

# **Mt. Abram High School**



## **Student & Parent Handbook 2018-2019**

### **Mt. Abram High School**

Maine School Administrative District #58  
1513 Salem Road, Salem Township, ME 04983  
Phone (207) 678-2701 Fax (207) 678-2668

*~ School Mission ~*

*We work together to create a supportive community dedicated to lifelong learning, where high expectations and personalization foster success for all.*

## **PURPOSE OF THE HANDBOOK**

This handbook serves to guide parents, students, teachers and administrators. In this handbook there is a complete high school staff phone and email directory, a school calendar, daily bell schedule, school rules and procedures, MSAD #58 policies, and school-based resources available to students.

It is our goal to create and maintain a safe school; engender respect for all students, their families, school staff, and community; encourage responsibility for property; and foster an excitement for learning. In this environment a fine education becomes possible and likely. We acknowledge that every situation is unique, and it is the intent of this handbook to act as a guide. If there is a discrepancy between the handbook content and MSAD. #58 policies, the policies will govern.

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**SUPERINTENDENT AND BOARD OF DIRECTORS**

**Susan A. Pratt..... Superintendent**

<b>Board Member</b>	<b>Town of Residence</b>	<b>Term Expires</b>	<b>Email Address</b> To email all members: <a href="mailto:schoolboard@msad58.org">schoolboard@msad58.org</a>	<b>Phone Number</b>
Lynette Abbott	Phillips	2021	<a href="mailto:lynette_abbott@msad58.org">lynette_abbott@msad58.org</a>	639-5329
Jessica Cain	Phillips	2019	<a href="mailto:jcain@msad58.org">jcain@msad58.org</a>	578-4232
Lois Barker	Strong	2020	<a href="mailto:lois_barker@msad58.org">lois_barker@msad58.org</a>	684-4832
Chastity Hill	Strong	2019	<a href="mailto:chastity_hill@msad58.org">chastity_hill@msad58.org</a>	603-583-7681
Sharon Dudley	Phillips	2021	<a href="mailto:sdudley@msad58.org">sdudley@msad58.org</a>	639-1021
Paul Gardiner	Avon	2021	<a href="mailto:paul_gardiner@msad58.org">paul_gardiner@msad58.org</a>	684-3394
Kim Jordan	Kingfield	2020	<a href="mailto:kim_jordan@msad58.org">kim_jordan@msad58.org</a>	265-5014
Johanna Prince	Kingfield	2019	<a href="mailto:jprince@msad58.org">jprince@msad58.org</a>	265-6724
Kim Robinson	Kingfield	2019	<a href="mailto:krobinson@msad58.org">krobinson@msad58.org</a>	265-4171
Wendy Warnock	Avon	2019	<a href="mailto:wwarnock@msad58.org">wwarnock@msad58.org</a>	491-2510
Karen Campbell	Phillips	2020	<a href="mailto:kcampbell@msad58.org">kcampbell@msad58.org</a>	639-2002
Jessie Stinchfield	Strong	2020	<a href="mailto:jessie_stinchfield@msad58.org">jessie_stinchfield@msad58.org</a>	684-3613
Julie Talmage	Kingfield	2020	<a href="mailto:julie_talmage@msad58.org">julie_talmage@msad58.org</a>	265-4046
Stephen Hagerstrom	Strong	2021	<a href="mailto:stephen_hagerstrom@msad58.org">stephen_hagerstrom@msad58.org</a>	860-0826

## **SCHOOL HISTORY**

As far back as the early 1940's a study was started to look into the feasibility of consolidating the high schools of the area. Committees were formed, meetings were held, studies were made, and consultants were brought in to address the issue. Ultimately, in 1966, the towns voted to form a school administrative district.

On July 22, 1966, the State Department of Education issued the Articles of Organization, authorizing School Administrative District No. 58 to become operative on the eighth of August. On that date the Board met and chose Carroll Edgerly of Kingfield, Chairman, and David Spaulding of Eustis, Vice-Chairman. On September 9, 1968, the contract was given to Fred I. Merrill to construct the high school. The building was ready for occupancy the first week of November 1969.

Before coming to Mt. Abram, a committee composed of members from each school was selected by each school's student body to select a name and a school emblem. Each school presented suggestions to this committee. The committee selected from that list several names and several emblems, which were put on a ballot for the students to decide. From this student balloting came the name of Mt. Abram High School with the Roadrunner as its mascot.

# Mt. Abram High School

## Administration & Support Staff

### 2018-2019



Michelle Tranten	Principal	678-2701 ext. 4101
Brian Desilets	Assistant Principal / Athletic Director	678-2701 ext. 4103
Benton Milster	School Counselor	678-2701 ext. 4104
Laureen Olsen	Special Education Director	684-3532 ext. 2103
Lindsay Dakers	Gear Up Coordinator/RTI Coordinator/PLP Instructor	678-2701 ext. 4326
Greta Espeaignnette	Adult Ed Coordinator	678-2701 ext. 4226
Laura White	Registrar / School Counselor Secretary	678-2701 ext. 4106

## **Mt. Abram High School Phone and Email Directory**

To reach Mt. Abram High School, please call 678-2701 and then select the appropriate extension from the following chart.

<b>Administration:</b>		
Michelle Tranten-Principal	4101	mtranten@msad58.org
Brian Desilets-Assistant Principal/ Athletic Director	4103	bdesilets@msad58.org
Benton Milster-School Counselor	4104	bmilster@msad58.org
-Food Service Director		@msad58.org
Laureen Olsen-Special Education Director	2103	lolsen@msad58.org
Cheryl Fisher	4123	cfisher@msad58.org
<b>Administration Support:</b>		
Laura White-School Secretary/School Counseling Secretary/ Registrar	4101	lrwhite@msad58.org
<b>English:</b>		
Marla Ferris-English 12	4209	mferris@msad58.org
Shellen Raley-Masterman, English 9 & 11, Drama, Dance	4206	sraley@msad58.org
Tamara Schuman- English 10, 11, Dual Enrollment	4213	tschuman@msad58.org
<b>Fine Arts:</b>		
Sally Bean- Art	4219	sbean@msad58.org
Steve Mitman-Art	4333	smitman@msad58.org
<b>Mathematics:</b>		
Merit Bean- Geometry	4216	mbean@msad58.org
Barbara Collins-Algebra	4211	bcollins@msad58.org
Isaac Raymond-Algebra, Dual Enrollment	4210	iraymond@msad58.org
<b>Gear Up Coordinator/PLP Instructor/RTI Coordinator:</b>		
Lindsay Dakers	4326	ldakers@msad58.org
<b>Physical Education/Health:</b>		
Lanie Roy	4220	lroy@msad58.org
<b>Social Sciences:</b>		
Darren Allen-World History	4215	dallen@msad58.org
John Chase-Civics & Government	4217	jchase@msad58.org
Thomas Fiske-History	4218	tfiske @msad58.org
<b>Science:</b>		
Jacob Boone-Biology	4204	jboone @msad58.org
James Danala-Science	4203	jdanela@msad58.org
Brandy Tanner-Chemistry	4205	btanner@msad58.org

<b>Special Education:</b>		
Danielle London	4214	dlondon@msad58.org
Joanne Nickerson	4208	jnickerson@msad58.org
Jed Nickerson	4221	johnnickerson@msad58.org
<b>Technology:</b>		
Cara Smith	4302	csmith@msad58.org
Sean Tennent	4000	stennent@msad58.org
Hope Gould	4302	hgould@msad58.org
Lynne Cary	4302	lcary@msad58.org
<b>World Languages:</b>		
Steve Parrett-Spanish	4212	sparrett@msad58.org
Francois Moretto-French	4207	fmoretto@msad58.org
<b>Music:</b>		
John Lawson	4231	jlawson@msad58.org
Karen Beacham	4231	kbeacham@msad58.org



**Mt. Abram High School Bell Schedule 2018-2019**

(same bell schedule for Blue & Gold Days)

8:05 AM	Warning Bell
8:09 AM - 9:24 AM	Period 1 (75 minutes)
9:24 AM - 9:34 AM	Break (10 minutes)
9:34 AM - 10:49 AM	Period 2 (75 minutes)
10:53 AM - 12:08 PM	Period 3 (75 minutes)
12:08 PM - 12:33 PM	Lunch (25 minutes)
12:37 PM - 1:11 PM	Seminar (35 minutes)
1:15 PM - 2:30 PM	Period 4 (75 minutes)

Classes are 75 minutes / Seminar is 35 minutes (updated 8/1/18)

**EARLY RELEASE Bell Schedule 2018-2019**

(same bell schedule for Blue & Gold Days)

8:05 AM	Warning Bell
8:09 AM - 8:44 AM	Period 1 (35 minutes)
8:48 AM - 9:23 AM	Period 2 (35 minutes)
9:23 AM - 9:33 AM	Break (10 minutes)
9:33 AM - 10:08 AM	Period 3 (35 minutes)
10:12 AM - 10:47 AM	Period 4 (35 minutes)
10:47 AM - 11:16 AM	Lunch (29 minutes)
11:20 AM - 11:30 AM	Seminar (10 minutes)

Classes are 35 minutes / Seminar is 10 minutes (updated 8/1/18)





**ONE HOUR DELAY - Bell Schedule 2018-2019**

(same bell schedule for Blue & Gold Days)

<b>9:05 AM</b>	Warning Bell
<b>9:09 AM - 10:18 AM</b>	Period 1 (69 Minutes)
<b>10:18 AM - 10:28 AM</b>	Break (10 minutes)
<b>10:28 AM - 11:37 AM</b>	Period 2 (69 Minutes)
<b>11:37 AM - 12:04 PM</b>	Lunch (27 minutes)
<b>12:08 PM - 1:17 PM</b>	Period 3 (69 minutes)
<b>1:21 PM - 2:30 PM</b>	Period 4 (69 Minutes)

Classes are 69 minutes / No Seminar (updated 8/1/18)

**TWO HOUR DELAY - Bell Schedule 2018-2019**

(same bell schedule for Blue & Gold Days)

<b>10:05 AM</b>	Warning Bell
<b>10:09 AM - 11:05 AM</b>	Period 1 (56 minutes)
<b>11:09 AM - 12:05 PM</b>	Period 2 (56 minutes)
<b>12:05 PM - 12:30 PM</b>	Lunch (25 minutes)
<b>12:34 PM - 1:30 PM</b>	Period 3 (56 minutes)
<b>1:34 PM - 2:30 PM</b>	Period 4 (56 minutes)

Classes are 56 minutes / Breakfast Available Upon Arrival / No Break / No Seminar  
(updated 8/1/18)

## **COORDINATED STUDENT SERVICES:**

Mt. Abram High School provides comprehensive services to students, parents and community members delivered through a team approach that includes the Principal, Dean of Students, Support Staff, the School Counselor, Adult Education Coordinator, Career Coordinator, Social Workers and School Nurses.

## **SCHOOL COUNSELING OFFICE**

The School Counseling Office at Mt. Abram High School is structured to help students explore information and receive assistance in all aspects of their educational and personal experience. Students are encouraged to use the resources of this office regarding selection of their high school course of study, career information, college search & application, and military career information. The school counseling office also offers services to students needing information or assistance with concerns of a personal nature. All personal counseling conversations are kept confidential unless there is a concern for the safety of the student or others.

