

**M.S.A.D. #58**  
**ELEMENTARY**  
**STUDENT HANDBOOK**



**PHILLIPS ● AVON ● KINGFIELD ● STRONG**

**2017 - 2018**

KINGFIELD ELEMENTARY SCHOOL  
PHILLIPS ELEMENTARY SCHOOL  
STRONG ELEMENTARY SCHOOL

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**MSAD #58**  
**MISSION STATEMENT**

It is the responsibility of MSAD# 58's school community to prepare all students to become productive, caring citizens of our democracy.

**GUIDING BELIEFS**

***EDUCATION IS A SHARED RESPONSIBILITY***

Education is a shared responsibility among students, parents, employees and community. Community and schools must be integrated in learning and work.

***FLEXIBILITY AND DECISION MAKING***

Students must be given the opportunity for choices regarding their learning and be responsible for their decisions.

Individual schools should be allowed to operate with flexibility within the boundaries established in the District.

Decisions made in MSAD #58 should be made as closely as possible to their level of implementation.

***PROFESSIONAL DEVELOPMENT***

Continuous, visible support of the adults in the school community must be given in order to create and sustain school communities that support the learning of students. Students best learn and lead by observing good role models.

The District must provide opportunities for teachers to work and learn together. ( i.e. study groups, action research)

***DIVERSITY OF LEARNING***

All children can learn at high levels, but not always the same way or at the same time. Teaching practices must reflect knowledge about diversity of learning. The uniqueness of people must be valued.

***SAFE AND HEALTHY LEARNING ENVIRONMENT***

Every student is entitled to a safe, supportive, clean and caring learning environment.

***RISK TAKING***

Schools that promote learning must encourage risk taking and support emerging learners.

***TECHNOLOGY***

New technologies that support learning must be integrated in all facets of the educational process.

***A STRUCTURE FOR SYSTEMIC IMPROVEMENT***

MSAD #58 must create a structure and culture for continuous learning. Inquiry, assessment and reflection must become a part of every school and every learner. Adopted 7/13/04

## PURPOSE OF THE HANDBOOK

This handbook aims to guide parents, students, teachers, and administrators through a smooth school year. In it, the reader will find the District's guiding beliefs, a listing of administrators and their phone numbers, descriptions of school programs and resources, a few Board policies, as well as more practical advice.

Of course, we talk about rules, too. We discuss behavior in the classroom and on the bus, rules for dress, and attendance.

The bottom line throughout this handbook is our shared goal: to create and maintain a safe school, with respect for all students, their families, school staff, and community, responsibility for property, excitement, flexibility, and good humor. With all this in place, a quality education becomes possible...and likely.

Every situation is unique and the intent of this handbook is to act as a guide as MSAD #58 policies are interpreted. If there is a discrepancy between the handbook content and MSAD #58 policies, the policies will govern.

Current policies are located on line at [www.MSAD58.org](http://www.MSAD58.org) under the School Board tab.

**DIRECTORY**  
**ADMINISTRATION**

**Office of the Superintendent of Schools**

% The Phillips School  
1401 Rangeley Road  
Phillips, ME 04966

Susan A. Pratt, Superintendent of Schools / ESSA Coordinator 639 - 2086

**District Personnel**

Laureen Olsen, Director of Special Services/504 Officer/GT 684 - 2864  
Sean Tennent, Technology Director 639 - 2086 x 5287  
Scott Leahy, Director of Trans./Maintenance 678 - 2731  
Cheryl Ellis, Food Service Director 684 - 3521 x 2121

**Phillips Elementary School**

1401 Rangeley Road  
Phillips, ME 04966

Jeff Pillsbury, Principal 639 - 2909

**Kingfield Elementary School**

102 Salem Road  
Kingfield, ME 04947

Jaime Ela, Principal 265 - 4132

**Strong Elementary School**

110 No. Main Street  
Strong, ME 04983

Felecia Pease, Principal 684 - 3521

**Mt. Abram Regional High School**

1513 Salem Road  
Salem Township, ME 04983

Michelle Tranten, Principal 678 - 2701 x 4101  
Christina Brackley, Dean of Students/Athletic Director 678 - 2701 x 4103  
Ben Milster, School Counselor / Affirmative Action Officer 678 - 2701 x 4104

## **RULES AND ROUTINES**

### SCHOOL SCHEDULE

Students should report to the designated area upon arrival.

There will be a responsible person on duty during after school sports and school-sponsored activities. If your child is not involved with these activities, other arrangements must be made for childcare.

### ATTENDANCE

#### I. Absence from School:

Regular school attendance is essential to academic success. Because the process of education depends upon exposure to subject matter, continuity of instruction and class participation, absence from class is detrimental to student learning. The interaction of students with the teacher and with other students contributes to mastery of content, critical thinking, and development of effective communication and social skills.

Responsibility for maintaining student attendance is a shared responsibility. Except for excused absences, students are expected to attend school every day, arrive at school and to each class on time, and remain in school for the full day. Parents are expected to ensure that their children arrive at school each day on time, remain in school for the full day, and attend school consistently throughout the year.

An absence is excused when absence is for the following reasons:

- A. Personal illness;
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency; (Shopping and hair appointments are not emergencies.)
- E. A planned absence for a personal or educational purpose that has been approved in advance by the principal, however families are encouraged to schedule these during regular school vacations.

Parents are responsible for the school attendance of students who are under 17 years of age. The Board shall work with families in an effort to ensure compliance.

Students who are absent for any other reasons are considered to have an unexcused absence and to have been truant. Truancy is a violation of both district policy and state law.

When a student is absent for any reason, parents must send a note to school that includes the parent's signature, the specific reason for the absence, and the date of the absence; or make a phone call to the school to explain the absence.

