. THE PRIMACY OF SELF-DISCOVERY**

Learning happens best with emotion, challenge and the requisite support. People discover their abilities, values, passions and responsibilities in situations that offer adventure and the unexpected. In Expeditionary Learning schools, students undertake tasks that require perseverance, fitness, craftsmanship, imagination, self-discipline and significant achievement. A teacher's primary task is to help students overcome their fears and discover they can do more than they think they can.

### **2. THE HAVING OF WONDERFUL IDEAS**

Teaching in Expeditionary Learning schools fosters curiosity about the world by creating learning situations that provide something important to think about, time to experiment and time to make sense of what is observed.

### **3. THE RESPONSIBILITY FOR LEARNING**

Learning is both a personal process of discovery and a social activity. Everyone learns both individually and as part of a group. Every aspect of an Expeditionary Learning school encourages both children and adults to become increasingly responsible for directing their own personal and collective learning.

### **4. EMPATHY AND CARING**

Learning is fostered best in communities where students' and teachers' ideas are respected and where there is mutual trust. Learning groups are small in Expeditionary Learning schools, with a caring adult looking after the progress and acting as an advocate for each child. Older students mentor younger ones, and students feel physically and emotionally safe.

### **5. SUCCESS AND FAILURE**

All students need to be successful if they are to build the confidence and capacity to take risks and meet increasingly difficult challenges. But it is also important for students to learn from their failures, to persevere when things are hard and to learn to turn disabilities into opportunities.

### **6. COLLABORATION AND COMPETITION**

Individual development and group development are integrated so that the value of friendship, trust and group action is clear. Students are encouraged to compete not against each other, but with their own personal best and with rigorous standards of excellence.

**7. DIVERSITY AND INCLUSION**

Both diversity and inclusion increase the richness of ideas, creative power, problem-solving ability and respect for others. In Expeditionary Learning schools, students investigate and value their different histories and talents as well as those of other communities and cultures. Schools and learning groups are heterogeneous.

**8. THE NATURAL WORLD**

A direct and respectful relationship with the natural world refreshes the human spirit and teaches the important ideas of recurring cycles and cause and effect. Students learn to become stewards of the earth and of future generations.

**9. SOLITUDE AND REFLECTION**

Students and teachers need time alone to explore their own thoughts, make their own connections and create their own ideas. They also need time to exchange their reflections with other students and with adults.

**10. SERVICE AND COMPASSION**

We are crew, not passengers. Students and teachers are strengthened by acts of consequential service to others and one of an Expeditionary Learning school’s primary functions is to prepare students with the attitudes and skills to learn from and be of service.

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**Bath Middle School reserves the unlimited right to change the terms of the handbook at any time, without notice.**

**PLEASE SIGN, DETACH FROM THE STUDENT  
HANDBOOK  
And RETURN TO BATH MIDDLE SCHOOL**

I have read the entire Bath Middle School Student & Parent Handbook. I understand that if I have questions about the contents of the handbook, I may call Bath Middle School to speak with the principal for clarification.

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(Signature of Parent/Guardian)

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(Signature of Student)