The School Counselor is available to meet with students on an appointment or walk in basis during the student's academic support period, before and after school and during lunchtime. Both students and parents should feel free to enlist the help of the school counselor whenever any information or assistance is needed.

The counselor works with students throughout their four years and encourages parents to call or visit. Please call Mt. Abram High School (678-2701) and ask for Mr. Milster, School Counselor.

## **School Counseling Mission Statement**

In MSAD 58, the school counseling office personnel view each student as an individual with unique needs, interests, and abilities. We believe that the learning experience is linked directly to the personal, social, emotional, educational, and cultural needs of the student.

Our primary goal is to support and encourage students, and to act as an advocate on their behalf. We also strive to assist students in the acquisition of knowledge and skills that will enable them to achieve greater independence and self-knowledge in the areas of academic and career planning, decision-making, interpersonal and social skills, and self exploration. Our focus for students is the formulation of their own ideas, goals and objectives needed to explore and achieve the quality of life that they desire.

***We believe that all students should be working toward the creation of a plan that will enable them to successfully compete in today's competitive job market. This plan may include some type of college, military experience, apprenticeship/training and/or direct entry into the labor force. We also believe that students need to realize that the demand for unskilled labor has been drastically reduced over the years, and in order for them to be competitive, some type of additional training beyond and/or supplemental to their high school experience is a necessity for most high school graduates.***

## **MT. ABRAM PROCEDURES FOR ATTENDANCE AND TARDIES:**

### **ABSENCE PROCEDURE:**

1. For an unplanned absence, the following procedures will be followed:
  - a. The parent/guardian is expected to call the school before 9:00 a.m. on the day the student is absent. \*OR\*
  - b. If the parent/guardian is unable to call, the student is expected to bring a note from the parent/guardian upon his/her return to school, confirming the reason for the absence. It is the student's responsibility to bring a note. **An absence without a note or phone call from a parent or guardian will be interpreted to be unexcused.**
  - c. Eighteen year olds who live at home with parents/guardians will be required to submit notes signed by a parent.
2. All professional appointments scheduled during the school day, dental, medical, legal, career, etc., must be substantiated by a note from the professional.
3. Proper documentation of all absences will be necessary in order to verify a student's attendance record.
4. If a student has been determined to be truant, school policy and Maine state laws will be followed.

### **GUIDELINES FOR APPROVAL FOR A PREDETERMINED ABSENCE IS AS FOLLOWS:**

- a. A request for pre-approved absence must be made, in advance, to the Principal in writing or by telephone.
- b. Pre-approved absences of 4 or more days MUST be made to the Principal at least two weeks in advance. Parents of high school students should be aware that family vacations during school time put students in academic jeopardy due to missed class interactions, group work, labs, class discussions and other student-centered classroom dynamics. Mt. Abram administration urges parents to not pull their children from school for family vacations when school is in session. Upon approval it becomes the student's responsibility to comply with the school's make-up procedure.
- c. Pre-approved absences will not be granted during state mandated testing periods.

**All absences for any reason, except school field trips and participation in sanctioned athletic or academic activities, count towards the student's absence totals.**

### **EARLY DISMISSAL FROM SCHOOL:**

1. A note from the parent or guardian must be presented to the school secretary and be approved by the principal on the morning of the dismissal.
2. Eighteen year olds who live at home with parents/guardians will be required to submit notes signed by a parent/guardian.
3. If dismissal is requested by the student because of illness:
  - a. The student must report to the school secretary.
  - b. The school secretary will call the parent and report the nature of the illness.
  - c. It will be the responsibility of the parent to provide transportation and to insure proper care for the student.
4. **Dismissals should only be for the 5 allowable reasons as stated in the Attendance Policy. Unapproved dismissals will result in disciplinary action taken by the principal. A first offense will result in one after school detention. Additional offenses will result in further disciplinary action.**

### **TARDINESS TO SCHOOL:**

1. Any student who is late to school must report immediately to the school secretary to sign in and receive a pass to class.
2. Three tardies will result in an after school detention.
3. Seven tardies will result in an in school suspension and a meeting will be held with the student, principal and parents/guardians.
4. If a student has been determined to be truant, school policy and Maine state laws will be followed.

### **SENIOR PRIVILEGE:**

Senior Privilege allows a senior to arrive late or leave early if he or she does not have a scheduled class during the first or last period of the day. This privilege has been established to give seniors more responsibility and lessons in time management in order to prepare for their future. The guidelines for this system provide an incentive for academic excellence in order to acquire such privilege.

#### **Procedures:**

1. The senior must have a GPA of 85% or higher, and be in good standing (i.e. not failing any classes).
2. A contract must be signed by BOTH the parent/guardian and the student. The parent has the right to revoke the privilege at any time they deem necessary.
3. All students leaving campus for senior privilege must sign out with the school secretary. Students must leave campus immediately after signing out. Students who determine a need to stay in school for a particular day must report first to the

principal for prior approval and then to their assigned academic .

4. If a student has a detention after school, he/she will not be allowed to leave school.
5. All students are expected to be in school for all graduation activities.
6. Students must follow all procedures for adding/dropping a class.
7. Students will be evaluated quarterly to determine if senior privilege will continue.
8. Abuse of privilege or misbehavior will warrant revoking of senior privilege.
9. Students must stay in compliance of attendance policy.
10. Senior privilege students' official day may begin at the end of first period or end at the beginning of fourth period, therefore, transportation will be at the parent/guardian/student's discretion. Students must stay for Seminar.

#### **MAKE-UP PROCEDURE:**

1. It is the sole responsibility of the student the day he/she returns to school after an absence to make proper arrangements with teachers to make up all written, oral and /or other missed class requirements.
2. Make-up work submitted after the allowable time limits will result in a reduced grade.
3. Make-up work that is not submitted at all, will result in a grade of a zero. **A grade of a zero will ONLY be given AFTER the make-up time limit has been reached as outlined below in #5.**
4. Students are responsible for observing the following make-up time limits. Individual teachers may establish an extension of the make-up time limits based on the nature of their class or lab work. Absences of one day of school must be made up within two school days.
  - a. 2 consecutive days = 4 school days
  - b. 3 consecutive days = 6 school days
  - c. 4 consecutive days = 8 school days
  - d. 5 consecutive days = 10 school days
  - e. Absences in excess of five school days will be addressed on an individual basis by the administration and the classroom teachers in consultation with the parents and student.
5. A student receiving an incomplete report card grade has a maximum of 2 weeks after the close of the quarter to make up an incomplete. Extenuating circumstances for an extension to make up an incomplete must be approved by the principal. If the student does not make up this work, a zero will be assigned for the missing work and a final grade will be established without further opportunity for make-up.

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#### **MT. ABRAM'S CONDUCT EXPECTATIONS AND RULES**

At Mt. Abram High School ethical behavior and good character are essential outcomes of our educational mission. Our code of conduct places the responsibility for ethical student behavior with the student. Honesty, fairness, compassion, responsibility, and respect are values that are important at Mt. Abram High School.

**Student conduct should be courteous, respectful and attentive. Students will follow behaviors described in the Student Code of Conduct Policy NEPN/NSBA Code: JIC. This can be found in the Appendix-Policies in this handbook.**

Mt. Abram High School student are expected to abide by the following classroom rules:

1. Arrive on time. The warning bell rings at 8:05 a.m. Class begins at 8:09 a.m.
2. Be prepared for school and class. This includes but is not limited to: homework, laptop, and all materials needed for class.
3. Be respectful.
4. Complete all assigned homework and submit it on time.
5. Seek help from teachers in and outside of class.

#### **ACADEMIC SUPPORT CLASS:**

This is a focused, monitored, independent learning class for students to be self-directed and engaged in the responsible choice of quiet independent study, reading, research and the completion of academic schoolwork. The supervising teacher is there to support students in their learning. Students are encouraged to work to improve their study skills and use this time as extra time in particular courses in which they are experiencing difficulty. Students may also use this time to be engaged to work on Portfolio tasks, preparing for student led conferencing or student showcases, etc.

\*\* Seniors who are eligible for senior privileges may choose Senior Privilege in lieu of an Academic Support as long as it is scheduled during 1st or 4th period.

#### **AFFIRMATIVE ACTION PLAN**

The M.S.A.D. #58 plan for Affirmative Action was prepared to fulfill the statutory requirements in Title IX of the Education Amendments of 1972 and the Maine Human Rights Act of 1972, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination in employment and educational programs. M.S.A.D. #58 does not discriminate in the educational and employment policies, which it operates and will honor all appropriate laws relating to discrimination. The responsibility for implementing the M.S.A.D. #58 Affirmative Action Program will be assigned to the Affirmative Action Coordinator who will be responsible to the Superintendent of Schools. The Affirmative Action Coordinator may be reached at the MSAD #58 Superintendent's Office at 207-639-2086. Students who have questions or concerns relative to discrimination based on race, color, religion, sex, sexual orientation, national origin, marital status or disability should contact the M.S.A.D. #58 Affirmative Action Officer.

#### **AFTER SCHOOL ASSISTANCE PROGRAM (ASAP):**

**Description:** In an effort to better support our students, an after school assistance program is offered on Tuesday and Thursday from 2:30-4:30. A teacher or Ed Tech will be scheduled to work with students during this time. Teachers are available from 2:30-3:00 if a student needs to set up a time to meet with a specific teacher during ASAP. The period is meant for students to receive academic support. Any student who is failing a class may be required to attend this program.

#### **BULLYING:**

Refer to M.S.A.D. #58 School Board Policy JICK and JICK-R included in the Appendix of this handbook.

#### **BUS PICK UP 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. All pick up and drop off points must be along existing bus routes.

\*\*\* If a parent wishes to have their student dropped off at a location other than that previously designated they may request this in writing. ***Written requests should be delivered to the school secretary at least one day before dismissal. Last minute changes need to be made with the principal.***

#### **CAFETERIA / KITCHEN RULES:**

1. During lunch, students go to the cafeteria to get lunch from 12:08-12:33. Students who eat early in the period will be expected to leave the cafeteria to allow others students to be seated for lunch. Students need to go to the gym. Food and drink are not allowed in the gym during lunch. Disciplinary action will be taken for eating or drinking in the gym. First offenses will result in an after school detention. Disciplinary action for additional offenses are at the discretion of the principal.
2. All students are expected to behave responsibly in the cafeteria. This includes but is not limited to accepting the responsibility to keep the cafeteria clean and neat, showing respect for the lunch room staff and student workers, and cleaning up after yourself.
3. Students are responsible for all trays and food. Students are expected to monitor their eating areas and dispose properly of all food waste and trash.
4. During lunch students are expected to conduct themselves in a safe, responsible, respectful manner. Students must stay in the gym or cafeteria. Students may be outside only at designated times and with adult supervision. Gym activities must be safe and fair. Students exhibiting unsafe, unfair and disrespectful play will be removed from the area and disciplinary action will be taken.
5. The administration may withhold gym activity privileges to individuals who violate school rules.
6. Food will only be allowed in the cafeteria unless a student is working with a teacher during their lunch time. Students must have a pass to work with a teacher in their classroom.