A student who misses any part of a school day due to illness will not participate in extra-curricular activities or school functions except by permission of the principal.

Students should not attend school when they do not feel well since they usually perform at a very low level and may infect other students.

#### II. Early Dismissal:

Parents are strongly urged not to dismiss students from school unless there is a family emergency or an appointment that cannot be made at another time. Students requesting dismissal from school need to bring a note to school with the parent's signature, the date and the

reason for dismissal. Students are not allowed to leave school with anyone other than the parent or someone authorized by the parent. Persons listed on the emergency cards are designated to pick up children.

If a child becomes ill after arriving at school, the secretary will try to contact parents to make arrangements for getting the student home. Parents must arrange transportation for children who are ill. No student will be released from school unless a parent or an adult appointed by the parent is available to supervise the sick child.

### III. Tardiness:

School begins at 8:05AM. Students who come after this time should report to the office before going to class. Students should bring a note from parents explaining the reason for the tardiness. Parents will be contacted in cases where a student has been tardy more than twice in a trimester for no apparent reason. JEAA

### ARRIVALS OTHER THAN BY BUS

Students walking to school or arriving by some means other than a school bus should arrive no earlier than 7:45AM.

Students may bring their bicycles to school at their own risk. Please remember that **Maine's Bicycle Safety and Education Law requires all persons under age 16 to wear a helmet.** Once on school property, the individual school rules will apply. They should be parked in designated areas.

Out of concern for the safety of riders and non-riders alike, bikes cannot be used on school grounds.

Remember always walk on the left, facing the traffic and ride your bike on the right, with your back to the traffic.

All recreational vehicles are prohibited from school grounds without permission from the principal.

### SCHOOL BUS PICKUP AND DROP OFF

Each student will be picked up and dropped off at a designated spot. Students will be picked up and dropped off at the bus stop nearest their homes unless parents request a different location. All pickup and drop off points must be along existing bus routes. It will be the parent's responsibility to transport the student to and from existing bus routes.

If a parent wishes to have their student dropped off at a location other than a previously designated point they may request this in writing. Written requests should be delivered to the school secretary at least an hour before dismissal.

The director of transportation and maintenance will design a system of designated routes.

The bus and its passengers are an extension of MSAD #58. When you are out of the district or away from your community, on a bus, you represent your school, your community and your parents. A violation of these rules will be a direct reflection on you and everyone else in the district.

Let everyone continue to be proud of you and make your trip a memorable one.



## STUDENT CONDUCT ON SCHOOL BUSES

The law does not relieve parents of students from the responsibility of supervision before the child boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus—and only at that time—does he/she become the responsibility of the school system. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board requires students to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a student does not conduct him/herself properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver. The building principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the building principal. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely. JICC

## HOMEWORK

The Board recognizes that education research has shown a positive correlation between meaningful and purposeful homework and student achievement. Homework offers an opportunity to deepen understanding of material, practice new skills, and to promote critical thinking and creativity, positive study habits and the taking of for academic growth. Homework helps inform parents of their child's educational progress and encourages communication between school and home. The Board believes that reasonable, educationally sound, relevant and regular outside-of-class homework assignments are an important part of the total educational program.

The Board expects that homework will be assigned in accordance with the following principles:

- A. Homework should be viewed as a means of extending learning opportunities beyond the school day and/or as preparation for classroom discussion or application of skills and knowledge.
- B. Meaningful, purposeful homework that is directly related to the curriculum produces the strongest achievement gains.
- C. Meaningful homework helps students develop goal setting, self-discipline, time management and organizational skills.
- D. Homework offers an opportunity for parent involvement and monitoring their child's educational progress.
- E. Homework provides teachers with additional opportunities for assessing student progress and determining instructional needs.
- F. Immediate, specific feedback must be given to students in order for homework to be effective in enhancing student learning.
- G. Homework must be realistic in length and difficulty given the students' abilities to work independently.

- H. Homework should emphasize quality rather than quantity.
- I. The amount of homework assigned should be gradually increased from grade to grade. As a student advances through school, it is reasonable to expect that the amount of homework can be increased.

The Board expects that any homework that is assigned will support the content standards of Maine's system of Learning Results and/or the cross-curricular *Guiding Principles*.

The Board encourages professional staff at each grade level and/or academic department to work together to achieve consistency in assignment and assessment of homework. The building principal, in consultation with professional staff, may develop homework guidelines to achieve this goal. IKB

### PLAGIARISM

Plagiarism is the act of copying what someone else has written or created and passing it off as original work. Plagiarism whether committed intentionally or unintentionally is a serious offense and unacceptable. The staff of each school will instruct students about plagiarism at age appropriate levels. All instances of plagiarism will be reported to administration for corrective actions and will be documented as an administrative warning. The parents of any student who disregards an administrative warning regarding plagiarism will be required to meet with their child's building administrator to discuss the gravity of plagiarism and subsequent consequences. Students who continue to plagiarize after such a meeting will receive no credit for any future work deemed to have been plagiarized.

### ACADEMIC PROBATION

Classroom teachers may place any student on Academic Probation at any time if the student is not meeting the standards. Students will be notified weekly of their academic status. It is the student's responsibility to achieve a satisfactory level of performance. Failure to meet this responsibility will result in the student becoming ineligible to participate in school dances or interscholastic competitions. A student remains on Academic Probation for the duration of the trimester. Students meeting the standards, when new progress reports are issued, may be removed from the Academic Probation list.

