

**Policy AC – Nondiscrimination/Equal Opportunity and Affirmative Action**

The school unit does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations. Discrimination against and harassment of school employees because of actual or perceived race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, familial status, disability or genetic information are prohibited. Discrimination against and harassment of students because of actual or perceived race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, familial status, disability, or genetic information are prohibited. For the purpose of this policy, “race” includes traits associated with race.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities. The school unit has designated and authorized an Affirmative Action Officer/Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination, including sexual harassment. The Affirmative Action Officer/Title IX Coordinator is a person with direct access to the Superintendent.

The school unit has implemented complaint procedures for resolving complaints of discrimination/ harassment and sexual harassment under this policy. The school unit provides required notices of these complaint procedures and how they can be accessed, as well as the school unit’s compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents and other interested parties.

**Policy ACAA – Harassment and Sexual Harassment of Students**

Harassment of students because of race, color, sex, sexual orientation, gender identity, 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. For the purpose of this policy, “race” includes traits associated with race.

School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct. Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and 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.

- A. Harassment - Harassment includes, but is not limited to, verbal abuse and other offensive conduct based on race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse, and/or bullying behavior are also addressed in Board Policies JICIA – Weapons, Violence and School Safety and JICK – Bullying.
- B. Sexual Harassment - Sexual harassment is addressed under federal and state laws/regulations. The scope and definitions of sexual harassment under these laws differ, as described below.
  - 1. Title IX Sexual Harassment - Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit’s education programs and activities:
    - a. “Quid pro quo” sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual’s participation in unwelcome sexual conduct;
    - b. “Hostile environment” sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual’s equal access to the school unit’s education programs and activities; or
    - c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.
  - 2. Sexual Harassment Under Maine Law - Under Maine law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:
    - a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s educational benefits;
    - b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
    - c. Such conduct has the purpose and effect of substantially interfering with a student’s academic performance or creates and intimidating, hostile or offensive environment.
- C. Reports and Complaints of Harassment or Sexual Harassment - All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. Failure to report such incidents may result in disciplinary action. Students, parents/legal guardians and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. The Affirmative Action Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred. All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R).

### **Policy ACAD – Hazing**

Maine statute defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally, endangers the mental or physical health of any school personnel, or a student enrolled in a public school.”

Injurious hazing also includes any activity expected of a student as a condition of joining or maintaining membership in a group that humiliates, degrades, abuses or endangers a student, regardless of the student’s willingness to participate in the activity. It is the policy of the School Board that injurious hazing activities of any type including harassment, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member. “Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft. No administrator, faculty member, or other employee of this school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities.

This policy and related rules apply to any student who is on school property, who is in attendance in 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. Although this provision does not authorize or require school officials or staff to take action at will for off-school premises misconduct, it does provide notice to students about the possible impact of their conduct, and provides school officials with the authority to assess the actual impact of off-school conduct on the school community.

In the case of an organization affiliated with this school unit which condones hazing, penalties include revocation of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit. Persons not associated with this school unit who fail to abide by this policy are subject to ejection from school property and/or other measures as may be available under the law. Administrators, faculty members, students, and all other employees who fail to abide by this policy are subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with any action -- or lack of action -- on the part of the Superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the full School Board. The ruling of the School Board, with respect to the provisions of this policy, shall be final.

### **Policy ADC – Tobacco-Free Schools: Use & Possession of Tobacco & Electronic Smoking Devices**

*(For the entire policy, please refer to the Maranacook Website)*

The Board recognizes that research shows that tobacco continues to be the leading cause of preventable disease and death in Maine and the United States, for both users and those exposed to second-hand smoke. The Board is also aware that a growing body of evidence suggests that the chemicals present in the aerosols (“vapor”) produced by electronic smoking devices, may pose significant long-term risks to health, as well the risk of addiction to nicotine. The Board is committed to providing a safe and healthy environment for students, staff, and visitors to the schools, including members of the community who use school facilities for recreational and other purposes. To that end, and in compliance with applicable state and federal laws, all persons are prohibited from smoking and tobacco use in school buildings, on any school grounds (including parking lots), on school buses and school-owned or leased vehicles, and at all school sponsored events at all times.

### **CONSEQUENCES FOR VIOLATION**

The Superintendent/designee(s) shall be responsible for developing age-appropriate disciplinary guidelines for students violating this policy and for employing strategies, as practicable, to address prevention, education, and information about community programs for cessation assistance.