#### **COMMUNICATION DEVICES:**

*Office phones are designated for official use only (i.e. to call home for students who are ill or injured or in cases of emergency).*

Students may **not** use cell phones, pagers, or other electronic communication devices **during school hours**. **They are to be shut off and put away in book bags, purses or lockers at all times. This serves as the warning for this rule.**

**Failure to comply with this rule will result in 1 after school detention . A student cell phone may be turned into administration and will be returned to the student at the end of the school day. A second offense will result in an in school suspension and parent contact. A third offense will result in additional consequences to be determined by the principal and parent contact.**

Video and audio recording devices and all other personal digital communication devices (including digital cameras) are not to be used in school except for authorized school purposes only.

#### **MT. ABRAM HIGH SCHOOL TECHNOLOGY RULES & PROCEDURES:**

1. All M.S.A.D. #58 Computer Use Policies, Procedures and Rules are applicable when computers are being used. Refer to M.S.A.D. #58 School Board Policy NEPN/NSBA Code: IJNDB and IJNDB-R included in the Appendix of this handbook.
2. Computers will not be issued until the Protection Plan Coverage form has been completed and signed by a parent or guardian.
3. Computers will not be issued until the Protection Plan Premium has been paid.
4. Computers will not be allowed to go home until all outstanding debts from the previous year have been paid.
5. The computer protection plan is intended to cover accidental damage. It does not cover lost or stolen laptops. **It does not cover intentional abuse. It is not transferable to another district if the student leaves MSAD #58.**
6. Computers will not be allowed to go home over summer vacation except by special permission by the principal.
7. No modification or alterations to any of the software or hardware or to any of the equipment or services are permitted. In the event alterations are made, students will be charged a repair fee.
8. Chargers should not be brought to school. Students are expected to come to school with their computer batteries fully charged. Students may come to the student center to exchange batteries as needed. Having a dead battery will not be an acceptable excuse for late or missing work unless due to maintenance issues.
9. A designated area will be provided for computer that are not taken home on any given day. Student computers will be turned into the Tech Office to be stored overnight. If the Tech Office is closed, students must turn in their computer to the school secretary.
10. Students are required to transport computers in the appropriate case provided. Computer cases should not be transported inside of book bags and backpacks.
11. **No food or drink is allowed around the computers.**
12. Defacing computers, **including the use of stickers or decorations is prohibited.** Students will be charged for repair and replacement of equipment. A case may be purchased from the Tech Office for \$10.00.
13. Students will be required to produce their computers for periodic software and communications audits. **There should be NO expectation of privacy.**
14. Students are expected to bring their computers to ALL classes unless specifically advised otherwise by teachers.
15. Students are responsible for backing up all documents and files.
16. When using the Internet, if a student mistakenly accesses inappropriate material, he or she will immediately inform a teacher. If a teacher is not informed, the student may be found in violation of the Student Computer and Internet Use Rules Policy NEPN/NSBA Code: IJNDB-R included in the appendix of this handbook and disciplined accordingly. Deleting of Internet History will also be considered a violation and result in disciplinary action.
17. Unattended computers are the responsibility of the student. This includes but is not limited to computers left unattended in hallways, locker rooms and on school buses. Unattended computers will be collected by the principal. Disciplinary action will result in one after school detention for the first offense. For additional offenses, disciplinary action will occur, including but not limited to an after school detention, not being allowed to take the computer home after school, or loss of computer use for a period of time to be determined based on the severity of the infraction.
18. Sharing of computers is prohibited.
19. Intentional damage to computers, networks or other technology equipment will be treated and carry the same consequences as vandalism.
20. Use of non-school issued computers by students on school grounds is prohibited. Smart phones are considered computing devices.
21. During open lunch, computers may only be used in officially designated areas.

## **DANCE RULES**

Conduct at dances should reflect respect for others and pride in school and property.

1. Dances are open to Mt. Abram students and their invited guests. Each Mt. Abram student may invite only one guest who must complete a guest form and provide a copy of their photo ID. The principal will determine if guests may attend a Mt. Abram dance. Each invited guest must accompany his/her Mt. Abram student host to the dance.
2. Drinking of alcoholic beverages or the use of tobacco products or narcotics in or on the school property is prohibited. The MSAD 58 Policy NEPN/NSBA Code: JICH Drug and Alcohol Use By Students will be followed.
3. Student conduct at school sponsored dances must follow all school rules and school board policies.
4. No one shall be allowed to return to the dance after leaving. Once a person leaves a school dance, he/she must leave the school property and not return.
5. No student who has been absent from school on the day of the dance will be allowed to attend that dance without specific permission from the principal.
6. Dress for dances shall be determined by administration.

7. Dances will end at 10:00 p.m, with the exception of prom ending at 11:00 p.m.
8. Sponsoring organizations/clubs must provide at least two parents/guardians and at least two teachers to serve as chaperones. The advisor of the sponsoring organization will submit the confirmed names of chaperones to the principal no later than two weeks prior to the dance. The teacher/organization or club advisor will cancel the dance in the absence of the required number of chaperones, confirmed to the principal, minimum one week in advance of the date of the dance.
9. The sponsoring organization/club is responsible for cleaning up after the dance.
10. Parents and guardians of Mt. Abram High School students are welcome to attend a school dance if they are listed on the student's information in PowerSchool. This must be confirmed with the principal prior to the dance.

#### **DEBTS AND OBLIGATIONS:**

Students are responsible for taking proper care of all property used by them and/or distributed to them by the school. This includes but is not limited to textbooks, uniforms, athletic equipment, lab equipment, computer and applied technology equipment and other school property. Faculty and staff will keep records of property issued to students during each semester, athletic season or school year. Students must return school property in satisfactory condition when requested by school personnel. Returned property cannot be accounted for unless it is returned to the proper faculty or staff member. Students are responsible for settling all debts to the school no later than the end of the semester of the course or athletic season in question. Debts may include but are not limited to library fines, technology fees or any fees required as a prerequisite to a particular course and debts owed due to the loss or destruction of school property. **All debts not paid during the current school year must be paid in full at the start of the next school year, prior to a student being issued their laptop.**

***Current students who fail to return school property and/or pay debts owed to the school will be denied school privileges, including but not limited to participation in extracurricular activities, athletic and academic teams, school dances and graduation activities, including graduation until debts are paid and/or property returned in satisfactory condition. Ongoing debts may be referred to the assessors of the town in which the student resides to be included in the next municipal tax of the parent for the cost of the school property owed. (Legal reference 20A M.R.S.A. 6807).***

#### **DETENTION PROCEDURE:**

A detention is designed to be an inconvenience to a student and is meant to act as a deterrent to minor violations of school rules and/or negligence in class assignments. **A student may receive an after school detention. When a student receives a detention they will serve it on the next scheduled detention day. If a student receives three detentions in any one semester the student and his/her parents will be required to meet with administration to address the student's pattern of behavior and develop a plan for improved success.**

**After school detentions will be held on Tuesday and Thursday each week. Students will report to the supervising teacher's classroom promptly after the dismissal bell at 2:30.** The after school detention concludes at 4:30. The parent/guardian is responsible for picking their student up unless they are riding the late bus home. An after school detention will be served regardless of if a student has practice or work after school. The after school detention is the priority. If a student misses an after school detention, it will result in two after school detentions.

#### **DIRECTORY INFORMATION:**

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.

#### **EMERGENCY PLANS:**

In accordance with M.S.A.D. #58 policy EBCB, Emergency Plans - Bomb Threats, each school within M.S.A.D. #58 has an emergency plan developed for the protection of students and the securing of the building in the event of a bomb threat. (See Appendix A for the MSAD #58 Bomb Threats Policy: EBCC.)

Fire Drills are held throughout the school year. Teachers will instruct students about exit procedures. Students are not to run, but should walk in a line away from the building to the front lawn of the school where attendance will be taken.

**DURING AN EMERGENCY EVACUATION OF THE BUILDING, STUDENTS ARE EXPECTED TO FOLLOW THE INSTRUCTIONS OF THE SCHOOL AND/OR EMERGENCY PERSONNEL IN CHARGE. FOR THE REASONS OF PUBLIC SAFETY EVACUATION ORDERS MUST BE FOLLOWED WITHOUT EXCEPTION.**

**BUILDING EVACUATION PLAN:**

All rooms with outside doors .....	Use these doors
Gym and all inner areas of building .....	Use the nearest side exit
Room 21 .....	Use the front door
Rooms: 3,5,8-12, & 16-20 .....	Rear wing doors
Rooms: 6,7,13,14 & 15 .....	West side exits
Room 22 .....	Rear door of the room

**EVERY CHILD SUCCEEDS ACT:**

The federal law, Every Child Succeeds Act, requires secondary schools to provide student names, addresses and telephone numbers to both military recruiters and institutions of higher education, upon request. Parents and legal guardians of students, however, have the right to request that the school not release such information without prior written parental consent. To prevent the release of information, you must inform us by filling out the form on the back of the emergency card that is sent home with all students on the first day of school.

**GYM RULES:**

1. Students are not permitted on the gym floor unless engaged in an authorized activity. Students may not cut through the gym/track area while a gym class is in session.
2. Any activity within the gym should have a supervisor within the area.
3. Food and/or beverages are not allowed in the gym unless there is a sporting event. Disciplinary action will be taken if eating and drinking occur in the gym. A first offense of this rule will result in one after school detention. Additional offenses will result in additional disciplinary action resulting in a detention or suspension dependent upon the severity of the circumstance. Discretion of disciplinary action taken is determined by the principal.
4. Locker rooms will open each day from 7:45am to 8:05am. Locker rooms will be locked at all other times, unless they are in use by the physical education instructors/coaches.
5. Students using the gym/locker rooms should secure all valuables and personal property in locked lockers.

**HALL /CLASSROOM BEHAVIOR:**

1. As a safety factor, walk at all times and avoid pushing and shoving.
2. Use school-appropriate language at all times. Swearing, profanity, ethnic slurs, and hate language are examples of inappropriate language.
3. Display of affection between students should not exceed the bounds of good taste. (Hand-holding is an example of an acceptable display of affection. Hugging, kissing, and sexually suggestive contact is inappropriate.) Students engaging in an inappropriate display of affection will be administered an after school detention for a first offense. Additional offenses will result in consequences determined by the principal.
4. Care and respect for all school property and the property of others is the responsibility of all students.
5. No student snacks and/or beverages will be allowed in the library or science wing; snacks and beverages other than water are not allowed in the classroom except at the discretion of the individual classroom teacher. This applies to all after school activities as well as during the school day.
6. Students may NOT leave the classroom without explicit permission from teachers and MUST have a pass.
7. Use of any electronic device, other than your school issued computer, is prohibited during school hours. Headphones may be used in conjunction with laptops, at the discretion of the individual teacher/coach/supervisor. Students must follow the rules and procedures outlined in the **M.S.A.D. #58 School Board Policy NEPN/NSBA Code: IJNDB and IJNDB-R included in the Appendix of this handbook.**
8. Students may not use the teacher's room or the faculty bathrooms. Students may not pass through the cafeteria when classes are in session.