### MAKE-UP WORK

When a student misses assignments because of absence, it is the student's responsibility to make arrangements with teachers for make-up assignments. Assignments due on the day of an absence should be turned in the day the student returns to school. For longer absences, students may have up to a week to initiate work on missed assignments. Failure to complete missed assignments may result in the student not making satisfactory progress. Students who fail to make adequate progress can be put on academic probation. Parents play a particularly important role in helping students monitor make-up obligations.

### ASSESSMENTS

Teachers monitor student achievement through a variety of measures including but not limited to: portfolios, projects, oral presentations, visual presentations, observations, etc.

In addition, standardized assessments are administered each year:

- a. The MEA is given to 3rd graders through 8th graders during the school year.
- b. The NWEA measure of academic progress will be administered to students during the school year.

Check with the teacher to see when standardized assessments occur. Standardized assessment results will be sent to parents when made available to the district. Teachers or administrators can assist parents and students in interpreting results.

**REPORT CARDS**

Starting at the high school level, 2018 and beyond, students will need to be assessed by proficiency based criteria on a new set of proficiency descriptors. The class of 2021 is currently required to receive a proficiency-based diploma as covered under the statutes of the State of Maine. The purpose of this new MSAD 58 grading and reporting system is to provide students and parents with timely information concerning student progress toward, and achievement of, proficiency in the content areas of Maine’s system of Learning Results and the cross-curricular Guiding Principles of the Learning Results.

The Superintendent will be responsible for ensuring the development of a system for communicating information regarding student achievement and academic progress to students and parents. This system shall be approved by the Board.

Students and parents will be informed at regular intervals of their academic progress through report cards and other written means.

As we move forward, reports to parents in grades K through 8 will indicate the proficiency standards within the various content areas upon which the grades are based. Grades will be reported by level of proficiency and descriptions of proficiency, but the grading system must include at least the following levels of proficiency:

<u>Proficiency Level</u>	<u>Proficiency Description</u>
4	Highly Proficient
3	Proficient
2	Partially Proficient
1	Not Yet Showing Proficiency

Standards and proficiency indicators will be expressed consistently at each grade level and each school in the school unit.

Grading will reflect an aggregation of information gleaned from multiple and varied opportunities for student demonstration of proficiency.

The Board encourages narratives and other forms of reporting as well as proficiency levels in order to make student progress more readily understandable to parents.

At all grade levels, “habits of work” will be reported separately from academic proficiency.

Interim progress reports indicating deficiency or a need for remedial intervention, or a significant improvement in performance may be issued at any time.

The teacher, principal or other designated person will provide regular grade level written notification to students and parents if the student may not be recommended to advance to the next grade level or if the student may not qualify for a high school diploma because he/she has not met the required standards.

At the elementary level, report cards are sent home with the students three times each

year.

It is very important that teachers and parents develop direct communication with each other. Each year, parents will be contacted to meet with their child and the teacher to evaluate progress and set goals. These conferences will be scheduled in the fall. All parents are encouraged to attend.

IKAB

### CONTACT WITH TEACHERS

Parents are encouraged to discuss their child's progress with their teacher outside of class time. Please call your child's teacher at school for an appointment. Your child's teacher may also be contacted via the e-mail system. These addresses are available from the school. **Please know that all e-mails to and from school staff are archived.**

### GUIDELINES FOR PARENTS ON USE OF STAFF E-MAIL AND VOICE MAIL

The MSAD #58 School Department makes staff e-mail and voicemail accounts available to parents as a service to enhance communication between school and home. When contacting teachers or other staff by e-mail or voicemail, we ask that you observe the following guidelines.

- \* E-mail and voice mail is best used for routine questions, to schedule appointments or to share non-confidential information about your child. Sensitive information is best shared in person or a direct phone call.

- \* Please bear in mind that unless e-mails received by the school contain confidential information, they may be public records under Maine law and subject to review and copying by any member of the public.

- \* If an issue is urgent, it is best to contact the office so that the matter can be addressed quickly.

- \* Please keep e-mails and voicemails as short as possible and be sure to include your contact information.

- \* Remember to use a respectful tone when using e-mail or voice mail, as you would expect a staff member to use with you.

- \* Remember that administrators, teachers and other staff have many duties during the school day and many students for whom they are responsible. Generally, staff will respond to e-mails and voicemails within 2 school days.

- \* Please do not contact school staff on their personal e-mail and/or phone numbers.

### VOLUNTEERS

The Board recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

The Board approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The Board adopts this policy to provide direction for the school system's volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization. IJOC

### PROMOTION, RETENTION AND ACCELERATION OF STUDENTS

The Board recognizes that at every grade level, there are differences among students in their intellectual, physical, social, and emotional development and that individual students may be more proficient in some content areas of the Learning Results than in others. While most students will advance from one grade to another at the end of the academic year, some students may benefit from retention or acceleration. Assignment of a student to a grade level should be consistent with the best educational interest of that student. School staff will consult with and inform parents at every level. While the wishes of parents are important and will be considered, final decision regarding promotion, retention or acceleration of students will be made by the school principal. A parent who is dissatisfied with the principal's decision may appeal to the Superintendent. The Superintendent's decision shall be final. IKE

### SPECIAL PROGRAMS

Programs that enrich regular classroom curriculum will be scheduled whenever funding permits. Parents will be notified before such special events.

### ASSEMBLIES

Throughout the year, assemblies will be held in the school. Assemblies present students with the opportunity to demonstrate maturity and pride through polite attentiveness.

### SCHOOL DANCES

Middle school dances are open to students in grades six through eight from the hosting school and invited guests approved in advance by the principal. Students may invite one guest for whom they will be responsible during the dance. Invited guests shall be in grades six through nine for most events. Occasionally, fifth grade will be invited also. Guests should be signed up in the office no later than 2:30PM the day before the dance.

