

MSAD #11 ELEMENTARY SCHOOL HANDBOOK 2018-19

River View Community School



Helen Thompson Elementary School



Pittston Consolidated School



Laura E. Richards Elementary School



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MSAD 11
Pre-K to Grade 5
Parent, Student & Staff Handbook
2018-2019

Gardiner:	Laura E. Richards School – Grades Pre-K – 2 River View School – Grades 3 - 5
Pittston:	Pittston Consolidated School – Grades K - 5
Randolph:	Pittston Consolidated School – Grades K - 5
West Gardiner:	Helen Thompson School – Grades Pre-K – 5

SUPERINTENDENT'S OFFICE

Patricia Hopkins, Superintendent	582-5346
Angela Hardy, Director of Curriculum and Instruction	582-5346
Elisha Morris, Director of Special Services	582-7366
Sarah Bolduc-Ignasiak, Assistant Director of Special Services	582-7366
Linda Sergent, Director of Child Nutrition Services	582-5346
Gabe Dostie, Director of Operations	582-6663
Charles Wilson, Assistant Director of Operations	582-6663

PRINCIPALS

Victoria Duguay, River View School	582-3402
Kady Gould, Helen Thompson School	724-3930
Karen Moody, Laura E. Richards School	582-3612
Sarah Duffy, Pittston Consolidated School	582-6268

SCHOOL BOARD MEMBERS

Becky Fles (G), Chairperson
Eric Jermyn (G), Vice-Chairperson
Veronica Babcock (G)
Carrie Boudway (WG)
Marc Cone (G)
Debra Couture (WG)
Linda Fortier-Brown (R)
Michael Gammon (R)
Jane Hubbert (P)
James Lothridge (P)
Earle McCormick (WG)
Tony Veit (G)

Communication is very important to us in MSAD 11. There is an established process for addressing questions and concerns. It is best to address these first at the school level, directly with the teacher; then, if necessary, with the building principal. If the issue is still unresolved, it will be forwarded to the Superintendent. By following this process, we can ensure that the situation will be addressed with those closest to the issue(s).

We believe:

- ~that a positive learning experience is vital for children to have a successful beginning to their lifelong journey.
- ~that education is a shared responsibility between home and school, working as a team.
- ~that your involvement is both welcomed and necessary.

MSAD # 11 MISSION STATEMENT

We support Maine's Guiding Principles as a learning foundation for life. Our mission is to provide a safe environment that encourages all members of our community to become:

- ~Clear & Effective Communicators
- ~Self-Directed & Lifelong Learners
- ~Creative & Practical Problem Solvers
- ~Responsible & Involved Citizens
- ~Collaborative & Quality Workers
- ~Integrative & Informed Thinkers

Check out our school's website at www.msad11.org

ADMINISTRATION OF MEDICATION TO STUDENTS (FILE: JLCD)

Although the MSAD #11 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.

Parent are urged to schedule administration of medication outside school hours. When a student must take medication at school, the parent must complete a medication permission form.

Prescription medication brought to school must be clearly labeled with student's name, name of medication, dosage, time to be given, name of doctor and date when prescribed in its pharmacy labeled container.

Non prescription medication will be given only with a note from your child's doctor stating the directions and the container must be labeled with the same information as prescription medication. If medication is not labeled as specified, it will not be administered by school personnel.

AFFIRMATIVE ACTION INFORMATION

The MSAD #11 School District has committed itself to an Affirmative Action Plan which insures that all of its educational programs, employment policies and practices will be nondiscriminatory on the basis of race, gender, color national origin, religion, marital status, age, sexual orientation or disability and recognizes its obligations to comply with the provisions of all existing Federal and State legislation as it relates to discrimination.

Inquiries may be addressed to:

Diann Bailey, Title IX Affirmative Action Coordinator
Adult Education Office (582-3774)

Questions concerning the application of nondiscrimination policies may also be referred to the US Department of Education Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491 or telephone (617) 289-0111.

The following information is provided to keep all members of the community informed relative to nondiscrimination policy:

~Affirmative Action is a program designed in compliance with the U.S. Civil Rights Act of 1964 and its Educational Amendments. Its purpose is to make sure that all parts of the Civil Rights Act are being observed in federally funded programs.

~Title IX prohibits discrimination on the basis of gender.

~Title VI prohibits discrimination on the basis of race, color, national origin, religion, marital status, and handicap.

~Section 504 specifically prohibits discrimination on the basis of handicapping condition.

~Title VII incorporates all of the aforementioned amendments in the workplace.