**HARASSMENT/SEXUAL HARASSMENT ( AND DISCRIMINATION) OF STUDENTS:**

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. **Refer to M.S.A.D.#58 School Board Policy NEPN/NSBA: CODE JIC included in the Appendix of this handbook. Reference M.S.A.D. #58 School Board Policies ACAA and ACAA-R.**

**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. **Refer to M.S.A.D. #58 School Board Policy NEPN/NSBA: CODE JIC included in the Appendix of this handbook. Reference M.S.A.D. #58 School Board Policy ACAD.**

### **LIBRARY:**

The library is a quiet place for research, reading, and studying. Students should plan to be busy the entire period they are in the library. Using the library is a privilege which may be revoked any time a student behaves irresponsibly.

1. Food and drink are not allowed in the library.
2. **Circulation Policies:** Books may be signed out for a two-week period.
  - Magazines do not circulate.
  - Reserve books *do not* circulate but must be signed out at the circulation desk for use in the library. They must be returned at the end of the period.
3. **Overdue Fines:** Students must return books as soon as possible so as to allow other students access to the overdue item.
4. Lost books and other materials must be paid for by the end of the school year. Fees will be based upon the full replacement cost of the book.
5. When the library is reserved for class use, excluding Academic Support, it will be CLOSED for other students.
6. Interlibrary Loan: Books borrowed from other libraries through interlibrary loan (ILL) must be returned by the specified due date. Lost interlibrary loan materials must be paid for at the rate determined by the lending library. Students will be responsible for paying this fine before the end of the term.

### **LOCKER PROCEDURES:**

Lockers are school property that students are provided 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.

- A locker with a combination lock is assigned to each student at the beginning of the school year. Students will keep the same locker over four years.
- Lockers should be kept locked at all times.
- The school is not responsible for stolen items.
- Displays of obscenities or the promotion of alcohol or drugs is not acceptable.
- School officials retain the right to inspect student property should reasonable suspicion exist as outlined in **M.S.A.D. # 58 School Board Policy JIH and JIH-R included in the Appendix of this handbook.**

### **MEAL PRICES:**

- Breakfast = \$1.20
- Lunch = \$2.75/ Reduced Lunch = \$ 0.40

### **MEDICATION (ADMINISTRATION OF TO STUDENTS):**

Refer to M.S.A.D. School Board Policy NEPN/NSBA Code: JLCD "Administration of Medication to Students" included in the Appendix of this handbook. Also reference M.S.A.D. School Board Policy NEPN/NSBA Code: JLCDA.

### **PLAGIARISM:**

Cheating is any attempt to gain an unfair advantage in grades through dishonesty in performance on assignments or examinations. Examples of cheating include copying (or allowing to copy) assignments; unauthorized use of notation aids or looking at another student's work during a test; procuring, previewing or supplying examinations ahead of time; any unethical and/or misuse of the Internet; and plagiarism.

***Plagiarism is using someone else's words or ideas without giving proper credit – or without giving any credit at all – to the writer of the original. Whether plagiarism is intentional or unintentional, it is a serious offense that you can avoid by adhering to the advice for research and composing as available through textbook, library and/or electronic/Internet references. If you have any questions, ask a teacher.***

Mt. Abram High School expects students to maintain the highest academic ethics. A parent of the student will be notified when cheating has occurred. Teachers and/or administration will handle the situation in one or more of the following manners based on the severity of the incident:

1. A grade of zero on the assignment and a conference with the parent or guardian
2. Additional school or academic discipline determined by administration

### **STORM DAYS:**

In case of severe weather, snow, freezing rain, flooding, etc., the official announcements for school closings will be posted on the district website and may be heard on the local Farmington (WKTJ located at 99.3 FM), Skowhegan (WTOS located at 105.1 FM), and Bangor (Q106.5) radio stations. Television stations announcing school closings, etc. are: Channels 5, 6, 8, and 13. Email and/or texts notification are available using PowerAlert provided there is a current email and/or phone number.

### **STUDENT DRESS:**

**Refer to the MSAD #58 School Board Policy NEPN/NSBA Code: JICA “Student Dress” included in the Appendix of this handbook.** If a student is in violation of the policy that student will call home to receive appropriate clothing or be given appropriate clothing by the school. Students not following appropriate dress code will be administered an after school detention for a first offense. Additional offenses will result in consequences determined by the principal.

### **STUDENT PUBLICATIONS:**

All school-sponsored student publications must be approved by the principal prior to publication. Student publications shall not contain obscenities, vulgarities, or material that causes disruption, shows disrespect for staff, supports illegal activities or behavior harmful to minors. **M.S.A.D. #58 School Board Policy JICE must be followed.**

### **TERRORIZING:**

Under State of Maine law terrorizing is a crime:

1. A person is guilty of terrorizing if that person communicates to any person a threat to commit or to cause to be committed a crime of violence dangerous to human life, against the person to whom the communication is made or another, and the natural and probable consequence of such a threat, whether or not such a consequence in fact occurs, is:
  - a. To place the person to whom the threat is communicated or the person threatened in reasonable fear that the crime will be committed; or
  - b. To cause evacuation of a building, place of assembly, or facility of public transport or to cause the occupants of a building to be moved to or required to remain in a designated secured area.
2. Violation of subsection 1, paragraph A, is a Class D crime. Violation of subsection 1, paragraph B, is a Class C crime.

*Legal Reference: Maine Criminal Statutes, Title 17A, subsection 210.*

### **TEXTBOOK RULES:**

1. Students are responsible for the care of books loaned to them by M.S.A.D. #58 School District.
2. Excessive damage done to textbooks during the school year will be assessed and paid for in the office by the student. Payment will be based on the age of the book, original cost or replacement cost, and the difference in return condition as compared to issued condition.

### **VEHICLE USE PROCEDURES:**

**It is a privilege to bring any vehicle to school.** Properly licensed students may bring registered vehicles, including cars, trucks, snowmobiles, motorcycles and ATVs, to school. Parking for properly registered student vehicles is allowed only in the student parking lot. Other vehicles may be towed. A vehicle use form will need to be filled out in the main office.

Any vehicle use misconduct on school grounds or while traveling to or from school or school-sponsored activities may result in a loss of this privilege. Misconduct includes but is not limited to unsafe speed on the road or in the parking lot, unsafe handling of the vehicle while driving, parking, entering or exiting the school grounds, and discourteous behavior by the driver or the passengers.

### **Warnings will not be issued.**

Students who are denied vehicle privileges due to violation of these rules will be expected to ride the school bus to and from school.

### **VISITORS:**

1. All visitors must report to the main office. A visitor badge must be worn at all times while on school property.
2. There is no circumstances under which a student may bring a visitor to school for the day.
3. Meetings with faculty or staff during the regular school day are set by appointment only.

### **WEAPONS IN THE SCHOOLS:**

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, crossbows, 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.

### **WITHDRAWAL FROM SCHOOL:**

A student withdrawing from school should provide notification from his/her parent or guardian to the principal. A form will then be issued to the student, who will present it to his/her teacher's, Assistant Principal/Athletic Director, librarian, and the School Counselor, so that the withdrawal may be recorded. When school personnel sign this form, it indicates that all books and other school property charged to the student have been returned.

The student's transcript will be sent to the school he/she is entering upon receipt in the School Counseling Office of the following:

1. Completed school withdrawal form.
2. Transfer record form signed by parents/guardian.

Withdrawing students who do not plan to enter another school are also expected to follow this procedure.

If the withdrawal form has not been returned to the School Counseling Office within ten (10) days, the student will be referred to the Superintendent of School for determination relative to the Compulsory Attendance Statutes (20-A §5001-A).

### **WORK PERMITS:**

Under Maine law a certificate showing an applicant's age and education is required for employment of a person under sixteen. To obtain a work permit from the school, a student must first obtain the promise of a job from an employer, complete the application through the Maine Department of Labor, then submit the completed application with a copy of his/her birth certificate or passport to the office. If a student is under 16, the student's parent/guardian must sign the work permit at the school counselor office. Once the form has been completed, the high school will send the application to the Department of Labor in Augusta for approval.

## **EXTRACURRICULAR ACTIVITIES**

### **ATHLETICS:**

M.S.A.D. #58 considers school athletics a privilege and an important addition to its academic program. Every effort should be made to stimulate the desire to succeed through the building of skills, teamwork, and sportsmanship. The emphasis in the high school will be on building skills and attitudes developed in middle school. Athletes will refine their skills and learn the value of teamwork, determination, and a winning attitude. We will work to continue fostering athletes who represent themselves and the school with dignity on and off the playing field.

Interscholastic athletics at Mt. Abram High School consists of a varied selection of competitive sports for boys and girls. The current program includes competition in the following sports:

<b>2018-2019</b>	<b>Boys</b>	<b>Girls</b>
<b>Fall</b>	Soccer	Soccer
<b>Winter</b>	Basketball, Alpine Skiing, Nordic	Basketball, Alpine Skiing, Nordic Skiing

	Skiing	
Spring	Baseball, Track	Softball, Track

**Requirements for Participation in Athletics:**

**All students and their parents will be required to attend a mandatory preseason athlete’s orientation meeting. Students may not participate until this requirement has been fulfilled. Any student who has debt with the school will need to pay the debt or make payment arrangements to resolve the debt before they will be able to participate in any extracurricular activity.**

**2018-2019 PAY TO PARTICIPATE POLICY**

If your child decides to participate in a sports program offered by M.S.A.D. #58, there is a \$50.00 pay to participate fee (PTP). This fee is for EACH sport that your child participates in. There will be an annual cap per student equivalent to the fee for two sports seasons. The PTP fee is assessed in addition to normal expenses associated with the team, such as spirit packs, camps, t-shirts, special shoes or equipment and personal apparel that will stay with the athlete.

Payment of the PTP fee does not guarantee a minimum amount of playing time or practice time. Interscholastic sports are of a competitive nature and the coaches have full discretion about which athletes play and how often.

Fees need to be paid by the first official practice and turned in with your physical and contracts. Students will not be allowed to participate until all paperwork is complete and handed in and fees are paid. If your student decides not to finish the season, money will NOT be refunded. If a student has a “season-ending” injury prior to mid-season a request may be considered for a 50% refund. (Request for a refund must include medical authorization and documentation from a licensed medical doctor.)

MSAD 58 understands that some families may have financial difficulties. If you are unable to pay this fee, please contact the main office to set up a payment arrangement or to apply for a fee waiver. The ability to pay is confidential and has no bearing on team selection.

**HEALTH STATEMENTS, INSURANCE, AND CHEMICAL USE/ABUSE PLEDGE:**

- Students participating in interscholastic athletics must present proof of an annual physical and the appropriate health and accident insurance coverage to the athletic secretary/director. This information will be kept on file for the school year in the main office.
- Students participating in interscholastic athletics must present, prior to the first practice of each season, a signed Sports Contract and a signed Chemical Use/Abuse Pledge to the Assistant Principal/Athletic Director. The Athletic Director will verify the information on the Sports Contract and the Chemical Use/Abuse Pledge as well as determine the academic eligibility of the student before the student will be permitted to practice.
- Students participating in interscholastic athletics must be in compliance with the current Maine Principals’ Association rules and regulations regarding eligibility.
- Students participating in interscholastic athletics must be academically eligible to participate according Mt. Abram High School’s Academic Eligibility Criteria.