- The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as he/she may deem necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products or vaping devices/products.
- Parents/guardians will be notified of all violations involving their student and action taken by the school.

### **Policy EBCC – Bomb Threats**

*(For the entire policy and procedures please refer to the Maranacook Website)*

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited - No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy because of the potential for evacuation of the schools and other disruption of school operations. It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

B. Definitions

1. A “**bomb**” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A “**look-alike bomb**” means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A “**bomb threat**” is a communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. “**School premises**” means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures - The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the Regional School Unit No. 38 Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evaluation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident “command and control” (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board’s required annual approval of the RSU #38 Comprehensive Emergency Management Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats - Any student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority. An employee of the RSU #38 who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the RSU No. 38 bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat. All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures. The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences - Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. §1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances. A student who has been identified through the IEP process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats - A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

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

H. Staff Disciplinary Consequences – see website

I. Civil Liability - The District reserves the right to bring suit against any individuals responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time - Instructional time lost as a result of a bomb threat or other activity as defined in Section A will be rescheduled at the earliest appropriate or practicable opportunity, as determined by the Superintendent in consultation with the Board. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

### **Policy GBEBB – Staff Conduct With Students**

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. The purpose of this policy is to ensure that interactions and relationships between staff members and students are based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools. The Board understands that staff members may interact with and have friendships with families of students outside of school. This policy is not intended to prohibit such interactions, provided that professional boundaries are maintained at all times. Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students and are encouraged to discuss issues with the building principal or their supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

**Unacceptable Conduct** - Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- A. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- B. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship; (It is understood that staff members and their children may interact with and have friendships with the families of students outside the school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.)
- C. Engaging in sexual banter, allusions, jokes, or innuendos with students;
- D. Asking a student to keep a secret;
- E. Disclosing personal, sexual, current employment concerns, or other private matters to one or more students, except for educational or curricular purposes to facilitate the student/teacher relationship across all grades including the advisor/advisee program;
- F. Addressing students in a disrespectful manner; and
- G. "Friending" students or engaging in any other interactions on social media or through digital applications, that are personal in nature outside of any school-approved activity, excluding professional or curricular endeavors (such as the advisor/advisee program);

Should the following activities occur, staff members are expected to review the activity with their building principal or supervisor, as appropriate. (It is understood that staff members and their children may interact with and have friendships with the families of students outside the school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.) (Applies to H-L)

- H. Best practice is to not be alone with individual students out of the view of others;
- I. Driving students home or to other locations for school related activities with written parent permission (email or text acceptable);
- J. Inviting or allowing students to visit the staff member's home (unless the student's parents/guardians approves of the activity, such as when a student babysits or performs chores for a staff member), including advisor/advisee activities or official school activities;
- K. Visiting a student at home or in another location, unless on official school business known to the parent/guardian;
- L. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities, with parental permission) outside of school-sponsored events except as participants in organized community activities.

**Reporting Violations** - Students and/or their parents/guardians are strongly encouraged to notify the Superintendent or building principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy. Staff members must promptly notify the Superintendent or building principal if they become aware of a situation that may constitute a violation of this policy.

**Disciplinary Action** - Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the Board's policy on Reporting Child Abuse and Neglect.

**School Unit Obligation to Report to Maine Department of Education (MDOE)** - Any staff member holding a credential should be aware that violation of this policy may result in revocation or suspension of a certificate if it endangers the health, safety or welfare of a student. The Superintendent/designee will notify the MDOE immediately if a credential holder is disciplined, suspended or terminated as a result of a "covered investigation" (as defined in 20-A MRSA § 13025) in which the school unit determined that a student's health, safety or welfare was endangered. As soon as practicable, the school unit will provide to the MDOE any final report produced in support of the school unit's decision to discipline, suspend or terminate the credential holder. The credential holder may submit a written rebuttal to the report to the MDOE. The Superintendent/ designee will notify the MDOE immediately if a credential holder who is the subject of a covered investigation leaves the school unit's employment for any reason prior to the conclusion of the covered investigation.

