

**“CONY DEVELOPS RESPONSIBLE AND INVOLVED CITIZENS BY  
DEMONSTRATING EDUCATIONAL EXCELLENCE AND EMBRACING  
DIVERSITY”**

Dear Parents and Students,

Welcome to Cony! We have many new and exciting changes this year that will present opportunities both academically and personally for students in grades 7 and 8. We encourage students to take an active role in their school by creating traditions, developing goals, and achieving high standards.

Never has it been more important for students and parents to read the student handbook. Several important changes have been made to procedures. The handbook is designed to provide students, parents, and community members with a clear understanding of the expectations for all students at Cony. Carefully reading the information that follows will enable the reader to take advantage of the many opportunities available and greatly reduce the number of potential issues based on lack of knowledge or information. Our staff works to provide a supportive, educationally sound atmosphere that is conducive to student learning. Your support in this endeavor is deeply appreciated. For additional information, please refer to our website at [www.augustaschools.org](http://www.augustaschools.org) and follow the link to Cony. I wish everyone an enjoyable and successful school year.

Sincerely,  
Kim Silsby  
Principal  
Grades 7-12

Jan Rollins  
Assistant Principal  
Grades 7 and 8

**ACADEMIC EXPECTATIONS**

**Academic expectations will be integrated within all disciplines. Prior to graduation Cony**

**High School students:**

1. Express themselves effectively both orally and in writing;
2. Demonstrate an ability to listen, read, and process information effectively;
3. Demonstrate research skills that enable informed decision-making and reasonable conclusions;
4. Apply critical, integrative, and creative thinking to be effective problem solvers;
5. Demonstrate an understanding of the world with its diverse cultures;
6. Demonstrate a proficient use of technology.

**CIVIC EXPECTATIONS**

Demonstrate the rights/responsibilities of an individual in a democratic society;  
Demonstrate a sense of community through volunteerism and service to others.

**CORE BELIEFS**

Our school provides a safe environment where civility and individuality are practiced, valued and respected.

Our staff uses multiple approaches to engage student learning.

Our school is a place where perseverance, patience, creativity, and academic risk-taking are valued.

Our school raises aspirations and encourages individual talents.

Our school community members are active participants and accept responsibility for lifelong learning.

Communication among students, parents, teachers and the community promotes positive change.

Our school addresses the social, physical, artistic, and emotional needs of the school community.

Our school provides a challenging and differentiated curriculum.

High standards of excellence are demonstrated.

#### **MIDDLE LEVEL VISION**

Our school building is one in which:

Students are encouraged to develop a healthy curiosity.

Students see their meaningful work presented and celebrated.

Students come to school knowing they are safe, respected, and cared for by all.

Teachers believe that change and success are possible. Teachers are facilitators of learning.

Teachers are valued.

Counselors are a resource to bridge families, schools, community agencies, and support services.

Administrators treat all staff as capable professionals by honoring staff input. Administrators advocate for the teachers, the student and school.

Parents support and celebrate the joy of learning.

The community encourages partnership with the school.

#### **MISSION STATEMENT**

The mission of the Cony High School community is to create and maintain a safe, respectful, and positive learning environment that fosters academic, career, civic, and personal growth. In collaboration with parents and the greater community, Cony High School will provide encouragement, accountability, and diverse opportunities that support success for all students.

#### **SOCIAL EXPECTATIONS**

Assume responsibility for one's own decisions and actions;

Contribute to the well-being and welfare of others within the school community.

#### **SCHOOL SONG—SPIRIT OF CONY**

We built our school upon a hill  
And Cony is its name,  
We will fight, fight, fight  
With all our might  
We're out to win the game  
We'll stand behind our Cony team  
And laud it to the sky;  
We'll shout and sing until the din  
Will make the Kennebec rise.  
Spirit of Cony  
Live for us today,  
Come to our colors,  
Proudly they sway.  
Red for her courage,  
White for her worth,  
Fighting for Cony  
The best on earth.

Words by C.P. Quimby, former Cony Principal

### **SCHOOL COLORS, SEAL AND MASCOT**

#### **School Colors**

The colors of Cony High School are red and white.

#### **School Seal**

The Cony seal is a combination of designs by Madeline Turner, 1924, and Manson Gordon, 1925.

The motto on the seal is Cultura-Honestum-Salubritas. These Latin words mean Knowledge-Integrity-Healthfulness. Notice that the initial letters of the motto are C.H.S.

The emblems on the seal stand for the words of the motto - the open book of knowledge, the star (a guiding light) for integrity, and the wreath (of athletic victory) for healthfulness.

The seal is on the school banner. It is used on dance programs, athletic schedules, the cover of the Coniad, etc. It is also used on official papers going out from the school.

#### **School Mascot**

The Cony mascot is a Dorset Ram named "Ramses". This mascot explains why our teams are called the "Rams" and how the word "Ramses" came to be used for the name of our school newspaper.

### **AFFIRMATIVE ACTION**

The Augusta School System is committed to providing equal education opportunities to all students in both academic and extracurricular areas. All our students deserve the chance to participate in the entire range of activities offered regardless of sex, race, color, national origin, religion, marital status, sexual orientation, age or handicap. A copy of the Affirmative Action Plan is available in each school office and in the Superintendent's office. Affirmative Action inquiries may be made to:

Augusta Public Schools  
Office of the Superintendent  
Attn: Personnel Director  
12 Gedney Street  
Augusta, Maine  
Telephone # 626-2468

### **ACTIVITIES AND CLUBS**

French Club Math Team Newspaper Student Council Yearbook Builders Club  
Civil Rights Team Bowling Club Band Chorus Drama

Activities and Clubs may be suspended or added depending on enrollment and advisor commitment.

### **AFTER SCHOOL ACTIVITIES**

Beginning in September and ending in June, students may stay after school if they are participating in a co-curricular activity. Students staying after school for any reason must be supervised by school staff. Students may not participate in any after school activities on a day that they are absent from school.

### **AFTER SCHOOL PROCEDURE**

Students staying after school for any reason, other than participation on a co-curricular, extracurricular or athletic team, must follow these guidelines:

1. Students **MUST HAVE** a staff member sponsor who must remain at school until the student is picked up by a parent. The sponsor is agreeing to be responsible for that student.
2. Students who are walkers **MUST LEAVE** school grounds immediately after being dismissed.
3. Students **MUST** stay after school for legitimate reasons (such as getting help on homework) and **MUST** exhibit appropriate behavior at all time.