Any guest causing a problem at a dance will be asked to leave and will not be admitted to future dances. The host of a troublesome guest will forfeit attendance at the next school dance.

The class sponsoring a dance will provide a minimum of two parents of host school students and two host school staff members as chaperones. All parents and guardians are welcome at dances.

Students will not be permitted to reenter a dance after leaving. Once a student leaves a dance, he or she must leave the school grounds at once.

All refreshments must be served and consumed in the designated area. Demonstrations of affection are not permitted. Attendance at school dances is a privilege that may be revoked. Students who are absent from school on the day of a dance may attend the dance only with specific permission from the principal. Students who are on social probation may not attend.

Students who are on academic probation may attend only if they receive notification of achieving a satisfactory level of performance by the teaching staff or administrator on the day of the dance.

Dances go from 7:00 - 9:15PM. Please make sure transportation for your child is prompt.

### SCHOOL BREAKFAST, LUNCH AND SNACK

Breakfast is served at each elementary school.

Students - \$0.95                      Adults - \$2.20

Lunch and milk money is due on the first day of the school week.

Students - \$2.50                      Adults - \$4.20

In the interest of having students eat healthy foods, please do not send soda or candy with your child.

All families are encouraged to submit an application for free and reduced meals. Schools receive state and federal subsidy and grant monies according to the numbers of qualifying families. All information is confidential. Please apply.

### LOCKERS

Lockers, in any school, are the property of MSAD #58 and are provided to students for convenient storage. The school retains the right to open and to inspect lockers and their contents at any time for any reason. Therefore, students should not expect that items stored in their lockers will be kept private.

Students should not keep money or valuables in their lockers. The office will store valuables during the day.

Lockers should be kept neat, organized and clean. Clothes and papers should not be visible from outside a closed locker.

### STUDENT USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

The Board recognizes that many students possess cell phones and other electronic devices. These devices may not be used in any manner that disrupts the instructional process or violates Board policies or school rules.

MSAD #58 shall not be responsible for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation.

The following provisions apply to student use of cell phones and other electronic devices:

- A. Students are prohibited from using privately-owned electronic devices including but not limited to cell phones, "smart phones," I-Pods, MP3 players, handheld computers/PDAs, and electronic games at school or at school activities except when the teacher or building principal authorizes use for a specific educational, health or safety purpose.
- B. The use of cameras, including camera phones, is strictly prohibited in locker rooms, bathrooms, and other places where privacy is generally expected. In all other school locations, permission must be granted before photographing another person.

- C. School administrators may designate appropriate times and places during which I-Pods and other listening devices may be used (e.g., during lunch periods, study halls, or on school buses traveling to school activities).
- D. The use of a cell phone or other electronic device in any manner that violates Board policy or school rules is prohibited. This includes but is not limited to harassment, cheating and violations of the student code of conduct. If a Board policy or school rule is violated, the teacher or school administrator may confiscate the device for the remainder of the school day. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.
- E. Students who violate Board policy or school rules will be subject to disciplinary consequences which may include:
  - 1. Confiscation of the device until the end of the school day;
  - 2. A conference with the student's parent/guardian;
  - 3. Exclusion of the device from school for an extended period of time;
  - 4. Penalties up to suspension or expulsion from school, depending upon the nature and circumstances of the violation and the student's prior disciplinary record; and
  - 5. Referral to law enforcement.

The Superintendent/designee may develop additional rules to implement this policy. The policy and rules will be communicated to students and parents through the student handbook and/or the student code of conduct. JICJ

#### APPROPRIATE ATTIRE/WEATHER CONDITIONS

Students and parents should be aware of weather conditions and dress for those conditions. Recess is part of our regular school day. Hats, mittens, coats, sweaters, boots, etc. are generally a requirement for our climate. Remember to dress in layers. Students can always take a layer off if they're too hot, but can't put it on if they don't have it.

#### LOST AND FOUND

Students and parents should look at lost and found items often. All unclaimed items will be donated to the needy.

#### SCHOOL PROPERTY

The school building and its contents exist for the sole reason of providing students with a safe, comfortable, and pleasant environment in which to learn. Students are responsible for materials that they have signed out or that have been assigned to them for use. They must pay replacement or repair costs for materials and equipment lost or damaged due to neglect or willful improper use.

Students will not be allowed to charge out library media center materials until:

- lost materials are returned;
- a replacement cost is paid for lost or damaged items; or
- after receiving a notice mailed home, the student's parents have contacted the school

and resolved the problem with the librarian or principal.

However, students may be permitted to use materials in the library or through classroom collections under the supervision of teachers.

Teachers and students should report any damage in the building to the principal as soon as possible. Anyone found responsible for damage to school property will pay for repair or replacement. Students who willfully damage equipment will not be allowed the use of such materials until the repair or replacement costs are paid.

Repair costs will be charged once the material has been repaired and invoiced. Users will be charged only for repairs to damage they caused. The charge for lost library materials will be the full replacement cost. EDB

## **STUDENT SERVICES**

### **REFERRAL AND USE OF GENERAL EDUCATION INTERVENTIONS**

It shall be the policy of RSU 58/MSAD 58 to refer all school-age students suspected of having a disability that requires special education to the IEP Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made by parents at any time, and by professional school staff regardless of the results of the initial child find activities, but after completion of the general education intervention process. Other individuals or agency representatives (including representatives of the Department of Health and Human Services) with knowledge of the child may also make referrals. Any such referral should be made in accordance with procedures that may be approved by the Superintendent of Schools.

Regardless of the source of the referral, a referral will be considered received by the school unit on the date that the written referral is received by the office of the Director of Special Services. It shall be signed and dated by the Director of Special Services or designee, thereby indicating the date of the receipt of that referral.