### **Policy JEA – Compulsory Education**

*(For the entire policy, and legal references please refer to the Maranacook Website)*

Under state law, full-time school attendance is required of all children from their 6<sup>th</sup> to their 17th birthday except:

- A. A person who graduates from high school before their 17th birthday;
- B. A person who has:
  - 1. Reached the age of 15 years or completed the 9th grade; and
  - 2. Received permission to leave school from that person's parent; and
  - 3. Been approved by the principal for a suitable program of work and study or training; and
  - 4. Received permission to leave school from the Board or its designee; and
  - 5. Agreed in writing with that person's parent and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner; or
- C. A person who has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. An exception to the attendance in public school under this paragraph must be approved by the Commissioner.
- D. A person enrolled in an online learning program or course, unless the person is enrolled in a virtual public charter school as defined in 20-A MRSA §2401(11).

### **Policy JIC – Student Code of Conduct**

*(For the entire policy, and legal references please refer to the Maranacook Website)*

Promoting ethical and responsible student behavior is an essential component of the RSU #38 Board's educational mission. The RSU #38 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 RSU #38 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 Student Code of Conduct applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

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

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

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

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

#### **Code of Conduct**

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

- On school property,
- While in attendance at school or at any school-sponsored activity, or
- At any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

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

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

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.

8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor violations up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

### **Expectations**

The following is a summary of the school unit's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or school handbooks, the Board's 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 RSU #38 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. This prohibition also applies to e-cigarettes and products and paraphilia associated with "vaping." 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 RSU #38 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.

### **Discipline**

Violations of the Student Code of Conduct may result in positive and restorative interventions and/or disciplinary action. School administrators have the discretion to tailor discipline to the facts and circumstances of the particular case. Consequences will range from a verbal warning for minor instances of misconduct up to and including expulsion for the most serious offenses.

Limitations on expulsions and out-of-school suspensions for students in grade 5 or below:

- A. Students in grade 5 or below may only be expelled for violations of the federal Gun-Free Schools Act, as provided in 20-A MRSA § 10019-A). The Superintendent may determine on a case-by-case basis, in writing, that an expulsion is not required.
- B. Students in grade 5 or below may not be given an out-of-school suspension except when a student (a) has violated the federal Gun-Free Schools Act or (b) presents an imminent danger of serious physical injury to the student or others, and it is determined that less restrictive interventions would be ineffective.
- C. Any out-of-school suspension for a student in grade 5 or below can be no longer than three school days.

- D. Recess may not be withheld as a consequence for violation of the Student Code of Conduct by any student enrolled in grade 5 or below, except when recess is the only time when restorative interventions can occur.

#### **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.

#### **Policy JICB – Care of School Property by Students**

Textbooks, laptop computers, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Students will be billed for the replacement costs of such materials.

If reimbursement is not forthcoming within a reasonable time: damage to school property may be recovered in a civil action to obtain up to the permitted "double the damage;" or costs of lost, destroyed or damaged school books and instructional appliances may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent.

#### **Policy JIH – Questioning and Searches of Students**

The Board seeks to maintain a safe and orderly environment in the schools. 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 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 a potential threat to safety is identified, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, 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. 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.

#### **Policy JICH – Drug and Alcohol Use By Students**

The RSU #38 School Board and staff support a safe and healthy learning environment for students which 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 any bath salts, 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. This prohibition also applies to substances that may be obtained legally but are used improperly, including but not limited to over the counter drugs, inhalants, and drugs legally prescribed to other persons, including drug paraphernalia. These prohibitions apply to any student who is on school property (including school vehicles), 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. Parents/Guardians of the student will be notified. 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 misuse or illegal 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 approach 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.

### **Substance Use/Abuse Procedures (JICH-R)**

Possession or use of prohibited substances on campus or at any school related activity:

It is the responsibility of any staff member who suspects a student of the possession, use, or being under the influence of a prohibited substance, including tobacco products, to report the case immediately to an administrator.

**NOTE: In addition to the following procedures students involved in co-curricular activities will abide by the school and home contract.**

If there is a suspicion of possession, use, or being under the influence, parents are called by an administrator.