**If these guidelines are not followed, the student will lose the privilege of staying after school until further notice.**

#### ASSEMBLIES

**Student attendance at assemblies** is a privilege. Anyone not acting in an appropriate manner will be dismissed immediately and may be excluded from future assemblies.

A few simple rules to follow are:

1. Students are to stay with their class and walk quietly to the auditorium.
2. Stay in assigned seats. Do not leave to go to the bathroom or to get a drink without permission.
3. Show audience appreciation by:
  - a. Listening without disturbing others.
  - b. Reacting appropriately (applause, no whistling or “booning”) at appropriate times.
4. Wait to be dismissed at the conclusion of the assembly.

#### ATTENDANCE POLICY

Cony High School maintains a closed campus for all students except those who have earned privileges, which means students are to remain in the school building during the school day. Absence - Learning that is lost due to absences or tardiness can never be adequately replaced; therefore, students’ presence in and promptness to classes and other school activities are expected on a daily basis.

**Under Maine Law, the following absences may be excused:**

1. Personal illness
2. An appointment with a health professional that must be made during the regular school day
3. Observance of a recognized religious holiday when the observance is required during the regular school day
4. A family emergency
5. A planned absence for a personal or educational purpose that has been approved
6. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent’s agreement developed in accordance with section 5205, subsection 2.

Parents (guardians) must notify the school when their child is absent. A phone call to the attendance office on the day of the absence is the preferred method. **Parents may call the Attendance Officer directly at: 620-8081.** However, parents or guardians must give their child a note stating the state approved reason on the day he/she returns to school as required by Maine Law. It is the responsibility of the student to provide the note to the Main Office. Students will be required to make up all work and tests missed. Students are allowed one make-up day for each day of excused absence. All make-up work shall be completed within one (1) week after a student returns to school unless a specific alternate plan is developed due to extenuating circumstances.

**Absences for the following reasons, among others, cannot be excused:** truancy, sleeping late, missed bus, trips not approved in advance, shopping, hunting/fishing, birthday, senior portraits, driver education, job interviews, salon/barber appointments, and gainful

employment. When a student has an unexcused absence for the day, he/she may receive a zero in all classes for that day. Students may not be allowed to make up work from their classes for an unexcused absence. Students will be provided appropriate intervention/discipline as stated in the Behavior Rubric. A medical or professional excusal may be necessary if absences become excessive.

**Excused Absences** – The truancy coordinator will also contact families with excessive excused absences.

**Unexcused Absences from class** - An unexcused absence from class (including advisor/advisee, homeroom, and study halls) will be considered cutting class and the behavior rubric will be followed.

**Planned Absences** - Students must pick up a planned absence authorization form from the attendance office. The parent/guardian must fill out and sign the form; the student then submits the form to each subject teacher for signature and advance class work. **At least three days in advance**, the completed form must be returned to the principal or an assistant principal for his/her approval and signature. It is not the responsibility of the classroom teacher to re-teach the material covered during the students' absence. All classroom work missed during a planned absence can be fully made up.

**Dismissals** - All planned dismissals are handled through the attendance secretary. All dismissals require a parent/guardian note. Parents may call the attendance secretary directly at 620-8081 for extenuating circumstances. A medical or professional excusal may be necessary if dismissals become excessive.

**Dismissals due to illness**- Dismissals for illness during the school day must be approved by the school nurse.

**Truancy** - Truancy is defined by the State of Maine as absence from school which is not for a State approved reason. Maine state school law defines truancy as seven (7) consecutive or ten (10) days of unexcused absences during any school year.

**Tardiness** – Students are expected to attend all classes (including homeroom, study halls and RTI time) punctually. Teachers will arrange for the first 2 interventions for excessive tardiness to class and record in RTI. Referrals will be made to administration when teacher intervention does not correct tardiness. Student attempts to circumvent the tardy procedure will result in administrative intervention. One detention will be assigned for the first six instances and one thereafter for every three instances of tardy to school.

#### ATHLETICS

Baseball Basketball Cheerleading Cross Country Field Hockey Soccer  
Softball Track Wrestling

#### Athletic Eligibility Requirements

Eligibility: To be eligible to play sports, students will need to be passing all of their core subjects, unified arts subjects, and any high school courses in which a middle school student is enrolled. A weekly academic progress report will be signed by teachers to ensure that students are passing. Teachers will have four options to sign – passing, passing w/ incomplete or missing assignments, passing but behavior is a problem, or failing. If a student is failing a single class, they will become ineligible until the grade is brought up to passing. In order to prove they are passing, a failing athlete must have their teacher sign a separate eligibility form that will be provided by the athletic director. Once this form is signed, the student athlete is eligible to play. All weekly grade checks need to be handed in to the athletic director on the due date assigned. If a student becomes ineligible three times during a season, they will be suspended for the remainder of that season. Detention: Any student athlete, who is assigned a detention for behavior purposes, will not be allowed to participate in practice or games until the detention is served.

**Game Day Dress Code:** any student-athlete participating on athletic teams will be required to dress nicely on game days. For girls, this would require a skirt, dress, or dress pants with a neat top.

For boys, a shirt and tie is needed and dress pants and shoes should be worn if possible. Jeans are not to be worn. If students are unable to follow the dress code, they should see the athletic director prior to their first game.

**Injuries:** If a student sustains an injury that requires medical attention during a sports season, he or she is required to report the injury to the coach and provide written medical clearance before being allowed to return to athletic activities.

**Insurance Coverage:** The student's family insurance is the primary coverage. The Augusta Board of Education provides secondary accident insurance for all students participating in interscholastic athletics (see Student Accident Medical Expense insurance plan pamphlet and Board Policy JHA).

#### **CRISIS TEAM**

The Augusta School Department has a crisis team to provide direction, support, coordination of resources and effective communication to students, staff and community in the event of an incident that might impact the learning environment.

#### **DANCES**

1. Unless otherwise announced, dances are for grades 7 & 8 students only.
2. Students must be in school on the day of the dance to be eligible to attend the dance.
3. Students are expected to leave the school grounds promptly at the end of this event.
4. Students will not be allowed to enter the dance if they are 30 or more minutes late unless they have brought a note from their parents, and it is approved by administration.
5. Once students arrive at the dance, they must stay inside until the dance ends or until a parent/guardian comes to pick them up and enters the building to do so.
6. If a student is asked to leave the dance, he/ she will not be able to attend at least the next dance and possibly other dances.
7. If a student skips detention on the day of the dance, he/she will not be allowed to attend the dance.
8. Suspended students may not attend any school activities that occur during the time of suspension.
- 9... Students must behave in a courteous and safe manner at all times. Failure to do so will result in appropriate disciplinary action. Parents will be notified.