The Superintendent, in consultation with the Director of Special Services, may develop procedures for referral and the use of general education interventions within the school system, and may from time to time amend those procedures as necessary. IHBA

### **SECTION 504**

Section 504 is the section of the Rehabilitation Act of 1973 that applies to persons with disabilities. Basically it is a civil rights act that protects the civil and constitutional rights of persons with disabilities. Section 504 prohibits organizations which receive federal funds from discriminating against otherwise qualified individuals solely on the basis of handicap. Section 504 is enforced by the U.S. Department of Education, Office of Civil Rights (OCR).

A person under 504 is considered *handicapped* if he/she:

1. has a physical or mental impairment, which substantially limits one or more major activity.
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

In addition to school-age children who are eligible for special education services, this includes, for example, persons with communicable diseases, temporary handicapping conditions, attention deficit disorder (ADD), behavior disorders, chronic asthma and severe allergies, physical handicaps, and diabetes.



## GIFTED AND TALENTED

MSAD #58 will endeavor to identify and provide programming for gifted and talented students in both academics and visual and performing arts.

### *PROGRAM GOALS:*

1. Ensure that the identification process and procedures are fair and provide for nomination and selection from all student populations. Screening procedures shall be appropriate to the developmental characteristics of elementary and secondary school children and to the abilities or aptitudes being identified. MSAD 58 will use a minimum of three (3) assessments methods for each of the three (3) categories in which gifted and talented children are identified. Information from any one of the selected screening methods may qualify a child for further screening. Instruments and procedures used in the identification process shall be not discriminate students on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin or disability.
2. Provide a continuum of services designed to address specific needs of many different types and levels of giftedness from kindergarten through grade 12. Gifted and talented children need to be challenged to develop their abilities and potential; therefore specialized curricula shall be provided in lieu of the regular curricula.
3. Provide an integrated comprehensive educational program that is aligned with the Maine Learning Results for Mathematics, English, Social Studies, Science and Visual Arts and challenges each student at an appropriate level.
4. Develop personal learning plans for each identified student that specifies how individual needs will be met.

## **STUDENT CONDUCT**

### DISCIPLINE

Violation of some school rules are also violations of the law and under certain circumstance may be referred to the police (e.g. theft, tobacco, drugs, alcohol, weapons, assaults, harassment, and traffic offenses). Violations of statutes related to terrorizing are extremely serious and will be dealt with as such.

One of the most important lessons that any student learns is self-discipline. While it does not appear as a subject in the curriculum, it is vitally important to the development of self-control, character, and an organized approach to work. It is the key to responsible conduct and proper consideration for other people. By learning to live with formal rules, every person within a community has the opportunity to achieve his or her potential.

Students should conduct themselves in a way that will reflect pride and respect in their school and selves. With that in mind, students should strive to:

1. Arrive for class on time.
2. Sit in the assigned seat.
3. Be attentive to the person speaking.
4. Privately discuss with the teacher any matters involving a disciplinary action.
5. Treat peers and adults with respect.

The classroom or duty teachers will handle discipline problems unless the situation warrants the principal's attention.

Students who consistently act in ways that are harmful or disruptive towards others may

be brought to the principal's office. Disciplinary consequences depend upon the seriousness of the violation and student's prior disciplinary record. Consequences will range from verbal warnings up to and including in school and out of school suspensions by the principal. If necessary, disciplinary issues may be referred to the Superintendent.

Students who have difficulty getting along with peers during unstructured time, such as recess, lunch time, or in the halls may be placed on social probation. Students who receive warning notices, failing marks on a report card, or have problems completing schoolwork may be placed on academic probation.

#### ATHLETIC/AFTER-SCHOOL EVENTS

We expect students to demonstrate good sportsmanship and courtesy at all times. Students who cannot follow standards of behavior at games or school-sponsored events will be required to leave. Students on social probation may not attend athletic or after school events. Student spectators may not wait in the building after school for a 4:00PM or later event or game. Students must arrange all transportation to and from home games and events. Players and spectators should make sure they leave the building or grounds as soon as the last event is finished.

Students attending a game or event may not roam the halls.

#### STUDENT COMPUTER, INTERNET USE, AND CYBER-SAFETY

RSU 58/MSAD 58 provides computers, laptops, i-pads and/or other devices and network, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to devices issued directly to students, whether they are used at school or off school premises.

Compliance with the Board's policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student's computer privileges will be altered. The building principal's decision shall be final.

Violations of this policy and the District's computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

RSU 58/MSAD 58 computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

RSU 58/MSAD 58 uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although the school unit takes precautions to supervise student use of the Internet, parents should be aware that the school unit cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student safety, RSU 58/MSAD 58 also educates students about online behavior, including interacting on social networking sites and chat rooms, and issues surrounding cyberbullying awareness and response.

The Superintendent is responsible for implementing this policy and the accompanying “acceptable use” rules and for documenting student Internet safety training. The Superintendent/designee may implement additional administrative procedures or school rules consistent with Board policy to govern the day-to-day management and operations of the school unit’s computer system.

Students and parents shall be informed of this policy and the accompanying rules through student handbooks, the school website, and/or other means selected by the Superintendent.

IJNDB

## **SCHOOL HEALTH AND SAFETY**

### **ILLNESSES AND ACCIDENTS**

Emergency information should be updated in the office on a yearly basis or as needed.

Illnesses and accidents need to be reported first to the duty teacher and then to the office.

Parents, or the adult designated on the emergency card, will be called in the case of illness or accidents.

### **ANIMALS/PETS ON SCHOOL PROPERTY**

We love pets, but for safety and sanitary reasons please do not bring animals on MSAD #58 properties. Legal Reference: 7 MRSA § 3971 22 MRSA § 801 - 825

### **EMERGENCY PROCEDURES**

If a child is seriously hurt or ill, we’ll call 911 and advise parents.