#### **First Offense:**

1. Administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.  
If verified or confiscated then:
  2. Administrator or designee will meet with the student.
  3. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population.
  4. Law enforcement and the superintendent are notified.
  5. Student, administrator, guidance counselor or advisor (optional) and parent/guardian meet within 2-3 days of the incident to discuss what happened and the following options for consequences: (This meeting could take place when the parent comes to school to pick up their child.) The group will attempt to reach consensus, but in the event that it is not possible, the administrator will make the final decision based on the discussion, as well as the following factors:
    - Substance abuse treatment history
    - Level of involvement in school activities and academics
    - History of other discipline problems
    - Student attitude and responsibility for actions
    - Parental support for options
    - History of legal problems/current involvement with legal system
- A. Suspension up to 5 days OR  
Student takes part in an educational experience around substance abuse OR
- B. Student participates in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.  
A plan for consequences B or C needs to be created within 2 weeks of the offense and carried out within 12 school weeks. If the plan is not created within the 2 weeks or if the plan is not carried out within 12 weeks, the suspension will be enforced.
6. Student meets with guidance counselor within 3-5 days of the offense for a substance use screening. The results of that screening will determine whether or not a full clinical use evaluation is needed. Failure to do this in the specified time frame will result in the suspension being enforced.
7. Based on the results of the screening, the student will develop a change plan within 3-5 days. The student will present the change plan to an administrator and advisor to demonstrate that they are safe to be in school.

#### **Second Offense:**

1. Administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.  
If verified or confiscated then:



2. Administrator or designee will meet with the student.
  3. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population. Student is sent home with parent.
  4. Law enforcement and the superintendent are notified.
  5. Student, administrator, guidance counselor or advisor (optional) and parent/guardian meet within 2-3 days of the incident to discuss what happened and the following options for consequences: (This meeting could take place when the parent comes to school to pick up their child.) The group will attempt to meet consensus, but in the event that it is not possible, the administrator will make the final decision based on the discussion as well as the following factors:
    - Substance abuse treatment history
    - Level of involvement in school activities and academics
    - History of other discipline problems
    - Student attitude and responsibility for actions
    - Parental support for options
    - History of legal problems/current involvement with legal system
    - Input from substance abuse professional
    - Response to first offense interventions
    - Overall impact to the safety and well being of the students and staff at the school
- There will be a mandatory suspension for 5 days. Upon return to school, one of the following additional consequences will be agreed upon:
- i. Participating in a Risk Reduction Program such as SIRP
  - ii. Student will participate in an educational experience around substance abuse
  - iii. Student will participate in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.
- A. A plan outlining the details of choice i, ii or iii above will be created within 2 weeks of the offense and carried out within 12 school weeks.
  - B. Student referred for clinical substance use evaluation, if this has not already taken place. Student will meet with a certified substance abuse counselor to develop a Substance Abuse contract.

### **Third Offense:**

1. Administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.  
If verified or confiscated then:
2. Administrator or designee will meet with the student.
3. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population.
4. Law enforcement and the superintendent are notified.
5. Minimum 10 day suspension with a mandatory recommendation from administrator to the school board for consideration for expulsion.
6. If school board decides against expulsion then, upon return to school, one of the following additional consequences will be agreed upon:
  - A. Participating in a Risk Reduction Program such as SIRP
  - B. Student will participate in an educational experience around substance abuse
  - C. Student will participate in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.

A plan outlining the details of choice A, B or C above will be created within 2 weeks of the offense and carried out within 12 school weeks.
7. Student referred for clinical substance use evaluation, if this has not already taken place. Student will meet with a certified substance abuse counselor to develop a Substance Abuse contract.

### Providing prohibited substances on campus or any school related activity:

#### **First Offense:**

1. Verification and confiscation;
2. Administrator meets with student;
3. Parent/guardian notified, student sent home;
4. Student, guidance counselor, administrator, advisor (optional), parent/guardian meet;
5. Superintendent and Law Enforcement notified;
6. Suspension (minimum of 10 days) with recommendation to school board for expulsion;
7. Student referred for clinical substance use evaluation (if one has not already been done);
8. If student should return after the completion of the evaluation, s/he will meet with designated school personnel to develop a Substance Abuse Contract;
9. Student will follow the terms of the Substance Abuse Contract which is monitored by a certified Substance Abuse Counselor and

designated school personnel.

**Second Offense:**

1. Verification and confiscation;
2. Administrator meets with student;
3. Parent/guardian notified, student sent home;
4. Student, guidance counselor, administrator, advisor (optional), parent/guardian meet;
5. Superintendent and Law Enforcement notified;
6. Suspension (minimum of 10 days) with recommendation to School Board for expulsion.

**Policy JICIA – Weapons, Violence and School Safety**

*(For the entire policy and legal references please refer to the Maranacook Website)*

The RSU #38 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, regardless of possessing a concealed weapons permit. 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.