#### **DRESS CODE**

The Augusta Board of Education recognizes that the primary responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of Augusta schools to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. All clothing will be free of language or images that a reasonable person would consider sexually indecent or harassing.
- B. All clothing will be free of language or images that promote things that are illegal for students to use.
- C. All clothing worn should present no safety hazard to the wearer or be destructive of school property.
- D. Clothing may not be revealing (for example, tops that reveal the midriff or cleavage; clothing that exposes underwear or private body parts; and skirt lengths that are shorter than 5 inches above the top of the knee cap, etc.)
- E. Hats, hoods, scarves, bandanas, visors, long trench coats, and capes may not be worn in school buildings.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities.

Students who are not appropriately dressed will be asked to change into appropriate attire. A student, who violates the dress code after being warned, shall be disciplined. (See Policy JICA)

#### **DRUGS, TOBACCO AND ALCOHOL**

The Board and staff of the Augusta School Department support a safe and healthy learning environment for students that are free of the detrimental effects of drugs, tobacco products and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs, tobacco products and alcohol by school-aged youth.

In order to promote the safety, health and well-being of students, the Board endorses a three-pronged approach to address the issue of drug, tobacco products and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy, involving the diverse input and involvement of stakeholders. (See policies JICH, ADC, ADC-R and Cony Behavior Rubric)

**Prescription and over-the-counter drugs are not to be carried in school.** If they are recommended for a student's health and well-being, they must be on record with the school nurse. Look-alike drugs, such as caffeine/diet pills, fake marijuana, and non-alcoholic beer, are treated as drugs and are not allowed. Consequences for use or possession will be determined by the drug policy.

#### **ELEVATOR USE**

Student use of the elevator should only be for those with medical reasons that prevent them from using the stairs. With a medical note from a doctor, a pass may be obtained from the nurse. Student's misuse of the elevator may result in disciplinary action.

#### **EMERGENCY CARDS**

These cards are on file for each child in the school office. It is very important that:

- Parents contact the office if there are changes in addresses or phone numbers.
- Parents have an emergency contact person with a phone number.
- Students will be held accountable for not submitting an emergency card by the given due date.

#### **FIELD TRIPS AND SPECIAL EVENTS**

The Board of Education recognizes that the first-hand learning experiences provided by field trips and other special events (other educational experiences requiring absence from or cancellation of regular classes) are a most effective and worthwhile means of learning. It is the desire of the Board to encourage field trips and special events as an integral part of the school program. This policy applies to trips, which have been approved by the school principal.

Safety is a primary concern for us on all field trips. If there are concerns about student behavior on a field trip, parents will be contacted to develop an appropriate plan. This may include the requirement of parental supervision of the student on the field trip or exclusion of the student from the field trip.

Students may have the opportunity to participate in school related field that occur out of the state of Maine. We participate in such events for educational, cultural and community building opportunities. Students must abide by the following guidelines/ criteria in order to participate:

- Academic Expectations – students must be passing all classes to be eligible to participate.

- Behavioral Expectations – students must exhibit appropriate and safe behavior throughout the school year.
- Signed Permission Slips are required for each individual trip.

Students who do not meet these standards will jeopardize their opportunity to attend any trip. Administration and teachers, as to eligibility, will make the final decision. There may be a financial cost to the parent for their son/ daughter to participate on a field trip; these funds are used to secure their spot. Money may or may not be refunded depending on the given situation.

While attending field trips, students are reminded that they are representing their school and community. Please demonstrate the “Guiding Principals”.

### **FOOD COURT EXPECTATIONS**

Students may eat a cafeteria breakfast and/or lunch, buy items in the A La Carte line, or bring a lunch from home. Families may apply for free or reduced rate lunches at any time during the year. Our school utilizes a computerized debit system where students deposit money into a personal account. This account is accessed at lunch each day by the student through an assigned personal keypad number. The computer knows who the student is, how much money is on account and how much to charge for meals. Parents can, at any time, ask for a detailed report on available meal money and meal transactions in a child's account. This information may be accessed online, as well.

**Following are some general rules to follow in the cafeteria:**

1. Students are expected to pass in the hallways and enter the Food Court in a quiet and orderly manner.
2. When in line, wait patiently and act appropriately.
3. Students may take a seat of their choice unless asked to sit in a specific seat by a teacher on duty.
4. Visit quietly with those around you.
5. Food or drinks are not to be purchased five minutes or less before dismissal.
6. Prior to dismissal, tabletops and immediate surrounding areas are to be cleared of debris.
7. No food or drinks are to be taken from the Food Court.
8. Students are expected to exhibit proper manners at all times.
9. Use of cell phones is permitted.
10. Use of laptops is not permitted
11. Seek permission of adult supervisors to move about the area for reasons other than the use of trash and recycle containers.

### **GENERAL SCHOOL POLICIES**

**Americans with Disabilities Act, Title II** – The Augusta School Department does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The Augusta School Department does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

**Bathroom Privileges** - Restroom passes from classes should be at the teacher's discretion or for emergency cases only!

**Before School** – The front door is unlocked and students can begin arriving a half hour before the school day begins.

**Food Court** - Inappropriate behavior in the food court (throwing objects, not taking care of one's leftovers) will result in disciplinary actions and possible loss of food court privileges. Laptop use is prohibited.

**Cell Phones/Texting** – Students are not permitted to use cell phones or personal electronic devices (other than the school issued laptop) in the building during school hours except in the cell phone zone (food court). All emergency communications must be made through the main office. A courtesy telephone will be made available to any student who

needs to call home. All cell phones, pagers, and PDA devices visible or used by students outside the cell phone zone during school hours will be confiscated and brought to the appropriate administrator. The first time a phone is confiscated, it will be returned to the student at the end of the school day. The second time the phone is confiscated, the phone can only be returned to a parent or guardian. The third time a cell phone is confiscated, it will be returned to a parent or guardian, and the student will be subject to discipline. Administrators may search cell phones if there is suspicion of violation of school policy. Any refusal or inappropriate responses exhibited by students who resist turning over their cell phone when requested by a staff member may result in further disciplinary action.