Discrimination covers all issues which relate to prejudice, racism and harassment toward the above-named groups.

For further information contact the appropriate coordinators. File: ACAA-R.

ANIMALS IN SCHOOLS (FILE: IMG)

Permission is to be obtained in writing from the school principal before animals are brought to the school building or grounds. For the safety of all, animals must have proof of current rabies vaccinations.

ATTENDANCE

State law requires that a child must reach the age of five on or before October 15 to be eligible for kindergarten and that all children between the ages of seven and seventeen shall attend school. Religious holidays, illness, and family emergencies are excused absences. Please call the school before 9:00 a.m. if your child will be absent. For safety, we will call the homes of absent students if their parents have not contacted the school. If you are unable to contact the school, on the day of his/her return, your child should bring a note explaining the reason for the absence.

BIRTHDAYS

Birthdays are important and significant in the lives of most children. Parents and students who wish to bring treats for the entire class may do so. Please contact the classroom teacher in advance, checking for students who may have food allergies. Invitations to outside of school birthday parties which do not include the whole class are not to be distributed at school.

BREAKFAST AND LUNCH

Our schools offer both a breakfast and lunch program. students may receive a "pre-pay" envelope at the beginning of the school year. To make a prepayment, please complete and return

the envelope with your payment to the Cafeteria Manager at your school. Checks should be made out to MSAD #11 Food Service Program. Menus and prices are sent home monthly, posted on the district web page and printed in the local newspaper. Free and reduced lunch applications need to be completed and returned to school each year. All students from one household can be put on the same application form.

Please make sure to list what school they attend in the district. For more information or for an application, please call your child's school or Linda Sergent at 582-5346. Applications can be sent back to school or mailed to Ms. Sergent at:

MSAD #11 Food Service Program, 150 Highland Avenue, Gardiner, ME 04345

BUS RIDERS (FILE: EEAA)

MSAD #11 students are expected to ride the bus to which they are assigned. Parents/guardians may request temporary changes in transportation arrangements. Such requests must be submitted in advance to the building principal. Approval is subject to available bus seating. MSAD #11 bus drivers shall not permit any person other than a pupil, teacher, school official, mechanic or police or patrol officer to ride in his/her bus without written consent from the Superintendent's Office, School Principal or the Director of Operations.

BUS SAFETY & RULES

Transportation is a student privilege and safety is our main concern. All children shall act in a manner that will not jeopardize the safety of others, nor shall they distract the bus driver from his/her duties. For everyone's safety, bus drivers must be in complete control of the bus at all times; therefore, the following bus rules shall be strictly enforced:

1. Riders will take a seat and remain seated, with the aisle kept clear, until the bus stops.
2. Riders will not throw any article in or out of the bus and will not hang any body part out of a window.
3. Riders will not disturb other passengers in any manner such as pushing, slapping, grabbing etc. Rude language and obscene gestures are unacceptable.
4. Riders will respond promptly and courteously to the driver's requests.
5. Riders shall not disturb or talk to the bus driver except in an emergency.
6. After leaving the bus, riders shall go to the front of the bus and wait until the bus driver makes eye contact and signals them to cross the road. No passenger will cross in back of the bus at any time.
7. The Director of Operations will assign bus stops. Students are to be at the bus stop 5 minutes prior to pick up.

Note: In order to help provide a safe environment for students on school provided transportation, the school board supports the use of video equipment on district vehicles. Cameras may be used to monitor student behavior. If a video becomes the basis for disciplinary action, the parents of the student will be given opportunity to view the resulting video.

BUS RULES - CONSEQUENCES

When a K-2 grade student does not comply with these rules, he/she will receive a verbal warning and may be assigned a seat, with the parent notified. Further failure to comply may result in suspension from all buses for a period of time, which is determined by the violation. For grades 3-12 similar action will occur, but, based on the violation, suspension from the bus may be immediate. The Director of Operations or designee will discuss the violation with the student(s), record the incident and notify the parents/guardian in writing and by telephone, if possible.

Parents must provide transportation to and from school for the suspended student. The Director of Operations maintains contact with the building administrator.

CELL PHONES: Cell phones are not allowed during the elementary school day. They may be kept in backpacks and used before or after school hours.

DISMISSAL FROM SCHOOL

No child is permitted to leave school before the regular dismissal time unless ill or upon written request from the parent/guardian. If someone other than a person named on your child's emergency card is to pick up your child, please send a note. A child will not be released to someone who does not have your permission.

The school office should be notified if you desire to change your child's regular route home. Please send a signed note. Without notification, we will send your child home in the usual way. For safety, your child must also show the note to the driver.