**GENERAL ELIGIBILITY GUIDELINES:**

- To be eligible for fall sports students must have passed all 4th quarter and semester classes for the prior school year
- Incoming freshmen are automatically eligible for fall sports.
- To be eligible for winter sports they must pass all 1st quarter courses and spring sports students must pass both 2nd and 3rd quarter classes.
- All athletes must be in school by 8:30 am to participate in practice or attend games. If students have a doctor’s note they will be eligible to participate at long as they are at school by the start of third period. Exceptions may be granted upon consultation with the Athletic Director.

**ACADEMIC CHECK-IN:**

- Will occur every 2 weeks based on the 2018-2019 academic calendar.
- **Class of 2019 & 2020:** grades will be checked by the Athletic Director. If they are not receiving a 60 or above in all classes they will be placed on academic probation.
  - Step 1 of academic probation: the student will miss practice and attend After School Academic Assistance Program until they are earning a passing grade.
  - Step 2 of academic probation: if the student continues to fail a course, they will not be allowed to practice or play with the team until they are passing all classes. The student will continue to attend the After School Support Program.

- Step 3 of academic probation: the student will have a meeting with administration, parents, teachers, and coaches to discuss next steps for the athlete.
- **Class of 2021 and beyond:** Students will be responsible for completing an academic check-in form. Teachers will check students progress to determine if they are exceeding the standard, meeting the standard, approaching the standards, or are not meeting the standards required to graduate.
  - Exceeding or meeting the standard- students are eligible for full participation in sports.
  - Approaching the standards- students will miss practice 3 days a week to attend the after school program until they are making adequate progress.
  - Not meeting the standards- students will miss practice and games until they are approaching the standards.

### **BEHAVIOR EXPECTATIONS OF ATHLETES:**

- Athletes and all extracurricular participants are expected to follow the rules of behavior set forth for all students at Mt. Abram High School in the Student Handbook.
- Athletes are expected to be respectful and use proper language at all times. If an athlete exhibits disrespectful behavior towards anyone while representing Mt. Abram High School they may face expulsion for the team.
- Athletes and academic team members are expected to attend all practices and contests with their teams, including, but not limited to those which occur during vacation periods, on weekends and rescheduled events. **ATHLETES ACCRUING FIVE (5) UNEXCUSED ABSENCES (from games or practices) WILL BE REMOVED FROM THE VARSITY TEAM. EXTENUATING CIRCUMSTANCES REGARDING ABSENCES WILL BE REVIEWED BY ADMINISTRATION.**
- Team Managers are considered members of the team and will meet the same requirements as the team players.
- Athletes wishing to participate in more than one varsity interscholastic sport per season must meet with administration for approval.
- Athletes are required to travel to athletic events with their team. The principal and/or assistant principal/athletic director will approve exceptions to this in advance. Student athletes who wish to travel home with their parent/guardian must have their parent/guardian sign out with their coach before leaving the contest site. The principal or assistant principal/athletic director must approve these arrangements. Coaches will be notified by the Principal or Assistant Principal/Athletic Director that these arrangements have been made. Athletes and academic team members are expected to attend all practices and contests with their teams, including, but not limited to those which occur during vacation periods, on weekends and rescheduled events.
- Athletes may provide their own transportation to athletic practices occurring off school grounds but within the district with the prior written permission of a parent/guardian. The principal or assistant principal/athletic director will verify that this permission complies with the District's Bus Note Policy. Coaches will be notified by the Principal or Assistant Principal/Athletic Director that these arrangements have been made.
- Athletes may move their cars prior to traveling outside the district to athletic contests to locations which make returning home after the trip more efficient for the athlete and the team. These moves will be made with the prior written permission of a parent/guardian, to be verified by the Principal or Assistant Principal/Athletic Director. Coaches will be notified by the Principal or Assistant Principal/Athletic Director that these arrangements have been made. Athletes may leave no more than 10 (ten) minutes prior to the scheduled bus departure time to this alternative location.
- Athletes must be in school for the entire day of a game or practice. Should the competition take place on a day when there is no school athletes must be in school for the entire day preceding an interscholastic competition. The principal or assistant principal/athletic director will approve any exceptions to these attendance regulations.
- Athletes suspended from school will not be allowed to practice or participate in contests while on suspension.
- Athletes will be billed for any equipment assigned to him/her that is not returned by the completion of the sports season. No student will be allowed to participate in subsequent sport season if he/she owes money for any school property.
- Athletes must to sign a Alcohol and Chemical Abuse Pledge, all athletes must follow this pledge. A violation of this pledge will result in immediate expulsion for the season from sports. Social Media posts where alcohol, tobacco, or drugs are present is a violation of this pledge.

### **AWARD AND LETTER CRITERIA:**

The following criteria has been established for students to earn a varsity letter at Mt. Abram High School.

- Attendance at practices and games
- Positive attitude
- Sportsmanship
- Improvement of individual performance
- Team contribution
- Manager for two seasons

**NON-ATHLETIC EXTRACURRICULAR ACTIVITIES:**

**CLASS OFFICERS:**

Each class elects class officers yearly to conduct the business of the class. Officers are responsible for coordinating class activities and projects.

**CLUBS AND ACTIVITIES:**

The following clubs and activities are available at Mt. Abram High School. Additional organizations may be added, following M.S.A.D. #58 School Board Policy, throughout the school year in response to students' needs and interests.

Girls Book Club	LGBTQ Club	Outdoor Club
Math League	National Honor Society	
Drama Club	Mt. Time Council	
Spirit Club	Graphic Novel Readers Club	

**MT. ABRAM HIGH SCHOOL NATIONAL HONOR SOCIETY**

**SELECTION PROCESS:**

- Junior and senior students at Mt. Abram High School who have a minimum cumulative grade of 85 or better meet the scholarship requirement and are eligible to be considered for selection to the National Honor Society. Those eligible are invited to submit a completed questionnaire to the chapter advisor outlining their high school and community involvement and activities over their high school career. Those eligible are also required to submit three teacher information forms designed to provide support to the student's evidence of leadership, scholarship, character and service.
- A five-member faculty council appointed by the principal considers each student on an individual basis in accordance with the National Honor Society selection criteria. These criteria are scholarship, leadership, character, and service. The chapter advisor acts as an ex-officio member of the faculty council. After careful deliberation, the faculty council votes on each individual student candidate. For students to be selected, they must receive a majority vote of the faculty council.
- Selected students are not official members of the National Honor Society until they have participated in the NHS induction ceremony.
- The faculty council meets only for the purpose of selection, disciplinary action, or dismissal of NHS members, and does not hear appeals in the case of student non-selection. Questions or concerns regarding the selection of NHS students should be directed to the chapter advisor or principal.

**STUDENT GOVERNANCE:**

The Mt. Abram Student Council is the school's student governance body. The Mt. Abram Student Council is comprised of one representative from each Seminar group in each grade level. The purpose of the Student Council is to serve as the student leadership body to the school governance organization. The Student Council represents the entire student body regarding issues of curriculum, instruction assessment, school climate, school activities and school spirit.

**Report Cards**

Mt. Abram issues report cards four times a year. Student achievement is measured by numerical grades as indicated below:

**Grade Scale:**

A 96 - 100	B+ 91 - 92	C+ 82 - 84	D+ 71 - 73	F 0 - 59
A- 93 - 95	B 87 - 90	C 77 - 81	D 65 - 70	
	B- 85 - 86	C- 74 - 76	D- 60 - 64	

**Report Cards for the graduating classes of 2018, 2019, and 2020.**

<b>Numerical Grades Superior</b>	<b>Letter Grades</b>	<b>Measurements</b>
100-93	A	Superior
92-85	B	Above average
84-74	C	Average
73-60	D	Below average
Below 60	F	Failure: no credit

**Mt. Abram High School seniors are recognized as graduating with honors for their years of high school according to the following guidelines:**

<b>Senior Honors</b>	<b>Requirements</b>
Summa Cum Laude – **Braided Blue & Gold Cord**	GPA of 97-100
Magna Cum Laude – **Double Gold Cord**	GPA of 95-96
Cum Laude – **Single Gold Cord**	GPA of 93-94
** Determined prior to graduation	

\* Top Ten ranked seniors are determined at **7 semesters**.

\* Valedictorian and Salutatorian are chosen based on **8 semesters**.

\* Cord awards are given based on **8 semesters**.

**CLASS RANK/GPA:** The grade point average is unweighted, and is determined by averaging grades in all subjects with the exception of pass/fail courses. Class rank, however, is a weighted calculation, with AP courses weighted at 1.06%, and Honors courses weighted at 1.05%.

**HONOR ROLL\*:**

Please note that in order to receive Honor Roll distinction, all Incompletes must be made up within one week after report cards are distributed.

- High Honors                      93 or above in all full credit academic subjects
  - Honors                              85 or above in all full credit academic subjects
  - Honorable Mention              85 or above in all four full credit academic subjects and 74 or above in all other subjects
1. A minimum of 3.0 (three point zero) academic credits per semester is required for Honor Roll eligibility.
  2. Please note that Mt. Abram students attending Foster Career and Technical Education Center are eligible for the Mt. Abram Honor Roll and/or Honorable Mention.

**ELIGIBILITY FOR THE HONOR’S CELEBRATION**

Students must receive Honorable Mention, Honors and/or High Honors for the **first three consecutive quarters of the current school year in order to be eligible for the Honor’s Celebration.**

<b>96 - 100 = A</b>	<b>91 - 92 = B+</b>	<b>82 - 84 = C+</b>	<b>71 - 73 = D+</b>
<b>93 - 95 = A-</b>	<b>87 - 90 = B</b>	<b>77 - 81 = C</b>	<b>65 - 70 = D</b>
	<b>85 - 86 = B-</b>	<b>74 - 76 = C-</b>	<b>60 - 64 = D-</b>

**CLASS RANKINGS/GRADE POINT AVERAGES**

In order to accommodate the level of difficult course work the following steps will be used to determine class rank using weighted student averages:

1. At the close of each semester each student’s grade in each course will be multiplied by a factor below. These grades will be used to determine a weighted grade point average for each student. The weighted grade point average for each student will be compared to that of every other student in that student’s graduating class to determine class rank. Class rank will be printed on each student’s transcript. The weighted grade point average will not appear anywhere on the student’s written record.

\*College Courses (courses earning college credit) ..... grade multiplied by 1.05

\*Advanced Placement Courses .....grade multiplied by 1.06

\*Honors and Accelerated Courses .....grade multiplied by 1.05

\*Other courses not specified above .....grade multiplied by 1.00

2. Cumulative grade point averages will appear on the transcripts and report cards without weights.

3. Implementation of this policy will begin for all classes in the 2014-2015 school year. Weighted grades will be assigned retroactively.