**Corridor Courtesy** - Keep corridors open to traffic by walking to the right. Pass through the corridors quietly. Be considerate of others in the halls and classrooms. Pushing and shoving will only lead to injury of a fellow student. Please discard trash in the containers provided. Leave the school building at the close of school unless under the supervision of a teacher for make-up or a student activity. Students may use the food court or library for study areas after the school day. Since all teachers schedule make-up sessions throughout the school week, it is critical that the hallways are kept quiet after school hours as well as during the school day.

**Middle School students are not allowed to intermingle with High School students while on school grounds.**

**Detention** - Detention is given to students by individual teachers and the administration when students fail to meet their school obligations. Detention given to a student by a teacher must be served with that teacher in his/her room. Failure to serve a teacher detention will result in office detention being assigned. Students will receive a 24-hour notice for both teacher and office detentions. Students will be expected to serve the entire detention on the day it is assigned.

**Detentions take precedence over all school activities. Failure to serve an assigned office detention will result in further disciplinary action, which may include a meeting with the principal and possible suspension.**

**Guidance Career Center** – Students may visit the career center for career/college research during any study hall. The guidance office must write a pass that should be shown to the student's study hall teacher prior to reporting to the guidance library. Students must also sign in at the guidance office.

**Fire Drill** - Each room has instructions for fire drill procedure. The students should be familiar with the procedure. During the year, practice drills will occur.

**Lock Down**-Emergency situations such as an intruder, weapons or hostage situations, hazardous material spills, sometimes necessitate Campus Closure. Practices will occur throughout the year.

**Lockers** - Each student will be assigned a locker for the deposit of books, projects, coats, etc. However, it is strongly recommended that students do not leave money, pocketbooks, or other items of value in them. Each student is responsible for keeping his/her locker clean and in good mechanical condition. The lockers are school property, and the school reserves the right to inspect lockers at any time.

**Lost and Found** - Any article found should be returned to the owner or, if owner is unknown, turned in at the office. Articles found will be kept only 60 days.

**Lost Books** - It is the students' responsibility to see that textbooks and other materials issued to them are returned in a condition consistent with the way they were received. Students are expected to pay for lost and damaged materials, before a diploma is awarded.

**Passes** - Students are expected to take books, notebooks, pens, and pencils to class. Students are not allowed to leave class unless they have a pass from the teacher of the class they are attending. Each classroom will utilize a sign-in/out sheet to record student location. Failure to carry the appropriate pass will result in the termination of pass privileges. Between classes, students are to report to their next class to receive a hallway pass to a destination different than their regularly assigned class (for example, the bathroom). Students must also sign in and out for the bathroom in their appropriate classroom.

**Pictures** – Pictures or videos of students or staff will not be taken or posted on any media site while in school.

**Library/Media Center**-The Library Media Center is open daily. Passes are required to enter the Library Media Center. Students may borrow up to four books for a two-week loan period. They may request books from other libraries through the Minerva catalog system, but parental permission is required for some items. If students have received a bill for overdue books, they may not borrow additional materials until the bill is paid or the items returned.

**Plagiarism** - According to Webster’s Online Dictionary, plagiarism is defined as “stealing and passing off (the ideas or words of another) as one’s own: The use of (another’s production) without crediting the source; literary theft” (Merriam Webster Online, 5 March, 2005). Plagiarism also occurs when a student:

- fails to cite with quotation marks the written words or symbols of another author;
- fails to document the author and sources of materials (including materials obtained through electronic media) used in composition;
- fails to cite research materials in a bibliography or works cited page;
- fails to name a person quoted in an oral report;
- fails to cite an author whose works are paraphrased or summarized;
- fails to cite an author’s ideas;
- presents another person’s creative work or ideas as one’s own in essays, poems, music, art, computer programs, or other project;
- copies or paraphrases ideas from literary criticism or study aids, including Cliffs Notes or Spark Notes, without documentation;
- purchases a paper from electronic media or an individual and claims the work as one’s own;
- cuts and pastes sections of text from electronic media or online research sites.
- any other action intended to obtain credit for work which is not one’s own.

If students still have questions about plagiarism or how to correctly cite their sources, they should consult the Cony Research Guide or ask the teacher who issued the assignment.

**Students who plagiarize will have the option to re-write the written assignment, but cannot receive higher than the maximum of a 70 or a D for their grade. If students choose not to re-write the paper, they will receive a zero on the assignment. In addition, their parents or guardians will be contacted and their names given to the administration.** Further disciplinary action will be taken by school administration for repeat offenders.

**Posters**- All posters or announcements to be displayed anywhere in the building, including bulletin boards, must be approved by an administrator. Do not attach them to painted walls, varnished surfaces, or any other surfaces that will be marred by masking tape. Do not use paste, cellophane tape, or thumb tacks. The front foyer shall not be used to display any notices or posters. It is understood that all signs posted will be taken down after a reasonable length of time.

**RTI Time – Response to Intervention is additional and required instructional time offered to students daily.** Students are not excused from RTI time for anything other than pre-approved support with an available teacher or counselor.

**Rights and Privacy Act** - In accordance with the Family Educational Rights and Privacy Act of 1974, the Augusta School Department wants to inform parents and eligible students that directory information will periodically be released for publication. It may

include: the student's name, date of birth, area of study, participation in sports and activities, weight and height for athletic team members, dates of attendance, photographs, and name of school the student is attending.

It is our intention that this directory information be released only for school-related functions (i.e. athletic functions, activities, clubs, honor rolls, yearbooks, etc.). The purpose of this will be to provide our students with appropriate recognition.

**Public Displays of Affection**- Each student has the right to feel comfortable in school. Therefore, public displays of affection can be offensive to both staff and students. Affection should be kept private and away from school grounds. Staff members will warn students who engage in such behavior and the issue will be reported to administration. Subsequent violations will be followed up with disciplinary consequences.

**School Cancellations** - An automated system will contact a student's home of record for any school cancellations. Announcements of school cancellations and delayed openings will be made over local radio stations by 6:00 a.m. as well as a phone call from the Augusta School Department. Students/Parents may also check the website ([www.augustaschools.org](http://www.augustaschools.org)). Do not call the school or the radio stations.