In an emergency, the fire alarm will sound and all people in the building should proceed according to the following guidelines:

- A. During an emergency drill, inappropriate behavior such as pushing, shouting, or running will not be tolerated.
- B. Leave the building according to the directions posted in each room.
- C. The first person to exit should push the door open and make sure that it stays open while everyone exits the building.
- D. Once outside, students will stay in a line with their class. Classes should line up quietly in the appropriate areas.
- E. Teachers will account for all of their students.

### **MEDICATION**

Medication should be taken before and/or after school whenever possible. In the case of a lunchtime or middle of the day dosage, we prefer that the parent give the medication. Parents may speak to the principal and fill out the proper paperwork to make other arrangements whenever the situation requires. Policy, JLCDA, addresses the use of medical marijuana to manage a medical condition for those who may be unable to effectively function at school without it.

## IMMUNIZATIONS

### Elementary School Rule:

In the absence of disease history or a valid exemption (pursuant to 20-A MRSA 6355), the following immunizations are required for attendance in Maine schools, K - 12, public and private:

5 DTP/DTaP (diphtheria, tetanus, pertussis)

4 Polio

2 MMR (measles, mumps, rubella)

1 or 2 Varicella (chickenpox) - students under age 13 need only one dose, students age 13 and over require two doses given 4 - 8 weeks apart

**Varicella, chickenpox vaccine, or natural disease history, is required for grades K - 12.**

**Effective for the 2017 - 2018 school year**, all students entering, advancing, or transferring into seventh (7th) grade will need to receive one dose of Tdap (tetanus, diphtheria, and pertussis) vaccine before attendance is allowed. This requirement is for 7th grade students only; grades 8 - 12 are not included in this rule change.

Chapter 126/261 <http://www.maine.gov/doe/rule/changes/index.html>

## EXCLUSION BASED ON IMMUNIZATION STATUS

### Exclusion from School

A. Exclusion will be by order of the Superintendent.

A child not immunized or immune by natural disease **shall be excluded** from school and school activities when in the opinion of the Superintendent the child's continued presence in school poses a clear danger to the health of others. The Superintendent shall exclude the child from school and school related activities during the period of danger or until the child is immunized. Determination will be made, on a case-by-case basis.

The following periods are defined as the "period of danger":

Measles: 15 days (one incubation period) from the onset of symptoms of the last identified case.

Rubella: 23 days (one incubation period) from the onset of symptoms of the last identified case.

Mumps: 18 days (one incubation period) from the onset of symptoms of the last identified case.

Varicella: Effective immediately, the exclusion period for varicella disease (chickenpox) has increased from 16 days to 21 days. This means that any child who has not provided proof of immunization or history of disease will be unable to attend school or any school related activity for 21 days. This time period will be extended if any further chickenpox cases occur after the first. The law required a 21 day exclusion period after the LAST case.

## IMMUNIZATION EXEMPTIONS

Exemptions from vaccine may be granted for medical, philosophical or religious reasons. A signed parental exemption does not release a student from exclusion if exclusion is determined to be necessary by the Superintendent. MSAD #58 may make reasonable accommodations to assist any excluded student in keeping up class work, but is not required to provide off site tutoring. **Exempt forms must be signed annually.**

## HEALTH SERVICES

MSAD #58 currently contracts with a private physician, responsible to advise and oversee the nursing team, and the health services offered within the district.

MSAD #58 has registered nurses employed with the district. These nurses are on staff and utilize a team approach to provide service to district schools. The MSAD #58 nursing staff is available to answer questions and meet the needs of students throughout the district. School nurses work within the boundaries of their license, in accordance with state law, and under the guidance of the state nurse consultant.

“School nursing is the specialized practice of professional nursing that advance the well being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal growth and development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self advocacy and learning.” National Association of School Nurses

## HEALTH EDUCATION

Health education is ongoing. It takes on many forms covering such things as Physical Education, HIV education and classroom instruction in good nutrition, personal health, safety, and first aid.

## CHILD PROTECTION

By law, school personnel are required to report signs of neglect or abuse, and we will do so.

If you have special instructions or knowledge that will keep your child safe while in our care, it is important that you relay that information to the office. These matters will be kept confidential.

## INSURANCE

MSAD #58 will make available a Student Accident Insurance Protection Plan for children injured at school or on the way to and from school. In spite of our intense efforts to promote safety, pupils are sometimes injured at school.

## **SCHOOL POLICIES AND PROCEDURES**

### VISITORS

All parents and visitors are required to sign in at the office upon arriving at school. Once signed in, an identification badge will be issued for the duration of their stay in the building.

Parents are welcome to visit at any time. Parents who would like to have an extended conversation with a particular staff member should schedule an appointment.

Parents should not send visitors to school with their children without approval of teachers and the building principal.

## STUDENT DRESS

The Board recognizes that 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 the school unit 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. Articles of clothing that promote the use of tobacco, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.
- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) are impermissible.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.

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. However, no particular brand may be required.

The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy. JICA

## EDUCATIONAL RECORDS

A school can disclose “directory information” from the education record without prior parental consent after giving notice of its intention to do so. “Directory information” is information in a student’s education records that is not generally considered harmful, and its release is not considered an invasion of the student’s privacy. A critical distinction exists between directory information and all other information present in school files. Directory information includes, but is not limited to, the following data about the student: name, address and telephone, date and place of birth, official activities, dates of attendance, height and weight for sports, degrees and honors received, most recent previous educational institution and photograph. If you wish to opt out of being notified of the release of your child’s directory information, please notify your child’s respective school in writing of your intent.