**Standards Rubric for graduating classes of 2021 and beyond. (UPDATED 8/13/18)**

**Standard/Learning Target/ Performance Indicator**

**Essential Outcome: Learning targets for the unit or standard**

Level	Description
<b>Applying/ Synthesizing</b>	<b>Student demonstrates in-depth inferences and applications, such as:</b> <ul style="list-style-type: none"> <li>• Model real world situations</li> <li>• Analyze and discuss the meaning of individual components in context</li> <li>• Apply the concept in a new context</li> </ul>
<b>Proficient</b>	<b>While engaged in grade appropriate tasks, the student demonstrates an ability to:</b> <ul style="list-style-type: none"> <li>• <i>Insert learning targets for the standard being assessed</i></li> </ul>
<b>Foundational</b>	<b>The student demonstrates no major errors or omissions regarding the simpler details and processes such as:</b> <ul style="list-style-type: none"> <li>• <i>Insert foundational skills</i></li> </ul>
<b>Pre-Foundational</b>	<b>With help, the student demonstrates understanding of all foundational elements or some foundational and proficient elements.</b>

Codes	Measurements
Incomplete (I)	Incompletes are given in lieu of a letter grade in a class when a student has not completed the required course work. To recover credit, the student will work with his/her classroom teacher to meet the course requirements. <b>Incompletes should be made up within 2 weeks of the grading period. Exceptions to the 2 week deadline must have prior approval from the principal. No incompletes will be given during the 4th quarter.</b>
Withdrawn (W)	Withdrawn from subject
No Credit (NC)	No Credit
P =	Pass
F =	Fail
AUD =	Audit

**Habits of Work (HOW)**

Quality habits of work are an essential part of a student’s success at Mt. Abram High School. Beginning with the graduating class of 2021 students receive a separate HOW grade in each course. It is valuable for students to have quality Habits of Work because it correlates with successful academic achievement and learning. Habits of Work assess **how** you interact with others, **how** you approach learning challenges, and **how** you participate in class. **Habits of Work are regularly assessed in each course and each quarter using the scale 1-4. A 1 is not meeting the HOW components, a 2 is meeting partial or inconsistently meeting HOW components, a 3 is meeting all how components consistently, and a 4 is exceeding the HOW components consistently.**

**To Earn a HOW of 3, Do the Big 3.**

Students must consistently (80% or more of the time):

- 1) Complete homework.
- 2) Meet deadlines.
- 3) Participate effectively in class (includes regular, on time attendance).

**How do you earn a 4 in HOW? Do the Big 3 all the time!**



## **GIFTED & 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.

## **Response to Intervention (R.T.I.)**

The goal of R.T.I. is to help students become more effective learners. The R.T.I team includes school personnel such as teachers, school counselors, nurses, administration, ed techs and may also involve representatives from community agencies. The collaboration of these people provides the support to assist all students to achieve high academic, social, emotional, and behavioral standards. Reviewing various data on individual students and determining what level of tier interventions they need to support their goals will be implemented and tracked. Review of the interventions will be done to determine what interventions are successful and what updates need to be made to assist the student on a continuous basis throughout the school year.

RTI will occur during Seminar time. Seminar time is 33 minutes per day. There are priority days for the content areas of Math and ELA for the 2017-2018 school year. There is a process for students to attend the priority day they need.

All written records regarding the R.T.I.'s involvement with a student will be kept as part of the student's permanent record.

## **MSAD 58 R.T.I. Referral Process**

All R.T.I. members will maintain ethical and legal standards of confidentiality at all times.

1. Staff members or parents may make referrals to the R.T.I.
2. The R.T.I. team requests classroom information from all of the referred student's teachers.
3. The R.T.I. team meets to discuss the following aspects of the referral:
  - a. Specific content of the referral
  - b. Possible intervention strategies
  - c. Need for additional information
4. Designated R.T.I. member(s) may meet with the referred student.
5. The R.T.I. meets to review the process for each referred student.
6. The referred student will continue to be monitored by the R.T.I. process regarding progress of specific recommendations.

## **NOTIFICATION OF PESTICIDE APPLICATIONS**

When school is in session the school shall provide notification of each application not exempted by rule, whether inside a school building or on school grounds, to all school staff and parents/guardians of students. Such notices shall state, at a minimum:

- a) the trade name and EPA registration number of the pesticide to be applied;
- b) the approximate date and time of the application;
- c) the location of the application;
- d) the reasons for the application; and
- e) the name and phone number of person to whom further inquiry regarding the application may be made.

Notices must be provided at least five days prior to the planned application. In addition, signage will be posted at each point of access

to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application. When school is not in session, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application. In accordance with Board of Pesticides Rule Chapter 27, school is considered to be in session during the school year including weekends. School is not considered to be in session during any vacation of at least one week.

The IPM Coordinator for RSU 58/MSAD 58 is: Scott Leahy, who may be contacted at 678-2731.

This IPM policy and Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Public Schools is available for inspection and copying at every school.

Legal Reference: 7 MRSA §§ 601-625

22 MRSA §§ 1471-A-1471-X

Ch. 27 Me. Dept. of Agriculture Board of Pesticides Control Rules  
(Standards for Pesticide Applications and Public Notification in  
Schools)

Cross Reference: EBAA - Chemical Hazards

Adopted: November 17, 2016

## Appendix-Policies

### NEPN/NSBA CODE: ACAA

#### 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.

Legal Reference: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.)

Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d))

5 MRSA §§ 4602; 4681 et seq.

20-A MRSA § 6553

Cross Reference: ACAA-R - Student Discrimination and Harassment Complaint  
Procedure

AC - Nondiscrimination/Equal Opportunity and Affirmative Action

ACAD - Hazing

JICIA - Weapons, Violence and School Safety

Adopted: August 26, 1999

Revised: August 9, 2012; October 20, 2016

### NEPN/NSBA Code: JEAA

#### Student Attendance/Student Absences and Tardiness

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.

A. 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.

B. 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.

C. Schools will maintain a comprehensive attendance record for each student. School staff are expected to monitor attendance and communicate with parents and students regarding attendance and tardiness.

The Superintendent, in consultation with school administrators and, as appropriate, other school unit staff, shall be responsible for developing rules and procedures related to student attendance. Such rules and procedures will include provisions for:

A. Disciplinary consequences for unexcused absences, tardiness, early departures and absences from classes;

B. The potential academic consequences of excessive absenteeism; and

C. The making up of tests, quizzes and other work missed during excused and unexcused absences.

The Board's policy and the schools' attendance rules and procedures will be communicated to students, parents, administrators and staff by means of student and staff handbooks, student and parent orientations and/or other means as deemed effective and appropriate. The potential disciplinary consequences for unexcused absences from school or class and for unexcused tardiness and early departures will be included in the student code of conduct.

The Superintendent may recommend to the Board for its approval incentive systems to encourage and maintain regular attendance.

Cross Reference: JEA – Compulsory Attendance

JFC – Dropout Prevention/Student Withdrawal from School

JHB - Truancy

Adopted: March 16, 2017

**NEPN/NSBA Code: JIC**

**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

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.

Legal Reference: 20-A M.R.S.A. §§ 254(11); 1001 (15)

Legal Reference: 20-A MRSA §§ 254 (11); 1001 (15)

Standards for Ethical and Responsible Behavior in Maine Schools and Communities (Report of the Commission for Ethical and Responsible Behavior, 2/01)

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action

ACAA/ACAA-R - Harassment and Sexual Harassment of Students

ACAD - Hazing

ADAA - School System Commitment to Standards for Ethical and Responsible Behavior

ADC - Tobacco Use and Possession

EBCC - Bomb Threats

Cross Reference (Cont.):

IHBAA – Referral and Use of General Education Interventions

IHBAC - Child Find

IJNDB – Student Computer and Internet Use and Internet Safety

JICIA - Weapons, Violence, and School Safety

JICH - Drug and Alcohol Use by Students

JK - Student Discipline

JKD - Suspension of Students

JKE - Expulsion of Students

JKF - Disciplinary Removals of Students with Disabilities

Adopted: September 10, 2002

Revised: March 16, 2017

RSU 58/MSAD 58

NEPN/NSBA Code: JICIA

### **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 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 JFK.

### 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.

Legal References: 5 MRSA § 4681 et seq.  
15 M.R.S.A. §§ 3301-A; 3308(7)(E); 3009  
17-A MRSA §§ 2(9); 2(12-A)  
20 USCA § 7151 (Gun-Free Schools Act)  
20-A MRSA §§ 1001(9); 1001(9-A); 1055(11); 6552

Cross References: ACAA - Harassment and Sexual Harassment of Students  
ADC - Tobacco Use and Possession  
EBCA – Comprehensive Emergency Management Plan  
JICH - Drug and Alcohol Use by Students  
JK - Student Discipline  
JKD - Suspension of Students  
JKE - Expulsion of Students  
JKF - Suspension/Expulsion of Students with Disabilities

Adopted: March 16, 2017

**NEPN/NSBA Code: JICK**  
**BULLYING**

The Board believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

**Bullying Prohibited**

Bullying, including “cyberbullying,” harassment and sexual harassment are not acceptable conduct in MSAD #58 and are prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the Board’s intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students’ rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

**Definitions**

“Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law:

**Bullying**

“Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- A. Has, or a reasonable person would expect it to have, the effect of:
  - 1. Physically harming a student or damaging a student’s property; or
  - 2. Placing a student in reasonable fear of physical harm or damage to his/her property;
- B. Interferes with the rights of a student by:
  - 1. Creating an intimidating or hostile educational environment for the student; or
  - 2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
- C. Is based on:
  - a. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
  - b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

**Cyberbullying**

“Cyberbullying” means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but

not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

### **Retaliation**

Retaliation means an act or gesture against a student for asserting or alleging an act of bullying. Retaliation also includes reporting that is not made in good faith on an act of bullying.

### **Application of Policy**

This policy applies to bullying that:

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

### **Consequences for Policy Violations**

#### **Students**

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

#### **School Employees and Others**

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

#### **Staff Training**

MSAD #58 will provide professional development and staff training in bullying prevention and response.

#### **Delegation of Responsibility**

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

A student or his/her parent/guardian who is dissatisfied with a decision of the Superintendent or designee related to the taking or not taking of disciplinary action in the course of implementing this policy may appeal, in writing, to the Superintendent within 14 calendar days of notice of the decision.

The Superintendent's decision shall be final.

## **Dissemination of Policy**

The Superintendent will be responsible for providing this policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level in writing to students, parents, school employees and volunteers in handbooks, on the school unit's website and by such other means (if any) as may be determined by the Superintendent.  
Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference: AC - Nondiscrimination, Equal Opportunity

ACAA-R - Harassment and Sexual Harassment of Students  
ACAD – Hazing  
AD – Educational Philosophy/Mission  
ADAA – School System Commitment to Standards for Ethical and Responsible Behavior  
ADF - School District Commitment to Learning Results  
CHCAA - Student Handbooks  
GCI – Professional Staff Development  
IJNDB-R - Student Computer and Internet Use and Internet Safety  
JI - Student Rights and Responsibilities  
JICC - Student Conduct on Buses  
JICIA - Weapons, Violence and School Safety  
JK - Student Discipline  
JKD - Suspension of Students  
JKE - Expulsion of Students  
KLG - Relations with Law Enforcement Authorities

Adopted: March 16, 2017

NEPN/NSBA Code: JICK-R

## **BULLYING – ADMINISTRATIVE PROCEDURE**

This procedure is intended as guidance for school administrators in carrying out their responsibilities when bullying is alleged to have occurred. It provides important definitions as well as steps for reporting, investigating and responding to allegations of bullying.