**Skateboarding** - Skateboarding is not permitted on school property at any time.

**Student Record Rights** - The Family Educational Rights and Privacy Act guarantees that parents and students 18 years or older may see, review, and ask any questions about their own (child's) records. Please feel free to call your school or the superintendent's office. (626-2468)

**Student Use of Telephones** - Students may use the phone provided in the food court. Calls are to be limited to no more than three (3) minutes in order to allow other students to use the phones.

**Theft** - All cases of theft should be reported immediately to security or administration. Students are expected to act responsibly by keeping their belongings locked in their assigned lockers when stored. Students will be supplied with a school locker and lock to be used appropriately.

**Visitations** - Students from other schools (not former Cony students) may attend classes with you only if they are not incurring an absence in their school and they are considering a transfer to Cony High School. Do not embarrass your guest by bringing someone unannounced. Visitors must register at the office and secure a pass from an administrator at least 48 hours prior to the visitation

#### **GUM/CANDY /BEVERAGES**

These food items are allowed in designated areas, only. Water is allowed in all areas of the building.

#### **GUIDANCE COUNSELOR**

Students may make an appointment with the guidance counselor in person or by seeing the secretary in the guidance office located off the food court. Once an appointment has been arranged, the student will receive a guidance pass to show to the teacher **BEFORE** leaving class for the guidance office.

#### **HALLWAYS**

Students are expected to conduct themselves in a responsible and respectful manner. Loud, boisterous behavior, running, pushing, or other unsafe behavior will not be tolerated. Always keep to the right while passing in the hallways. There should be no more than two students walking side by side, which will allow students to pass in a safe manner. Grades 7 & 8 students should only be in hallways that are designated for middle school.

#### **HEALTH CENTER**

The major focus of a registered nurse in the school setting is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is

uniquely qualified in preventive health, health assessment, and referral procedures. If you have questions or concerns, please do not hesitate to call the school nurse.

**Physical Exams** are required of all new students entering Cony High School. We suggest you keep a copy for your records as well. Immunizations are frequently updated at this visit.

**Medications: Administering Medicines to Students** - The purpose of this policy is to provide a safe procedure for the administration of medications to students in the Augusta Public Schools. The policy provides guidelines based on the limitations of the availability to health professionals within the school department.

The administration of medication in the schools should only occur when it is absolutely necessary that medication be administered while school is in session. The school nurse will have the primary responsibility for administering all medications to students. However, when the nurse is not available, trained, unlicensed personnel will administer all medications. It is the ultimate responsibility of parents to provide for administration of medication for their children.

The School Committee will provide copies of revised and updated policies to all personnel involved in the administration of medication to students. The Augusta School Department looks forward to the cooperation of health professionals in the community to assist those who will be undertaking this responsibility.

**Procedures for receiving and accepting requests for giving medications will be as follows:**

1. Medication should be brought to school by a responsible adult (up to a month's supply).
2. Medication will be properly packaged with original pharmacy labels, including: patient's name, ordering physician, date, name and dosage of medication, method of administration, quantity.
3. In grades 6-12, students shall be permitted to take prescription medication while at school when such medicine is given to them under the direction of the school nurse who shall act on the specific written request of the parent or guardian with the written direction of the student's personal physician. Students shall be permitted to take non-prescription medication while at school when such medicine is given to them under the direction of the school nurse who shall act on the specific written request of the parent or guardian. The school nurse will make the final decision as to what is appropriate and safe to administer within the school setting.
4. The physician's written order and the written parental request should be renewed annually.
5. The student's health status should be reviewed at frequent intervals by the school nurse.

**Self-administration of Medications:**

1. The School Committee will allow self-administration of inhalers for respiratory problems and epi-pens for allergic reactions.
2. Procedures for self-administration of medication are as follows:
  - a. Medication should be brought to school by a responsible adult.
  - b. Medication will be properly packaged with the original pharmacy labels, including: patient's name, ordering physician, date, name and dosage of medication, method of administration, quantity
  - c. Medications will be accompanied by an Authorization Form signed by the parent or guardian.
  - d. The school nurse will develop an individual plan with the student for the use of this medication, taking into consideration - age, development, understanding and reliability.

**Inhaler Usage (grades 7-12)** - Asthma inhalers will be allowed to be carried on the student's person. The school nurse will be informed in writing by the parent or guardian if a student will be carrying an inhaler and the student will inform the school nurse when the inhaler has been used. A prescription for use of the asthma inhaler will be brought to the school nurse yearly. A prescription on the box will be acceptable.

**Hypodermic Syringes in a School Setting** - The method of administration of any medication is a necessary consideration. An oral medication usually presents no difficulties. However, some health situations require the use of hypodermic needles and syringes.

The procedure for administering medication by a hypodermic syringe is as follows:

1. A written parental request for the administration of medication.
2. A written order from the family physician giving: date, medication, dosage, observable symptoms indicating an emergency, duration of the order, patient's name.
3. Provision by the parent for the supply of medication, syringes, and needles.
4. Certain safeguards must be followed relative to storage and destruction of syringes:
  - a. Unused hypodermic syringes and needles should be kept in double locked, stationary cabinets or rooms.
  - b. Disposable hypodermic units will be disposed of in the "sharps" container located in the nurse's office or secured area. (Augusta Public Schools: Adopted 5/14/97).

Disciplinary issues will be handled on a case by case basis as they arise, by an administrator using his/her own discretion.

#### **HOMEWORK POLICY**

Board recognizes that education research has shown a positive correlation between meaningful and purposeful homework and student achievement. Homework offers an opportunity to practice skills and apply knowledge and promotes critical thinking and creativity.

The Board believes that teachers will assign homework, in accordance with the following principles:

- A. Homework extends learning opportunities beyond the school day
- B. Purposeful, relevant homework, when completed, produces the strongest achievement gains.
- C. Meaningful homework helps students develop goal setting, self-discipline, time management and organizational skills.
- D. Immediate, specific feedback should be given in order for homework to be effective.
- E. Homework must be realistic in length and difficulty given the students' abilities to work independently.
- F. The amount of homework assigned should be gradually increased from grade to grade. As a child advances through school, it is reasonable to expect the amount of homework will be increased.

Adopted: September 8, 1986 Revised: February 10, 2016

#### **LIBRARY/MEDIA CENTER**

The Library Media Center is open daily. Passes are required to enter the Library Media Center.

Students may borrow up to four books for a two-week loan period. They may request books from other libraries through the Minerva catalog system, but parental permission is required for some items. If students have received a bill for overdue books, they may not borrow additional materials until the bill is paid or the items returned.