**JICK – Bullying and Cyberbullying Prevention in Schools**

*(Please refer to separate handout for entire policy, procedures and forms)*

**I. Introduction**

It is our goal for our schools to be a safe and secure learning environment for all students and staff. It is the intent of the Regional School Unit #38 (RSU #38) Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of mistreatment are detrimental to the school environment as well as learning, achievement and well-being. Any mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of mistreatment affect not only students/staff who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student and staff safety, and an inclusive learning environment.

It is not the Board's intent to prohibit students/staff from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take direct action in response to conduct that interferes with students' opportunity to learn, the educational mission of the RSU #38 schools, and the operation of the schools.

**II. Prohibited Behavior**

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and

5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

### III. Bullying and Cyberbullying Defined

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

A. “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 students or staff that:

(1) Have, or a reasonable person would expect it to have, the effect of:

(a) Physically harming a student/staff or damaging a student's or staff's property; or

(b) Placing a student/staff in reasonable fear of physical harm or damage to the student's or staff's property;

**OR**

(2) Interferes with the rights of a student/staff by:

(a) Creating an intimidating or hostile educational environment for the student/staff; or

(b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

**OR**

(3) Is based on a student's or staff actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's or staff's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACA: Harassment and Sexual Harassment of Students and ACAB: Harassment and Sexual Harassment of School Employees.)

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student or staff, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

B. “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 and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student/staff on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student/staff on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student/staff;
3. Impersonating or representing another student/staff through the use of that other student's/staff's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students/staff.

C. “Retaliation” means an act or gesture against a student/staff for asserting or alleging an act of bullying. “Retaliation” also includes knowingly falsely reporting an act of bullying.

D. “Substantiated” means that the outcomes of the investigation on the Responding Form (JICK-E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

E. “Alternative discipline” means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

### IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy. Administrators, professional staff and all other employees who violate this policy will be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

- B. This policy applies to bullying that:
  1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicle;
  2. Takes place while students are being transported to or from schools or school-sponsored events;
  3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
  4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student/staff at school as set forth in this policy's definition of bullying.

#### **V. Reporting** (*Refer to the Reporting Form – JICK-E1*)

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

- A. School staff, coaches and advisors for extra-curricular and co-curricular activities are required to report alleged incidents of bullying to the school principal or other school personnel designated by the superintendent. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the superintendent.
- B. Students/staff who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.
- C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.
- D. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited. Any student/staff who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

According to Maine Public Law, Chapter 659, RSU #38 is required to report substantiated incidents of bullying and cyberbullying to the Department of Education on at least an annual basis.

#### **VI. Responding** (*Refer to the Responding Form – JICK-E2*)

The school principal or a superintendent's designee will:

- A. Initiate investigation within 2 school days and respond to allegations of bullying behavior;
- B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the superintendent;
- C. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made within 2 school days;
- D. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;
- E. Inform parent(s) or guardian(s), in writing, of the students involved the findings of the investigation and actions to be taken;
- F. Communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

#### **VII. Remediation** (*Refer to the Remediation Form – JICK-E3*)

The school principal or a superintendent's designee will:

- A. Identify the specific nature(s) of the incident.
- B. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:
  1. Meeting with the student and the student's parents/guardian;
  2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
  3. Mediation, but only when there is mutual conflict between parties, rather than one-way negative behavior, and both parties voluntarily choose this option;
  4. Counseling;
  5. Anger management;
  6. Health counseling or intervention;
  7. Mental health counseling;
  8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
  9. Community service; and
  10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.
- C. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

#### **VIII. Appeal**

Notification shall be provided to parent(s), guardian(s), and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking remedial action in accordance with this policy. 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.

## **IX. Assignment of Responsibility**

A. The School Board is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;
2. Posting this policy and related procedures on the RSU #38 publicly accessible website; and
3. Including in student/staff handbooks a section that addresses in detail this policy and related procedures.

B. The superintendent is responsible for:

1. Oversight, implementation, and enforcement of this policy and its procedures;
2. Designating a school principal or other school personnel to administer the policy at the school level;
3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policy at the school level;
4. Ensuring that the prohibition on bullying and retaliation and the attendant consequences apply to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation;
5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policy of the school board;
6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
8. Filing the RSU #38 policy that addresses bullying and cyberbullying with the Maine Department of Education; and
9. Ensuring that substantiated incidents of bullying and cyberbullying are reported to the Maine Department of Education on at least an annual basis.