Internet Restrictions:

A public school may not publish on the Internet or provide for publication on the Internet any personal information about its students without first obtaining the written approval of those students’ parents. For the purpose of this section, “personal information” means information that identifies a student, including, but not limited to, the student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents’ names.

Student records are a legal cumulative file kept in the school’s office. As a parent, you have a right to view those records. If you wish to do so, please call the office and make an appointment. This is to make sure someone is available to review the records with you and

answer any questions you may have. You may receive a copy of the records for a fee of \$.15 per page. You may not remove the record, or any part thereof, from our school file.

Section 99.31 of the Family Educational Rights and Privacy Act allows for the disclosure of education 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.

### ESSA TEACHER QUALIFICATIONS

Maine School Administrative District #58 receives Federal funds for Title I programs that are part of the Every Student Succeeds Act (ESSA). One of the conditions for receiving these funds is to notify parents/guardians of their right to request and to receive information regarding the professional qualifications of their child's teachers and paraprofessionals.

By law, you have the right to ask for the following:

- Whether your child's teacher has met the Maine Department of Education (MDOE) licensing and qualification criteria for the subject area(s) and grade level(s) in which the teacher provides instruction;
  - Whether MDOE requirements have been waived to allow the teacher to teach under emergency or other provisional status;
  - The teacher's college major and the field of discipline and/or specialization for any advanced degrees/certifications held by the teacher;
  - Whether your child is provided services by paraprofessionals and, if so, their qualifications; and any parent of a student taught by a teacher not meeting the Federal definition of highly qualified, will be notified by direct mail outlined the circumstances of the teachers qualifications.
- If you would like to receive any of the above information, please feel free to call 207-639-2086 and ask to speak to the Superintendent of Schools.

### ATHLETICS/CO-CURRICULAR

North Franklin County League recognizes the importance of athletic participation as a means to promote sportsmanship, team spirit, good citizenship, high academic standards and community responsibility. These activities demand a high level of commitment; excellence and self-motivation that will help prepare students for the challenges they will meet outside the school community.

#### General Goals for the Program:

1. To develop good citizenship, character, and respect for rules, organization and leadership:
  - a. By persistently teaching principles of justice, fair play and good citizenship;
  - b. By emphasizing the discipline required in extensive training and practice;
  - c. Through the development of physical fitness and realization that a healthy body increases the probability of success;
  - d. By emphasizing the role of organized sports in an educational institution.
2. Recognize the educational value of commitment to team membership through self-motivation and responsibility.

Participation in athletics is a privilege that must be earned by each student. This privilege may be revoked for valid reasons by the coach or the principal.

Each student participating in middle school athletics must have an annual physical.

Every student is required to show evidence to the principal of appropriate health and

accident insurance to cover any injury that may occur during the sports in which the athlete is participating.

The conduct of an athlete is closely observed in many areas of life. Accordingly, athletes are expected to strive toward setting a standard of cooperation and cheerful participation in all school activities. Classroom activities and relationships with non-athletic staff are considered an extension of this principle. There is no place on a successful team for an athlete who misses games and practices because of behavior detentions, suspension or truancy. Students serving behavior detentions and/or suspensions on the day of a game may not participate in that event. It is important that your behavior be above reproach in all areas.

1. On the field - Be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory. Sportsmanship is "honest rivalry, courteous relations, and graceful acceptance of results." Both players and spectators should abide by the following suggestions:
  - a. Treat opponents and officials as invited guests.
  - b. Respect players and spectators from other schools.
  - c. Respect the authority and judgment of coaches.
  - d. Recognize the good play of both teams.
2. In the classroom - as an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to ensure acceptable progress towards meeting the standards.
3. To demonstrate this expectation of academic excellence, the staff and coaches have drawn up the following procedures:
  1. Academic Probation Procedure:

Classroom Teacher Academic Probation: Classroom teachers may place any student on Academic Probation at any time if the student is not meeting the standards. Students will be notified weekly of their academic status. It is the student's responsibility to achieve a satisfactory level of performance. Failure to meet this responsibility, on a weekly basis, will result in the student becoming ineligible to participate in interscholastic competitions. A student remains on Academic Probation for the duration of the trimester. Students meeting the standards, when new progress reports are issued, may be removed from the Academic Probation list. Classroom teachers report athletes on probation to the principal, who will then be responsible for notifying coaches. Responsibilities for monitoring athletes on academic probation are the following:

- a. Coach's Responsibility
  - i. Submit and maintain an up-to-date list of all players, managers, etc. to the principal.
  - ii. As the season progresses, inform the office of any personnel changes.
  - iii. Instruct the student to receive notification of their academic status from the teacher at the end of each week in order to participate in athletic games.
- b. Teacher's Responsibility
  - i. Keep a copy of team lists up-to-date.
  - ii. Whenever any of the involved students do not meet the standards, inform the principal that you wish to have the student placed upon academic



- probation.
- iii. Check either “satisfactory” or “unsatisfactory” each Friday, on the progress report, or notify the administrator of the student’s level of performance so they may convey to the student their level of performance.
  - iv. Academic probation, once imposed, normally extends for the duration of the grading trimester.
  - v. Academic probation begins on Friday at the end of the first full week after the student is placed on probation.
- c. Student’s Responsibility
- vi. Each Friday, receive verbal notification of achieving a satisfactory level of performance by the administrator at the end of each week in order to participate in athletic games.
  - vii. Failure to meet this responsibility will result in your becoming ineligible to participate in interscholastic competition.
  - viii. If you receive an “unsatisfactory” on a given Friday, you will be ineligible to play on your team or attend a dance during the week following its receipt.