#### **LOST AND FOUND**

Any item found should be returned to the owner or, if the owner is unknown, turned in to the office. Items will be kept for approximately two months. See one of the following people to check for lost items: administration, security, and/or custodian.

#### **MAINE LEARNING TECHNOLOGY INITIATIVE GUIDELINES**

The laptop and carrying case issued to each student are the property of the State of Maine and is registered to the Augusta School District. The laptops are assigned to the student and his/her

family. Teachers will have control to oversee student computer use. At any time a teacher may monitor a student's computer activity, assist a student, or take appropriate disciplinary action for misuse of the computers. Participating in the Maine Learning Technology Initiative is a privilege, not a right. This privilege can be revoked, resulting in the loss of the laptop. This project is about teaching and learning, not about the computer. The laptop is an educational tool that will allow access to valuable resources and learning experiences. The laptops should be in a student's possession or locked in a secure location at all times.

Once the laptop is issued to the student and his/her family, they are responsible for it at all times. The laptop should only be used within a classroom setting or at home, if allowed. NEVER use the laptop on the bus, while in transit, or before/during/after practices, games, and other extracurricular activities. Do not put the laptop in a backpack. It is more likely to get damaged there. DO NOT physically mark up the laptop or its storage case. The computer should remain clean at all times and appear to be brand new. (No writing, stickers, etc.) Keep all food and drinks away from the computer. To keep the screen clean, do not touch it with your fingers. Protect the computer from the weather – heat or cold. When using the laptop, remove any wrist jewelry that may scratch it.

Any inappropriate use of computers, as outlined in the Augusta School Department's Appropriate Use Policy, will result in the loss of laptop privileges and the loss of access to all computer resources in Augusta schools. The period of time a student's privileges are suspended will be determined by the laptop Tech Team. Severe incidents of misuse will result in the immediate loss of all computer privileges and use of the laptop. Any student engaged in reckless behavior must be reported immediately. Reckless behavior may place a student at risk of injury or potentially result in damage to school property. The student is the only designated user of his/her laptop. Never share or swap the laptop with others. Keep passwords confidential. Any inappropriate use of laptops by any student should be reported immediately to a teacher, teacher leader, or administrator.

NO downloading of anything without teacher permission. All downloads must be documented by the student and the teacher of the class for which the download was intended. The laptops should never be left unattended (during lunch, in the locker room, after school - before, during, or after extracurricular activities, etc.).

The Augusta School Department's Acceptable Use Policy should be followed at all times. Computer use, network access and Internet privileges will only be granted after a student and his/her parent/guardian have signed the form to acknowledge that they have read it. If a student is "accidentally" linked to an inappropriate web site, the student should report it immediately. Please close the site but note the date and time of this accident. Any pattern of misuse with regard to visiting inappropriate Internet sites will result in the student's Internet privileges being revoked and will be subject to further discipline.

Offenses such as misusing and/or damaging the laptops, creating inappropriate documents, accessing inappropriate web sites, downloading non-educational programs, games, or pictures without permission, misusing e-mail, or accessing chat rooms may result in consequences. The consequences may range from loss of the laptop or Internet use for one week to indefinitely and will be determined by the Tech Team.

#### **PROHIBITED CONDUCT**

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school –sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person.  
Examples of such articles include but are not limited to firearms, BB guns,

- pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and numb-chucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
  - C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
  - D. Verbal or written statements (including those made on or through a computer) which threaten, intimidates, or harasses others, which tend to incite violence and/or disrupt the school program.

#### **Responsible Internet Use**

The use of the Internet and telecommunications is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Be polite and use appropriate language. Vandalism will result in cancellation of privileges and the pursuit of appropriate disciplinary or legal action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other telecommunications systems. This includes, but is not limited to, the uploading or creation of computer viruses.

#### **PARENT BULLETIN**

A monthly school newsletter will be posted on the last Friday of every month on our webpage at ([www.augustaschools.org](http://www.augustaschools.org)). It contains brief, vital information and dates busy parents like to know about.

#### **PARENT CONFERENCES**

Parent conferences are held in October and March. Parents will receive information regarding conferences as the time nears. Appointments may be made with teachers if parents wish to discuss their child's work at other times as well. Your child's advisor will contact you to schedule a parent conference.

#### **PERSONAL HYGIENE**

For the health and well being of all, every student is expected to practice personal hygiene. Perfumes, lotions and cosmetics shall not be used in the classrooms or hallways due to allergy concerns among the students and staff.

#### **PROGRESS REPORTS, REPORT CARDS and PARENT INTERNET VIEWER**

Progress reports are issued halfway through each quarter and are an important means of letting students and their parents know how students are doing. Report cards are issued at the end of each quarter. Parents/Guardians may view their child's progress online at any time of the day and during the school year by logging onto [www.augustaschools.org](http://www.augustaschools.org). A login name and password will be given to your child at the start of the school year. Please call your child's teacher if you do not receive the information.

#### **PROMOTION/RETENTION**

We expect all students to put forth their best effort. A student may be retained if:

- (1) The social and emotional maturity falls before where it should be for his/her chronological age and/or
- (2) The school can demonstrate that academic deficiencies exist.

In the spring of each year, the teachers and principal shall work together to prepare recommendations regarding promotion and retention of all students in seventh and eighth grade. The recommendations may include:

- (1) Promotion to the next grade, or

(2) Retention at the present grade.

One criterion for determining if students in grades seven and eight should be promoted would be if the child has successfully passed, at a minimum, three out of four of the major subjects (math, language arts, science and social studies) for the year. Parents may request a meeting with the principal prior to the final promotion decision. Any student retained in grade 8 cannot participate in promotional activities. (See Policy IKE on Augusta Schools' website)

**PUBLIC CONCERNS AND COMPLAINTS**

Parents, students or other citizens with complaints or concerns regarding any aspect of the Augusta School Department or an employee thereof shall be encouraged to seek a resolution at the lowest possible level. The only exceptions are complaints that concern Board actions or operations. Such complaints should be addressed to the Board Chair. Those submitting complaints or concerns will receive acknowledgements and/or responses in a timely manner. If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level (e.g., Teacher, Principal, Directors, or Assistant Superintendent).

If the complaint cannot be resolved at any lower level, it may be appealed to the Superintendent. If the complaint remains unresolved at the Superintendent's level, the person making the complaint may request that the matter be placed on the agenda of the next regular Board meeting. The Superintendent/Board Chair shall determine whether the complaint should be placed on the agenda. The public has the right to present information regarding the complaint at the board meeting under the agenda item Audience Recognition for Non-agenda items.