Bullying behavior alleged to be based on race, color, ancestry, national origin, sex, sexual orientation, religion or disability should be addressed under the procedures set forth in the Student Harassment and Sexual Harassment procedure, ACAA-R, rather than under this procedure.

### **Bullying Reports**

#### **Students and Parents/Guardians**

Students who believe they have been bullied, or who have witnessed or learned about an act of bullying are strongly encouraged to report this behavior to the building principal.

Parents/guardians may report bullying on behalf of their children or when they have witnessed or are aware of the occurrence of bullying.

Reports of bullying may be made anonymously, but no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Any student who has been determined to have made a false report of bullying will be subject to disciplinary consequences.

#### **School Employees**

For the purposes of this procedure, "school employees" includes coaches, advisors for cocurricular or extracurricular activities and volunteers.

All school employees are expected to intervene when they see acts of bullying in progress and are required to report incidents of bullying they have witnessed or become aware of to the building principal as soon as practicable.

School employees who fail to report bullying or who have made a false report of bullying will be subject to disciplinary consequences up to and including termination, in accordance with any applicable collective bargaining agreement.

### **Others**

Contractors, service providers, visitors or community members who have witnessed or become aware of bullying are encouraged to report such incidents to the building principal.

### **Form of Reports**

Complaints or reports of bullying may be made orally or in writing, but all reports will be documented in writing by school personnel authorized to receive complaints or reports, using the school unit's reporting form (JICK-E1).

School employees are required to make reports of bullying to the principal in writing. Although students, parents and others, as identified above, may make bullying reports anonymously, all persons reporting incidents of bullying are encouraged to identify themselves.

Bullying reports may be made anonymously, but in no instance will action be taken against any person or organization affiliated with the schools solely on the basis of an anonymous report.

The building principal will forward a copy of the report to the Superintendent by the end of the next school day.

### **Interim Safety Measures**

The building principal may take such interim measures as he/she deems appropriate to ensure the safety of the targeted student and prevent further bullying and will inform the parents of the targeted student of measures taken.

**[NOTE: School personnel should be careful to respect the confidentiality of student information when communicating with the parents of a student who has reported being bullied. It should be sufficient to inform the parents of what the school is doing to protect the student from further bullying and to convey that the incident will be investigated and appropriate disciplinary consequences will be applied, without providing details that would be considered a violation of FERPA or an invasion of privacy.]**

### **Investigation**

The principal will ensure that all reports of bullying and retaliation are investigated promptly and that documentation of the investigation, including the substance of the complaint or report and the outcome of the investigation is prepared and forwarded to the Superintendent within a reasonable period of time.

The determination of whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

### **Response to Bullying by Students**

If bullying has been substantiated, the building principal or designee as appropriate under the circumstances will determine the appropriate disciplinary consequences, which may include detention, suspension or expulsion; alternative discipline; remediation; and/or other intervention.

Alternative discipline includes but is not limited to:

- A. Meeting with the student and the student's parents;
- B. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
- C. Mediation when there is mutual conflict between peers, rather than one-way negative behavior, and when both parties freely choose to meet;
- D. Counseling;
- E. Anger management;
- F. Health counseling or intervention;
- G. Mental health counseling;

- H. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
- I. Community service; and
- J. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

**[NOTE: Items A-J are listed as examples of alternative discipline in 20-A § 6554(2)(A).]**

In order to remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, the principal may refer the targeted student/victim, perpetrator or other involved persons to counseling of other appropriate services.

If the bullying behavior appears to be a criminal violation, the building principal will notify local law enforcement authorities.

If bullying has been substantiated, the building principal will provide written notification to:

- A. The parents/guardians of the targeted student, including the measures being taken to ensure the student's safety; and to
- B. The parents/guardians of the student found to have engaged in bullying, including the process for appeal.

All communications to parents must respect the confidentiality of student and employee information as provided by federal and Maine law and regulations.

**Appeals**

Any appeal of the building principal's decisions in regard to consequences for bullying must be submitted, in writing, within 14 calendar days of the parental notification. The Superintendent will review the investigation report and actions taken and decide whether to sustain or deny the appeal. The Superintendent's decision shall be final.

Cross Reference: ACAA-R – Student Harassment and Sexual Harassment Procedure  
 JICK – Bullying  
 JRA-R – Student Education Records and Student Information

Approved: March 16, 2017

NEPN/NSBA Code: JIH

**QUESTIONING AND SEARCHES OF STUDENTS**

The Board seeks to maintain a safe and orderly environment for students in MSAD #58. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Only locks provided by the MSAD #58 may be used to secure student lockers.

Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, and/or other appropriate persons, any administrative procedure necessary to carry out this policy.

This policy and the accompanying procedure will be included in student/parent handbooks. Such administrative procedures shall be subject to Board approval.

Cross Reference:           JICH – Drug and Alcohol Use by Students  
                                  JICIA – Weapons, Violence, and School Safety  
                                  JK – Student Discipline  
                                  KLG – Relations with Law Enforcement Authorities

Adopted:                    Date of manual adoption (Unknown)

Revised:                    March 16, 2017

## **QUESTIONING AND SEARCHES OF STUDENTS ADMINISTRATIVE PROCEDURE**

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with Board policy.

During a search, any illegal item(s) found that violates Board policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population will be seized. Illegal item(s) shall be turned over to the law enforcement authorities. Other item(s) will be stored in a secure location until a determination is made regarding appropriate disposition.

School administrators are required to document all searches and items seized or impounded. The Superintendent and the parents of students involved will be provided with a copy of such reports.

### **Questioning by School Administrators**

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Committee policies, school rules, and/or federal/state laws.
2. School administrators will inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators will make a reasonable effort to question the student in a location out of the sight and hearing of other students.
3. If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.

### **Searches of Students, Personal Property in Student's Immediate Possession**

1. School administrators are authorized to search students and/or personal property in student's immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules, federal/state laws, or is interfering with operations, discipline or general welfare of the school.
2. All searches of students and/or their personal property, will be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of sight and hearing of other students.
3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat downs and searches of the student's outer clothes (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). The student may be given the opportunity to open any closed items and items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified. If a strip search appears to be necessary law enforcement authorities will be contacted.
4. Searches will disclose evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

### **Searches of Lockers, Desks, and Other School Storage Facilities**

1. School administrators will consult with the Superintendent prior to conducting random searches. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.
2. Searches of individual student lockers, desks, or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the



search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items.

3. Any searches which disclose evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

#### **Patrolling of Parking Lots and Searching Vehicles**

1. Students may drive vehicles to school and park in designated areas in accordance with school rules. School administrators retain the authority to patrol parking lots.
2. If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating Board policies or school rules, of federal/state laws, and/or there is a substantial threat to the welfare and safety of the schools, a school administrator will search the vehicle in the presence of a witness, except where the circumstances make the presence of a witness impractical.
3. If practical, the student should be present during the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items.

#### **Canine Patrols**

1. The Superintendent may authorize canine patrols to take place anywhere on school property if he/she deems it advisable to maintain school safety or if there is a reasonable suspicion that drugs, weapons, and/or other illegal substances or items will be found. Canine patrols may include school lockers and/or student vehicles in school parking lots.
2. The Superintendent must make requests for canine patrols in writing to the appropriate law enforcement authorities. Only certified dogs and handlers may be used.
3. Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.
4. Teachers will be notified prior to the initiation of a canine patrol to keep students in their classroom during the patrol. Any students in the parking lot, or anywhere outside of a classroom, prior to a canine patrol will be instructed to report to the school office or appropriate classroom.
5. Any locker and/or vehicle identified by the canine patrol will be noted by the school administrators accompanying the patrol.
6. Immediately following removal of the dogs, each area noted during the canine patrol will be searched. Each search will be conducted by a school administrator in the presence of a witness, except where the circumstances make the presence of a witness impractical.
7. If practical, the student should be present during a search of his/her locker or vehicle. A reasonable effort may be made to conduct the search out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items.

Cross Reference: JIH – Questioning and Searches of Students  
KLG – Relations with Law Enforcement Authorities

Adopted: March 16, 2017

#### **NEPN/NSBA Code: JICA** **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.

Adopted: July 12, 2007

Revised: March 16, 2017

**NEPN/NSBA CODE: JRA**  
**STUDENT EDUCATION RECORDS AND INFORMATION**

The RSU 58/MSAD 58 shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

A. Directory Information

The RSU 58/MSAD 58 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. RSU 58/MSAD 58 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

B. Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU 58/MSAD 58 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

C. Information on the Internet

Under Maine law, RSU 58/MSAD 58 shall not publish on the Internet any 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, without written parental consent.

D. Transfer of Student Records

As required by Maine law, RSU 58/MSAD 58 sends student education records to a school unit to which a student applies for

transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

E. Designation of Law Enforcement Unit

School units may disclose student education records without parental consent to personnel of its law enforcement unit, provided that they have been designated as school officials with legitimate educational interests for the purpose of compliance with FERPA.

The Board hereby designates the Franklin County Sheriff's Office as the RSU 58/MSAD 58's law enforcement unit for the purpose of disclosure of student education records under FERPA.

F Health or Safety Emergency Emergencies

As permitted by FERPA, the school unit may disclose personally identifiable information from a student's educational record to appropriate parties, including parents of an eligible student, if taking into account the totality of the circumstances, it determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that knowledge of the information is necessary to protect the health or safety of the student or other individuals. In the event of disclosure, the school unit will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the school unit has disclosed and maintain such record with the student's educational record.

G. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99

20 U.S.C. § 7908

20-A M.R.S.A. §§ 6001, 6001-B

Me. Dept. of Ed. Rules Ch. 101, 125

Cross Reference: JRA-E – Annual Notice of Student Education Records and Information Rights  
JRA-R – Education Records and Information Administrative Procedure

ILD – Student Surveys

Adopted: October 7, 2010

Revised: March 16, 2017

**NEPN/NSBA Code: JK**  
**STUDENT DISCIPLINE**

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline enables the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences

for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.

B. Expectations for student behavior should be clear and communicated to school staff, students and parents.

C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced. Administrators shall have the discretion to tailor discipline to the facts and circumstances of the particular case.

D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Any restraint or seclusion of students shall comply with applicable regulations and Board policy.

Physical force and corporal punishment shall not be used as disciplinary methods.

Maine law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance.”

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the building principal/designee.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

Students with disabilities shall be disciplined in accordance with applicable federal and state law/regulations.

To reduce disciplinary problems and the potential for violence in the schools, the Superintendent may develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school unit.

Legal Reference: 17-A MRSA § 106

20-A MRSA §§ 1001(15A); 4009

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action

ACAA – Student Harassment and Sexual Harassment

EBCA – Comprehensive Emergency Management Plan

JIC – Student Code of Conduct

JICIA Weapons, Violence and School Safety

JKAA – Use of Physical Restraint and Seclusion

JKB - Student Detention

JKD - Suspension of Students

JKE - Expulsion of Students

JKF – Disciplinary Removal of Students with Disabilities

Adopted: Date of manual adoption (Unknown)

Revised: March 16, 2017

NEPN/NSBA Code: JKD

## **SUSPENSION OF STUDENTS**

The Board delegates to the principals the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. Suspensions may be in-school or out-of-school at the discretion of the principal. Suspensions longer than 10 days may be imposed by the Board.