### **Policy JJIF – Management of Concussions and Other Head Injuries**

*(Please refer to separate handout for entire policy, procedures and acknowledgment form)*

The Board recognizes that concussions and other head injuries are serious and could result in significant brain damage and/or death if not recognized and managed properly. The Board adopts this policy to promote the safety of students participating in all school co and extra-curricular activities, including but not limited to interscholastic sports.

**TRAINING:** All school district teaching, support, extra-curricular, and coaching staff must complete training each year in the identification and management of concussion and other head injuries prior to assuming their district responsibilities. The training must be consistent with such protocols as may be identified or developed by the Maine Department of Education (DOE) and include instruction in the use of such forms as the DOE may develop or require.

**STUDENT AND PARENT INFORMATION:** Annually, at the beginning of each school year and prior to the beginning of each sports season, students and parents of students who will be participating in school-sponsored athletic activities will be provided information regarding:

- A. The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected;
- B. The signs and symptoms of concussion and other head injuries; and
- C. The school district's protocols for 1) removal from the activity when a student is suspected of having sustained a concussion or other head injury, 2) evaluation, and 3) return to participation in the activity ("return to play").

The student and his/her parent(s) must sign a statement acknowledging that they have received and read this information before the student will be allowed to participate in any school-sponsored activity, including any co and extra-curricular activities.

### **Policy JKAA – Use of Physical Restraint and Seclusion**

The Regional School Unit No. 38 School Board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an imminent risk of serious physical injury to the student or others.

State law and MDOE Rule Chapter 33 do not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.

The Superintendent has overall responsibility for implementing this policy and the accompanying procedure, but may delegate specific responsibilities as he/she deems appropriate.

#### **1. Definitions**

The following definitions apply to this policy and procedure:

- A. **Physical restraint:** A personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, or head freely.

**Physical restraint does not include any of the following:**

- a. Physical escort: A temporary voluntary touching or holding of the hand, wrist, arm, shoulder or back to induce a student to walk to a safe location.
- b. Physical prompt: A teaching technique that involves voluntary physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
- c. The use of adaptive devices or mechanical supports to achieve proper body position, balance or alignment to allow greater freedom of movement than would be possible without the use of such devices or supports.
- d. The use of vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

B. **Seclusion:** The involuntary isolation or confinement of a student alone in a room or clearly defined area from which the student does not feel free to go or is physically denied exit.

**Seclusion does not include:** Timeout: An intervention where a student requests, or complies with an adult request for, a break.

## 2. **Procedures for Implementing Physical Restraint and Seclusion**

The requirements for implementing physical restraint and seclusion, as well as incident notices, documentation and reporting are included in the accompanying procedure, JKAA-R.

## 3. **Annual Notice of Policy/Procedure**

RSU 38 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee.

## 4. **Training Requirements**

- A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.
- B. RSU 38 will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office, and in the school unit's Comprehensive Emergency Management Plan.

## 5. **Parent/Legal Guardian Complaint Procedure**

A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) business days, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint.

## **ELECTRONIC DEVICES/WEB SITE/TECHNOLOGY**

### **Policy IJND – Web Site and Social Media**

*(Refer to separate handout for policy, guidelines and media release form)*

### **Policy IJNDB – Student Computer, Internet Use, and Cyber Safety**

*(Refer to separate handout for policy, rules, and electronic resources user acknowledgment forms)*

### **Policy JICJ – Student Use of Cell Phones and Other Electronic Devices**

The Board recognizes that many students possess cell phones and other electronic devices. These devices may not be used in any manner that disrupts the instructional process or violates Board policies or school rules. RSU #38 shall not be responsible for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation. The following provisions apply to student use of cell phones and other electronic devices:

- A. Students are prohibited from using privately-owned electronic devices including but not limited to cell phones, "smart phones," I-Pods, MP3 players, handheld computers/PDAs, and electronic games at school or at school activities except when the teacher or building principal authorizes use for a specific educational, health or safety purpose.
- B. The use of cameras, including camera phones, is strictly prohibited in locker rooms, bathrooms, and other places where privacy is generally expected. In all other school locations, permission must be granted before photographing another person.
- C. School administrators may designate appropriate times and places during which I-Pods and other listening devices may be used (e.g., during lunch periods, study halls, or on school buses traveling to school activities).
- D. The use of a cell phone or other electronic device in any manner that violates Board policy or school rules is prohibited. This includes but is not limited to harassment, cheating and violations of the student code of conduct. If a Board policy or school rule is violated, the teacher or school administrator may confiscate the device for the remainder of the school day. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.
- E. Students who violate Board policy or school rules will be subject to disciplinary consequences which may include:
  1. Confiscation of the device until the end of the school day;
  2. A conference with the student's parent/guardian;
  3. Exclusion of the device from school for an extended period of time;