At all levels of the complaint process, school employees are required to inform the person making the complaint of his/her right to appeal the decision to the next level.

This policy shall not be utilized by employees for matters or grievances relating to any term or condition of their employment. Such matters shall be addressed through established channels for grievances.

Cross Reference: BEDB – Agenda Preparation and Dissemination

BEDH – Public Participation at Board Meetings

Adopted: May 8, 2013

**QUESTIONING AND SEARCHES OF STUDENTS**

The Augusta School Committee seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

**RANKING SYSTEM AND HONOR ROLL**

Grades, given quarterly, are based on a 100-point system.

- A = 93-100
- B = 85-92
- C = 76-84
- D = 70-75
- F = Below 70

High Honors ..... All A's (no incompletes)

Honors .....All A's and B's (no incompletes)

General Honors ..... Any C must be balanced by an A (no D's or incompletes)

All core subjects (math, language arts, science and social studies), all Unified Arts classes, and any and all high school classes taken by a middle school student will be included in the ranking system.

**RESPONSIBLE INTERNET USE**

The use of the Internet and telecommunications is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Be polite and use appropriate language.

Vandalism will result in cancellation of privileges and the pursuit of appropriate disciplinary or legal action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other telecommunications systems. This includes, but is not limited to, the uploading or creation of computer viruses.

#### **SPECIAL SERVICES/CHAPTER 504, K-12**

A student with a disability is a student who has a disability that adversely affects their educational performance and requires the provision of special education services in order that the student may benefit from an elementary or secondary program.

Students with disabilities include students with learning disabilities, mental retardation, emotional impairments, speech and language deficits, hearing impairments, blindness or any combination of these disabilities.

The Augusta School Department offers a comprehensive program of special education services that are funded by a combination of federal, state and local funds. All students with disabilities are eligible for these services.

Any staff member, parent or student may initiate referral for special education services.

Parents wishing to make referrals should contact their child's principal or the Director of Special Education at 626-2468. Parents will be contacted by telephone and in writing if a professional staff member makes a referral for their child. Parents have specific due process safeguards with regards to the identification, evaluation and placement of their child.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Augusta School Department has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices in the school system.

The Augusta School Department has the responsibility under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian the right to; (1) inspect and review his/her child's educational records; (2) make copies of these records; (3) receive a list of the individuals having access to those records; (4) ask for an explanation of any item in the records; and (6) a hearing on the issue if the school refuses to make the amendment. If there are questions, please feel free to contact the Special Education Director, Section 504 Coordinator for the Augusta School Department, at 626-2468.

#### **STUDENT COMPUTER AND INTERNET USE**

The Augusta School Department provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The board believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Student use of school computers, networks and Internet services is a privilege not a right. Students are required to comply with this policy and the accompanying rules (IJNDB-R). Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action. All Augusta School Department computers remain under the control, custody and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students.

Students have no expectations of privacy in their use of school computers. While reasonable precautions will be taken to supervise student use of the Internet, the Augusta School Department cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of board policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet. Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgement form. The school will retain the signed acknowledgement.

#### **STUDENT DISCIPLINE**

The "Expectations" of our school are **Be Respectful of Others, Be Respectful of Yourself, Be Respectful of the School Building** and **Keep All Three Safe**. While discipline does not appear as a subject, it is important for a positive environment at school. We want students to have the opportunity to be as successful as they can be. Before you say or do something, ask yourself the following four questions:

1. Is it respectful of others?
2. Is it respectful of myself?
3. Is it respectful of the school building?
4. Is it safe?

If you can answer "yes" to all four of these questions, then say or do what you planned. If you can't, please make another plan!

**Office Detention** – Office detention will be assigned when appropriate. Detention will be assigned on Monday through Thursday from 2:00 to 2:50 in the library. Similar to a suspension, detention is to be served on the day assigned. If not served at the assigned time, the student will meet with the school principal for intervention/discipline.

**Suspension** - May be used as a disciplinary measure when other means of correcting misconduct have failed or in instances of misbehavior that threatens the safety of others or violates the rules of conduct set forth by the school board. Students are not allowed on school property or at school functions. All co-curricular activities, including rehearsals/practices, are off limits for the period of the suspension.

An administrator may suspend a student for up to ten (10) days for violation of school board policies and/or rules governing the operation of the school. Further suspensions may result in a referral to the Superintendent of Schools **for possible expulsion from Cony High School**.

Prior to suspending a student, the administration will:

1. Inform the student of the charge(s) and the basis thereof;
2. Provide the student with the opportunity to present his/her side of the story;
3. Contact the student's parents or guardian informing them of the reasons for the suspension either orally or in writing;
4. Notify the Superintendent of Schools in writing. Should a special education

student be suspended in excess of ten (10) accumulated days, he or she will need a new Individual Evaluation Plan (I.E.P.), and a Manifestation Determination meeting will be scheduled within one week to consider the appropriateness of the student's I.E.P.

A suspended student may be given permission by the administration to return only once during the suspension period to get homework assignments. This must be done after 2:00 p.m. Students should take all books and materials home with them as they depart school after a suspension occurs. Students may make up all work assigned during a suspension within the time-frame allowed in the make-up policy - one day of make-up for each day suspended. It is the suspended students responsibility to collect and pass in work by the assigned due date. An Alternative to Suspension program at the Boys and Girls Club may be assigned as deemed necessary by administration.

**Students, who receive an out-of-school suspension, may not participate in any co-curricular or extra curricula activities for that day(s).**

**Bullying** – The Augusta School Committee defines bullying as “any physical act or gesture or any verbally, written or electronic cyberbullying expression that:

- A. A reasonable person should expect will have the effect of;
  - 1. Physically harming or damaging a student’s property;
  - 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
  - 3. Substantially disrupting the instructional program or orderly operations of the school; or
- B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for a student who is bullied.

Students who **instigate bullying** but are not directly involved (those who spread rumors, put others up to bullying, carry information back and forth between individuals who subsequently bully) submit themselves to the same penalties as those who are directly involved in bullying.

Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement. Students who feel that bullying is occurring should fill out the necessary paperwork in the main office.

**Cheating** - Cheating is inexcusable. The first offense will warrant a zero on that particular quiz or test and notification to the parents, and may include loss of privileges. Cony High School expects its students to maintain a high degree of honesty and integrity in all academic and co-curricular pursuits. **Plagiarism** is a form of cheating.