DRUG & ALCOHOL USE BY STUDENTS (FILE: JICH)

MSAD #11 promotes a policy of non-utilization of mood and mind altering substances which adversely affect the physical, mental and emotional health of students. The Board is committed to keeping students chemically free and to supporting state laws which strictly forbid the sale or distribution of alcohol and other drugs to minors.

Student health problems are primarily the responsibility of parents or guardians. However, the school and community share that responsibility because chemical health problems often affect the learning and development of the student.

ELEMENTARY SCHOOL GOALS AND OBJECTIVES

We will continue to focus on improving student achievement in the following areas:

Literacy: Guided Reading and Writing instruction

Math: Developing mathematical thinkers in the varied areas of math

Science: Physical, Life and Earth Science instruction

Soc.Studies: Our community, our state, our nation, our world

Allied Arts: Art, Music, & Physical Education

FIELD TRIPS

Field trips are a valuable educational experience. To insure that all students take part, parents are asked to complete a permission form for each field trip. Any student for whom permission is not obtained shall participate in appropriate alternative activities within the school during typical school hours. Parents may be invited to chaperone when the trip is out of the district and will need to complete the District's Chaperone Protocol form. Parents attending field trips may not bring siblings. All arrangements for chaperones are made by the classroom teacher.

FIRE DRILLS (FILE: EBCB)

In order to protect the health and safety of students and staff and in compliance with the provisions of the Life Safety Code, schools at all levels, PK-12, are required to hold two fire drills during the first two weeks of school. Elementary schools will hold 8 other fire drills throughout the year. (See policy on website for full statement.)

FORMAL TESTING

The District assesses and collects data regarding student performance in the following areas: English/Language Arts, Mathematics, Social Studies and Science.

In addition, students may participate in assessments as mandated by the Maine Educational Act and ESSA (Every Student Succeeds Act).

HEALTH ISSUES

Please do not send your child to school if he/she is ill!

Per School Board policy (JLCC), The MSAD #11 School District will follow the United States Center for Disease Control guidelines for all communicable diseases.

To prevent the spread of illness, CDC recommends a student stay home “at least 24 hours after they no longer have a fever* or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine.”

In addition our District’s physician (Gardiner Family Medicine) has issued orders stating the following:

A student must remain home for 24 hours if he/she:

1. Has had a fever of 100°F or higher for any of the previous 24 hours
2. Has vomited or had diarrhea in the 8 hours prior to school starting
3. For 24 hours after beginning a course of antibiotics for a contagious illness

It is important that you can be contacted in case of an emergency. Please keep the office updated with your phone number, place of work, and contact people. If it is determined that an injury requires more attention or continued observation, the school nurse and parent will be contacted. If your child becomes ill at school, you will be called and your child will be dismissed.

If a child has symptoms of a contagious disease, such as measles or chickenpox, s/he will be excluded from school until the child has recovered. Other diseases requiring a doctor’s recommendation are conjunctivitis, skin rashes, impetigo, ringworm, and other conditions which might be contagious.

Lice can be a problem whenever people are together in large groups. It can occur even on the cleanest of heads. If your child is found to have lice, you will be called. After treatment, the school nurse or designee will check a child’s head upon his/her return to school. If live lice are found, the parent will be contacted to request additional treatment be given.

LIBRARY

Every student is allowed to sign out one book at a time. When the book is returned, it may be renewed or the student may select a new one. Students and parents are responsible for the books signed out. If a book is lost or badly damaged, a bill will be issued for the price of book replacement.

“NO SCHOOL” ANNOUNCEMENTS

On mornings when storms prevent school from being held, “no school” bulletins will be announced several times on stations WABK, WMME, Channels 6, 8, & 13 and on our district website. If you have registered with the automated system, you will be notified by telephone,

email, and/or text. The decision to have no school will be made as early as possible. Please listen for the announcement and do not call the schools, superintendent, principal, or teachers.

Occasionally, the weather becomes so inclement during the school day that children will be dismissed early. Radio announcements will be made. Parents need to complete an Emergency Dismissal Form and instruct their children on what to do and where to go when school is canceled early.

PHOTOGRAPHS AND VIDEO

There are times throughout the school year when your child may be photographed or videotaped. Please complete the "Media Use" permission form. These forms will be kept on file in the office.

RECESS

Recess is part of the elementary school program. It is a time for children to develop social and physical skills in a semi-structured setting. Whenever possible, the children go outside for recess. Weather conditions are considered before a decision for outside recess is made. Students should dress appropriately for varying weather conditions. All students in school will attend recess unless there is a note from the doctor.