Athletes are expected to practice each day. You will become eligible again at the end of that week, on Friday, if you are able to bring your work up to “satisfactory.”

## EMERGENCY PLANS

Each school has an emergency plan developed for the protection of students and the securing of the building for safety. Events can include fire, intruders, bomb threats, weapons etc. These are covered in policies approved by the MSAD #58 Board of Directors.

## BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

Actions for disciplinary procedures are located under Policy.

EBCC

## WEAPONS, VIOLENCE AND SCHOOL SAFETY

The RSU 58/MSAD 58 Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

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

### I. PROHIBITED CONDUCT

Students, staff and all other persons 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 as weapons or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person, except as otherwise permitted by this policy. 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 nunchucks;
- 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 using computers or other electronic communications devices or technologies) which threaten, intimidate, or harass others, or which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

### II. EXCEPTIONS TO PROHIBITIONS ON POSSESSION AND DISCHARGE OF FIREARMS ON SCHOOL PROPERTY

The prohibition on the possession and discharge of firearms on school property does not apply to law enforcement officials acting in the performance of their duties.

Through this policy, the Board authorizes the following additional exceptions to the possession and discharge of firearms on school property:

- A. Possession of firearms used in educational programs

The prohibition on the possession of a firearm does not apply to a person who possesses an unloaded firearm for use in a supervised educational program approved and authorized by the Board and for which the Board has adopted appropriate safeguards to ensure student safety.

Nothing in this policy shall prevent the school system from offering or approving instructional activities related to firearms (e.g., hunter safety). Any proposal to introduce an instructional activity involving firearms must be submitted in writing to the Superintendent, who may make a recommendation to the Board. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety.

No firearms may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

B. "Hunters' Breakfast" exception

The prohibition on possession of a firearm does not apply to a person who possesses an unloaded firearm that is stored inside a locked vehicle in a closed container, a zipped case or a locked firearms rack while the person is attending a "hunter's breakfast" or similar event that:

1. Is held during an open firearm season established by Maine law for any species of wild bird or wild animal;
2. Takes place outside of regular school hours; and
3. Has been authorized by the Board.

III. USE OF OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities using objects other than firearms that are generally considered weapons (e.g., bows and arrows) or from allowing an object generally considered a weapon to be brought to school for supervised instructional activities (e.g., archery, boat building) approved by the Board so long as the Board has adopted appropriate safeguards to ensure student and staff safety.

Any proposal to introduce an instructional activity involving such objects must be submitted in writing to the Superintendent, who may make a recommendation to the Board. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety.

No weapons or objects that are generally considered weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

IV. DISCIPLINARY ACTION

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing, and trafficking of scheduled drugs.

A student who is determined to have brought a firearm to school or to have possessed a firearm at school shall be expelled for a period of not less than one year, except that this requirement may be modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and

state laws/regulations and Committee Policy JKF.

#### V. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information. JICIA

#### TOBACCO USE AND POSSESSION

In order to promote the health, welfare and safety of students, staff and visitors and in compliance with applicable state and federal laws, the Board prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons.

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

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

All of these same prohibitions shall apply to electronic cigarettes. ADC

#### DRUG AND ALCOHOL USE BY STUDENTS

The Board and staff of MSAD #58 support a safe and healthy learning environment for students that is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

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

A. Prohibited Conduct

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

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

B. Disciplinary Action

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

C. Prevention/Education

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

D. Intervention

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

E. Policy Communication

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

JICH

## HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

### **Harassment**

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

### **Sexual Harassment**

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that

interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Affirmative Action Officer will investigate complaints of harassment in accordance with the Student Discrimination and Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

ACAA

### STUDENT CODE OF CONDUCT

Promoting ethical and responsible student behavior is an essential component of RSU 58/MSAD 58's educational mission.

The Board is committed to maintaining a safe, respectful and orderly school environment in which students may receive and staff may deliver quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

To achieve this goal, the Board has developed this Student Code of Conduct with input from school administrators, staff, students, parents and the community. Based on values identified as essential to ethical and responsible behavior, the Code articulates the Board's expectations for student conduct.

The Board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the Board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

The Board applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

The Student Code of Conduct shall be distributed to students, parents and staff through handbooks and/or other methods deemed appropriate by the Superintendent and building administrators.

#### **Standards for Ethical and Responsible Behavior**

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

- Respect
- Honesty
- Compassion
- Fairness

- Responsibility
- Courage

### **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 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.

### **General Behavior Expectations and Discipline Policies**

The following expectations for student behavior are fundamental to the 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 violations up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

## **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, 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. Bullying**

Bullying is not acceptable conduct in MSAD #58 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

**D. 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 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.

**E. Discrimination and Harassment/Sexual Harassment**

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



**F. Drug and Alcohol Use**

Students shall not distribute, possess, use or be under the influence of “bath salts” or 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.

**G. 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 expulsion from school.

**H. Conduct on School Buses**

Students must comply with all school rules while on school buses. Students who violate these 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.

**I. 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.

**J. Athletic/Extracurricular Activities**

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

**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. 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 emergency management plan if appropriate.

## **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 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.

## **Referrals to Law Enforcement Authorities**

The Superintendent and principals 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/principals 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.

## **Dissemination of the Student Code of Conduct**

The Student Code of Conduct and summary of consequences for violation of the Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators. JIC

## INTEGRATED PEST MANAGEMENT

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and - *as a last resort* - pesticides. This holistic approach is often called Integrated Pest Management (IPM).

### PESTICIDE USE

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. *If* higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

### YOUR RIGHT TO KNOW

Parents, legal guardians and school staff will be notified of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in the school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records or a copy of the School's Integrated Pest Management Policy by contacting our IPM coordinator, Scott Leahy, at 678 - 2731.