4. Penalties up to suspension or expulsion from school, depending upon the nature and circumstances of the violation and the student's prior disciplinary record; and
5. Referral to law enforcement.

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

### **Policy JLCD – Administration of Medication to Students**

*(For the entire policy and legal references please refer to the Maranacook Website)*

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.

This policy does not apply to medical marijuana, which is addressed in the Board's policy JLCDA, Medical Marijuana in Schools.

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.

#### **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 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);
5. Time intervals for administration (e.g., every four hours, before meals);
6. Any special instructions;
7. The name of the prescribing health care provider.
8. Ibuprofen and Tylenol may be administered upon completion of the emergency form by parents/legal guardian annually, and with prior written parent permission, pursuant to a standing order from the school physician/school health advisor.

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 parent 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.

All medications will be kept in a double-locked cabinet.

If the health care provider's order/prescription is for a medication regulated by Schedule II of the Controlled Substance Act (21 USC §812), no more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine auto-injectors. The parent is responsible for the replenishment of medication kept at school.

The parent is responsible for notifying the school, in writing, 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 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 shall oversee all procedures in maintaining records, 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 pertaining to authorization of unlicensed persons 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 IEP, 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, Section 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 by the school nurse 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. 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.

J. 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 by parent/guardian;
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, as prescribed by standing orders by the school physician, in the event of anaphylaxis;
7. Access to emergency medications, including school emergency bags, 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.

### III. SELF-ADMINISTRATION OF MEDICATIONS

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 as deemed necessary by the school nurse.
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 parent 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.

### **JLCDA – Medical Marijuana in Schools**

The Board recognizes that there may be some students in the RSU #38 schools who rely on the use of medical marijuana to manage a medical condition and who may be unable to effectively function at school without it.

The administration of medical marijuana in Maine schools is governed by the Maine Medical Use of Marijuana Act (MMUMA). The regulatory agency charged with implementing the MMUMA is the Department of Administration and Financial Services (DAFS). The Maine Medical Use of Marijuana Program, located within DAFS, performs administrative duties associated with implementation of the MMUMA, such as issuing of registration cards to "caregivers." Administration of medical marijuana should be done in a way that minimizes the interruption of instructional time for the student and with a minimum of disruption of routine school operations.

The following procedure is to be followed for the administration of medical marijuana at school:

- A. The student's parent/legal guardian/legal custodian must request the school unit's "Request to Administer Medical Marijuana at School" form and a copy of the Board's policy JLCDA, Medical Marijuana in Schools from the school nurse.
- B. The parent/legal guardian/legal custodian and the student's medical provider (physician, certified nurse practitioner, or physician assistant) must complete and sign the Request form, to be submitted to the school with a copy of the student's current written certification for the use of medical marijuana. The parent/legal guardian/legal custodian must present the original certification to the school employee responsible for processing the request. A copy of the certification will be retained by the school.
- C. The parent/legal guardian/legal custodian must designate a caregiver who will administer medical marijuana to the student in school (including a student who is 18 years of age or older). The designated caregiver must be registered with the Maine Medical Marijuana Program. The original registry identification card and caregiver designation form must be presented to the school employee processing the request. Copies will be retained by the school.

- D. If the designated caregiver is a person other than the student's parent/legal guardian/legal custodian, the designated caregiver must also provide verification that he/she is authorized by the State of Maine to administer marijuana to the student on school grounds.
- E. An arrangement will be made between the school administration and the designated caregiver to schedule the administration of medical marijuana in a manner that will minimize disruption to the student's educational program, other students, school personnel, and the operations of the school.
- F. Medical marijuana may be administered only at the school nurse's office. The designated caregiver must sign in at the school office on arrival at school and proceed directly to the location where the medical marijuana will be administered. The designated caregiver must comply with all Board policies and school rules while on school grounds.
- G. Medical marijuana administered in school must be in a nonsmokeable form. Vaporizers are not permitted.
- H. Only the designated caregiver may bring medical marijuana to school. It may not be held, possessed, or administered by any person other than the caregiver. The student may only hold or possess the medical marijuana during the process of administration and under the supervision of the caregiver.
- I. The designated caregiver must sign out at the school office after the administration of the medical marijuana, taking any remaining medical marijuana with him/her.