Prior to the suspension, except as hereinafter provided:

- A. The student shall be given oral or written notice of the charge(s) against him/her;
- B. The student shall be given an explanation of the evidence forming the basis for the charge(s); and
- C. The student shall be given an opportunity to present his/her version of the incident.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present his/her version of the incident, shall be arranged as soon as practicable after removal of the student from school.

The student's parents/guardians shall be notified of any in-school or out-of-school suspension as soon as practicable by telephone (if possible) and by written notice sent by mail. A copy of the notice shall also be sent to the Superintendent.

Students are not allowed on school property during any out-of-school suspension except with the prior authorization of the principal or Superintendent.

Students shall be responsible for any schoolwork missed during their suspension. After readmittance, they shall be permitted to take tests, quizzes or any other form of evaluation affecting their grades.

Students serving in-school suspension shall not be permitted to participate in extracurricular activities.

Legal Reference: 20-A MRSA §§ 1001(9), (15-A)(D)

Cross Reference: JIC – Student Code of Conduct

JICIA – Weapons, Violence and School Safety

JICK - Bullying

JK - Student Discipline

JKE - Expulsion of Students

JKF –Disciplinary Removal of Students with Disabilities

Adopted: November 12, 2002

Revised: March 16, 2017

**NEPN/NSBA Code: JICH**

### **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.

Legal Reference: 21 USC § 812 (Controlled Substances Act)

21 CFR Part 1300.11-15

P.L. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)

17-A MRSA § 1101

22 MRSA §§ 2390-2394

42 USC § 290dd-2

42 CFR § 2.1 et seq.

20-A MRSA §§ 1001(9); 4008

Cross Reference: GBEC – Drug-Free Workplace

JICIA – Weapons, Violence and School Safety

JKD – Suspension of Students

JKE – Expulsion of Students

JLCD – Administering Medication to Students

JRA – Student Education Records

Adopted: March 16, 2017

NEPN/NSBA Code: JJIB

### **INTERSCHOLASTIC SPORTS**

The Board believes all Maine School Administrative District 58 students who participate will benefit from experiences gained through participation in interschool and intramural sports.

Interscholastic athletic competition at the high school and middle school levels shall include a variety of sports. Participation shall be based on the student's satisfaction of prescribed academic standards.

The athletic program shall offer a variety of opportunities for all students. The first consideration in all instances shall be the best interest of participating students.

The following conditions shall serve as guidelines in the conduct of athletic programs:

Participation in interscholastic and intramural athletics is limited to students in grades 3 – 12.

Administration of the athletic program is the responsibility of the principals of the respective schools.

Qualified personnel shall be retained to supervise and coach individual sports. Personnel having responsibility for the conduct of the athletic program shall do so in conformance with policies and rules prescribed by the Board and administration.

The district's high school and middle schools support membership in the Maine Interscholastic Athletic Director's Association, and in all athletic matters will adhere firmly to the rules and regulations of that body and to the philosophy of sports which it encourages. The eligibility of students to participate in the athletic program is determined in accordance with regulations of the association.

High school students may not engage in preseason practice or regular season competition for any athletic team unless first undergoing a physical examination by a medical doctor and the presentation of written consent signed by the parent or guardian.

Expenditures for the athletic program shall be incorporated as part of the general budget of the Board.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in leagues, associations, or conferences.

All students shall provide proof of insurance against accident or injury before engaging in interscholastic and/or intramural athletics.

Medical supervision shall be available at all interscholastic competition at the high school level.

Adopted: February 22, 2001

Revised: March 16, 2017

**NEPN/NSBA Code: IJNDB**

**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.

Legal Reference: 47 USC § 254(h)(5) (Children's Internet Protection Act)

Cross Reference: IJNDB-R - Student Computer and Internet Use Rules

Adopted: March 8, 2012

Revised: January 19, 2017

**NEPN/NSBA Code: IJNDB-R**

**STUDENT COMPUTER AND INTERNET USE RULES**

These rules implement Board policy IJNDB – Student Computer and Internet Use. Each student is responsible for his/her actions and activities involving school technology resources, and for his/her computer files, passwords, and accounts. These rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. The rules do not describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Director.

**A. Consequences for Violation of Computer Use Policy and Rules**

Student use of the school district's technology resources, is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The building principal shall have final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

**B. Acceptable Use**

Student access to the school district's technology resources are provided for educational purposes and research consistent with the school district's educational mission, curriculum, and instructional goals.

All Board policies, school rules and expectations concerning student conduct and communications apply when students are using computers.

Students are also expected to comply with all specific instructions from teachers or other supervising school staff member or volunteers when accessing the school district's technology resources.

**C. Prohibited Use**

The user is responsible for his/her actions and activities involving school district technology resources, and for his/her computer files, passwords, and accounts.

Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

**1. Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.

**2. Illegal Activities** – Using the school district's technology resources for any illegal activity or any activity that violates other Board policies, procedures, and/or school rules. The school district assumes no responsibility for illegal activities or students while using



school computers.

**3. Violating Copyrights** – Copying, downloading, or sharing any type of copyrighted materials (including music or films) without the owner's permission(see Board policy / procedure EGAD – Copyright Compliance). The school district assumes no responsibility for copyright violations by students.

**4. Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc). When Internet sources are used in student work, the author, publisher and Web site must be identified.

**5. Copying Software** – Copying or downloading software without the express authorization of the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by students.

**6. Non-school Related Uses** – Using the school district's technology resources for non-school related purposes such as private financial gain, commercial,

**7. Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission, and/or accessing other users' accounts;

**8. Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school district's technology resources, including, but not limited to hacking activities and creating/uploading of viruses.

**9. Unauthorized Access to Chat Rooms/News Groups/Blogs/Bulletin Boards** –Accessing chat rooms, news groups, blogs, bulletin boards, or social networking sites without specific authorization from the supervising teacher.

**D. No Expectation of Privacy**-The school district retains control, custody, and supervision of all technology resources owned or leased by the school district or issued to the district through the Maine Learning Technology Initiative. The school district reserves the right to monitor all computer and Internet activity by students or staff. Students have no expectation of privacy in their use of school technology resources.

#### **E. Compensation for Losses, Costs, and/or Damages**

The student and/or student's parent/guardian shall be responsible for compensating the school district for any losses, costs, or damages incurred by the school district related to violations of policy IJNDB and/or these rules, including investigation of violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by a student while using school technology resources.

#### **F. Student Security**

A student shall not reveal his/her full name, address or telephone number, social security number, or any other personal information on the Internet without prior permission from a supervising teacher and/or in writing from a parent. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

#### **G. System Security**

The security of the school district's technology resources is a high priority. Any student who identifies a security problem must notify the supervising teacher immediately. The student shall not demonstrate the problem to others or access unauthorized materials. Any student who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall have his/her privileges limited, suspended, or revoked and may be subject to disciplinary and/or legal action.

#### **H. Additional Rules for Devices Issued to Students.**

1. Devices (ie, laptops) are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Before a device is issued to a student, the student and his or her parent or guardian must complete all forms as required by school rules.
3. Students are responsible for the proper care of devices at all times, whether on or off school property, including costs associated with repairing or replacing the school device. MSAD #58 offers a protection plan for parents to cover replacement costs and / or repair costs for accidental damages not covered by warranty. Protection plan rules and coverage guidelines will be distributed to students and parents at the start of each school year. **Parents who choose not to participate in the protection plan should be aware that they**

**are responsible for any costs associated with loss, theft, or damage to a device issued to their child.**

4. If a device is stolen, this must be reported to the building principal immediately. A report should also be made to the local police department.
5. The Board's policies and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules for care of laptops issued by
6. Violation of policies or rules governing the use of technology resources, or any careless use of a device, may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.
7. Parents are responsible for supervising their child's use of the device and Internet access when the student is not in school. It is recommended that laptops only be used in common areas of the home.
8. No modification or alterations to any of the software or hardware or to any of the equipment or services are permitted. In the event alterations are made, students will be charged a repair fee.
9. The device may only be used by the student to whom it is assigned or the student's parent or guardian.
10. Laptops must be returned in acceptable working order whenever requested by a staff member. In addition, students will be required to produce their laptops for periodic laptop software and communications audits. There should be NO expectation of privacy.
11. Additional rules and administrative procedures will be developed and reviewed annually by the Superintendent, Technology Director, and Building Principals. These procedures will be included in the Student Handbooks and/or distributed to students and parents.

### **I. Use of Privately-owned Computers or other devices by Students**

Use of non-school issued computer devices by students on school grounds is prohibited except by special permission from the Technology Director.

1. A student who wishes to use a privately-owned computing device in school must make the request in writing to the Technology Director and the building principal. The request must be signed by both the student and a parent or guardian. There must be an educational basis for any request.
2. The Technology Director will determine whether the student's privately-owned computing device meets the school district's network requirements.
3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the school district's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her privately-owned computing device, including any costs of repair, replacement, or any modifications needed to use the computer at school.
5. The school district is not responsible for damage, loss or theft of any privately-owned computing device.
6. Students are required to comply with all Board policies, administrative procedures, and school rules while using privately-owned computing device at school.
7. Students have no expectation of privacy in their use of a privately-owned computing device while at school. The school unit reserves the right to search a student's privately-owned computing device if there is a reasonable suspicion that the student has violated Board Policies, administrative procedures, or school rules, or engaged in other misconduct while using the computing device
8. Violation of any Board policies, administrative procedures, or school rules involving a student's privately-owned computing device may result in the revocation of the privilege of using the computing device at school and/or disciplinary action.
9. The school district may confiscate any privately-owned computing device used by a student in school without authorization as required by these rules. The contents of the computing device may be searched in accordance with applicable laws and policies.

Cross Reference: IJNDB Student Computer and Internet Use

Adopted: Sept 17, 2009

NEPN/NSBA Code: JLCD

## **ADMINISTRATION OF MEDICATION TO STUDENTS**

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

This policy does not apply to the administration of medical marijuana.

### **I. DEFINITIONS**

"Administration" means the provision of prescribed medication to a student according to the orders of a health care provider.

"Health care provider" means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

"Indirect supervision" means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider.

"Parent" means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

"School nurse" means a registered professional nurse with Maine Department of Education certification for school nursing.

"Self-administration" is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

"Unlicensed school personnel" are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

### **II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL**

#### **A. Parental Request**

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

#### **B. Health Care Provider's Order**

All parental requests must be accompanied by a written order from the student's health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. Such order must include:

1. The student's name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g., tablets, liquid, drops); and
5. Time intervals for administration (e.g., every four hours, before meals);
6. Any special instructions; and
7. The name of the prescribing health care provider.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one week supply shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse or building principal shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

E. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse or building principal shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

F. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

#### H. Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or PET, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips" will be followed.

#### I. Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.
2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.
4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler.
5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

J. Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

K. Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications;
6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N)  
Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule)  
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)  
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)  
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Cross-Reference: JLCDA-Medical Marijuana in Schools

Adopted: March 16, 2017