**Destruction of School Property** - Any student who has abused or destroyed school property will be required to pay for the damage in addition to disciplinary action. Students cannot graduate from Cony High School without settling all material or financial obligations. Take care of your school materials by keeping your locker secured at all times.

**Fighting** - Fighting is unacceptable at any time. The 1<sup>st</sup> offense may result in a five (5) day suspension with parental contact and meeting with Administrator. The 2<sup>nd</sup> offense may result in a ten (10) day suspension with parental contact and meeting with an administrator and possible expulsion. The incident will be documented with the Augusta Police Department.

Students who **instigate fighting** but are not directly involved (those who spread rumors, put others up to fighting, carry information back and forth between individuals who subsequently fight) submit themselves to the same penalties as those who are directly involved in fighting.

**Harassment Policy** - The Augusta School Committee recognizes the right of each school community member (i.e. employees, students, volunteers) to work in an atmosphere that is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, school community members are not to engage in harassment. Acts of harassment based upon race, color, national or ethnic origin, religion, sex, sexual orientation, marital status, age, or disability are a violation of this policy and may constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment as determined by context, circumstances, and frequency:

- A. Unwelcome sexual advances, gestures, comments, or contact
- B. Threats
- C. Offensive jokes
- D. Ridicule, slurs, derogatory action or remarks
- E. Basing educational/employment decisions on practices of submission to harassment.

**Sexual harassment** is the attempt to control, influence, or affect the career or educational program of an individual in exchange for sexual favors. Sexual harassment can also be conduct, which creates a hostile or offensive environment or unreasonably interferes with a person’s ability to perform his or her job, program of instruction, or function as a member of the school community.

Students who **instigate harassment** but are not directly involved (those who spread rumors, put others up to harassment, carry information back and forth between individuals who subsequently harass) submit themselves to the same penalties as those who are directly involved in harassment. Consequences for harassment may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement.

Students who feel that harassment is occurring should fill out the necessary paperwork in the main office.

**Profanity** - Vulgar or profane language will not be tolerated. Students will receive consequences based on the infraction and according to the behavior rubric.

**Removal from Class/ Leaving Class without Permission** - Any student whose actions hinder the progress of class may be removed. It is not the right of any student to detract from the cooperative progress of the group. All students have the right to learn, and no one has the right to interfere with the rights of others. If you are sent from class, you must report to the Main Office. Failure to promptly report to the Main Office will result in further discipline. Students will be assigned teacher detention for first time or low-level incidences.

**Tobacco** - In accordance with Maine State Law, students under 18 years of age may not possess tobacco products including snuff (dip) or chewing tobacco. Smoking is not permitted on school grounds. No student, regardless of age, will be permitted to possess tobacco products, lighters or matches on school grounds. The authorities will be contacted when students use or possess tobacco products. Violators are subject to a three day minimum suspension.

**Weapons, Violence and School Safety** – The Augusta School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

**Vandalism**--Any student who damages school property will be required to pay for the damage or repair the damage depending on the judgment of the school officials.

School staff is required to immediately report incidents of prohibited conduct by students to the building administrator for investigation and appropriate action.



### **STUDENT RECOGNITION**

At the end of quarters one, two and three, students are recognized for their academic achievements (high honors and honors). Recipients receive a certificate for their accomplishments. At the end of quarters one, two and three, is a Recognition Assembly. Every Middle School teacher nominates students to receive this award for academic achievement, work ethic, positive attitude, and helpfulness in classroom as well as other positive attributes which are conducive to a positive learning environment. Certificates of Recognition are given to each student who has attained perfect attendance. Perfect attendance is defined as present every day, all day and arriving on time every morning to their homeroom. A Certificate of Recognition is awarded to each student with no detentions or suspensions.

### **STUDENT RECORDS**

Parents and legal guardians, and students 18 years old or older, have certain rights regarding student records. The Family Educational Rights and Privacy Act guarantees that parents may see, review, and ask any questions about the student records kept by the public schools. If you should have any questions about these procedures, please feel free to call your school.

#### **The following statements outline your rights. You have the right to:**

- Receive, upon request, a list of the types and locations of education records kept on your child.
- Inspect and review any of your child's records.
- Receive copies of the records for a minimal duplication cost.
- Have someone at your child's school explain or interpret any item in your child's record you do not understand.
- Have a person of your choosing inspect and review the records.
- Ask for an amendment of any record on the grounds that it is inaccurate, misleading, or violates privacy rights.
- Request an administrative review on the issue if the district refuses to make an amendment.
- Refuse consent for the disclosure of personally identifiable information related to your child to anyone other than school officials or persons acting in an official capacity for the State Education Agency or the U.S. Department of Education.
- Refuse consent for the use of personally identifiable information related to your child for any purpose other than the identification, evaluation, individualized education plan, or educational placement of your child, or the provision of a free appropriate public education to your child.
- Receive notice when the personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be destroyed at your request. However, a permanent record of a student's name, address and phone number, his or her grades, attendance record, classes attended, grade level completed and year completed shall be maintained without time limitation.

**Section 99.31 of the Family Educational Rights and Privacy Act allows for the disclosure of educational records to officials of another school administrative unit where the student seeks or intends to enroll. Prior consent of the parent or guardian is not required**

### **TESTING**

Periodically, all students will be given achievement and aptitude tests. Teachers, under the direction of the guidance counselor, will administer these exams. These tests assist the school

faculty to better know each student in order to help them get the most out of their school experiences. Parents will receive notification of the results for their child.

#### **VISITORS**

Parents, guardians, and community members are always welcome to visit Cony. It is the responsibility of every student to extend a cordial welcome to all and to treat visitors with respect and courtesy. All visitors are to notify the office of their wish to visit the school at least 48 hours prior to the visit. Visitors need to come to the front entrance to be buzzed in through our security system. Visitors are to check in at the office and receive a visitor pass before visiting within the building. Since classes have limited space and seating, and because it also might detract from students, concentration during class time, we discourage friends from visiting school. If a non-Cony student is considering attending the school and wishes to visit, he/she must make an appointment with the guidance counselor prior to the visit.

#### **VOLUNTEERS**

Volunteers from our community can contribute much to the education of our children. There are many opportunities for parents to become involved in their children's education. Any parent who is interested in volunteering in the school should contact the building principal.