## **SPECIAL EDUCATION**

*(Please refer to the Special Education Parent Handbook, and the Notice of Procedural Safeguards)*

### **Policy ILD – Educational Research: Student Submission to Surveys, Analyses, or Evaluations**

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes. No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student's parent;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or student's parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program without the prior written consent of the student's parent/guardian, or of the student, if he/she is 18 years of age or older.)

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments. A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The school unit will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable, the school unit will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations. "Insofar as practicable" acknowledges that there may be circumstances in which a research request is made or is approved only after the school year has begun. When this occurs, the school unit should notify parents far enough in advance for them to access surveys and related instructional materials and to opt their children out, if desired.

## **ACCESS TO STUDENT RECORDS**

*(Refer to Student Education Records and Information Policy JRA and Procedures JRA-R)*

Any parent or legal guardian of a student enrolled at RSU #38 may inspect and review educational records dealing with the student following a prescribed procedure on file with the director of guidance. At the age of 18 years, a student inherits all rights previously granted to parents. Requests for directory information by military recruiters and institutions of higher education must be honored unless written request to not release information is received by the legal guardian. Information is available to newspapers for honor roll, school & sports events, and school-sponsored publication.

## **TITLE I – (Mt. Vernon, and Wayne Elementary Schools)**

### **Policy KBF – Parent Involvement in Title I**

The Board endorses the parent involvement goals of Title I and encourages the regular participation by parents/guardians in all aspects of the school system's Title I programs.

For the purpose of this policy, "parents/guardians" includes other family members involved in supervising the child's schooling.

#### **I. DISTRICT-LEVEL PARENT INVOLVEMENT POLICY**

In compliance with federal law, the school unit will develop jointly and agree on with, and distribute to parents of children participating in the school system's Title I programs a written district-level parent involvement policy.

Annually, parents/guardians will have opportunities to participate in the evaluation of the content and effectiveness of the school unit's parent involvement policy and in using the findings of the evaluation to design strategies for more effective parent involvement and to make revisions to the policy.

#### **II. SCHOOL-PARENT INVOLVEMENT POLICY**

As required by law, each school in the school unit that receives Title I funds shall jointly develop with parents/guardians of children served in the program a school parent/guardian involvement policy, including "School-Parent Compact" outlining the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement in meeting State standards. The school policy will be distributed to parents/guardians of children participating in the school's Title I programs.

The "School-Parent Compact" shall:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
- B. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and positive use of extra-curricular time; and
- C. Address the importance of parent-teacher communication on an ongoing basis, with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

#### **III. PARENT INVOLVEMENT MEETINGS**

Each school receiving Title I funds shall convene an annual meeting to which all parents/guardians of eligible children shall be invited to inform them about the school's participation in Title I and to involve them in the planning, review, and improvement of the school's Title I programs and the parent involvement policy.

In addition to the required annual meeting, at least one other meeting shall be held at various times of the day and/or evenings for parents/guardians of students participating in Title I programs.

These meetings shall be used to provide parents with:

- A. Information about programs the school provides under Title I;
- B. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;
- C. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- D. The opportunity to submit comments to the district level if they are dissatisfied with the school-wide Title I program.

Title I funding, if sufficient, may be used to facilitate parent/guardian attendance at meetings through the payment of transportation and childcare costs.

#### **IV. PARENT RELATIONS**

Parents/guardians of children identified for participation in a Title I program shall receive from the building principal and Title I staff an explanation of the reasons supporting their child's selection, a set of objectives to be addressed, and a description of the services to be provided. Parents will receive regular reports on their child's progress and be provided opportunities to meet with the classroom and Title I teachers. Parents will also receive training, materials, and suggestions as to how they can assist in the education of their children at home.

#### **V. DELEGATION OF RESPONSIBILITY**

The Superintendent/designee shall be responsible for ensuring that the school unit's Title I plan, programs, and parent involvement policies comply with applicable law and regulations and for developing administrative procedures, as needed, to implement this policy.