SMOKING BY STUDENTS (FILE: ADC-R)

The Board of Directors prohibit the use of tobacco in any form in direct proximity to school grounds, at school events and school sanctioned events and on school buses at all times. Also, possession of tobacco products by students under 18 is prohibited

STUDENT ABSENCES AND EXCUSES

Every student is expected to attend school punctually and regularly and to conform to the regulation of the school with respect to attendance and tardiness. No pupil shall be permitted to leave school before the regular time of dismissal unless ill or upon written request from the parent or guardian.

The only legitimate excuses for absences or tardiness shall be:

- A. Illness of the pupil or appointment with a health professional
- B. Family emergency
- C. Observance of a recognized religious holiday
- D. Planned absence for a personal or educational purpose which has been approved
- E. Inclement weather rendering the safety of the student questionable going to and from school.

STUDENT COMPUTER AND INTERNET RULES (FILE: IJNDB)

Students in our elementary schools have access to computers, networks, and internet services. This access is considered a privilege and comes with certain rules and responsibilities. Each student and parent must sign on agreement to abide by the policies of MSAD #11 in order to enjoy such access. (Please see the complete policy on the MSAD #11 website.)

STUDENT DISCIPLINE (FILE: JK)

One goal of education is to help individuals develop the self-discipline needed to become contributing and responsible members of the community. Achievement of this goal is the shared responsibility of the individual, the family and the school. We both want and need parental support to help maintain appropriate behavior as outlined in the District Code of Conduct. We

ask parents to help support our message that violence, harassment and assault are never appropriate or justifiable.

Discipline, the process of teaching individuals to develop and demonstrate responsible decision-making skills, is an integral part of this goal. Discipline is used to develop respect for oneself and the rights of others and to foster responsibility for an acceptance of the consequences of one's behavior. However, discipline should not be used to deprive students of any academic opportunities. In the school setting, effective discipline assures that each student and staff member has a right to be free from fearful or abusive treatment by others. Behavior that interferes with these rights will not be tolerated. Good discipline also ensures that members of the school community can learn and work without interference in a pleasant, safe and comfortable environment. Teachers have the responsibility to use appropriate behavioral interventions, subject to the approval of the building principal or designee, to foster appropriate discipline and to support the District discipline policy. Physical force shall not be used as punishment. Staff members shall use every resource available to give guidance to their students and may refer only marked cases of discipline for administrative action.

In cases where a student is referred to the building principal for administrative action, the principal, assistant principal or their designee may use the following measures, in any order, including expulsion recommendations, depending on the nature and severity of the violation.

A. **BEHAVIORAL INTERVENTION:** The principal or designee shall use at his/her discretion suitable strategies to assist the student in understanding the peaceful resolution of conflict and appropriate school behavior.

B. **TEMPORARY IN-SCHOOL SUSPENSION:** The principal or designee may remove a student from a classroom or school activity (such as lunch, recess) where the student behaved inappropriately.

C. **IN-SCHOOL SUSPENSION:** The principal or designee may remove a student from a series of classrooms or school activities where the student's behavior was not appropriate.

D. **OUT-OF-SCHOOL SUSPENSION:** The principal or designee may remove a student from school for a period of time up to ten (10) school days. On the third out-of-school suspension, a referral will be made to the superintendent for a meeting with the parents(s)/guardian(s), and student before re-entering school. All out-of-school suspensions are subject to Policy JKD: Suspension of Students

E. **EXPULSION:** Student expulsions will be handled according to board policy JKE. Any student who has received three administrative disciplinary referrals may be referred to the Response to Intervention Team. A profile of students with chronic disciplinary histories will be forwarded at the time of transfer of the student to another school. Documentation may identify problems, attempted interventions and changed behavior.

STUDENT DISCRIMINATION AND HARASSMENT PROCEDURE (File: ACAA)

The following section outlines for students the process which will be used for handling complaints alleging discrimination or harassment.

A. A “complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, national origin or disability.

B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, national origin or disability.

Step One: Any student who believes s/he has been discriminated against or harassed should report her/his concern promptly to the building administrator. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the administrator. The building administrator will investigate and attempt to resolve the complaint within three working days.

Step Two: If the complaint is not resolved satisfactorily or the complainant wishes to bypass the building administrator, s/he may file a complaint with the district’s affirmative action officer. The complaint will be investigated and completed within 21 working days, if practical.

If the Affirmative Action Officer determines that discrimination or harassment occurred, s/he shall in consultation with the superintendent:

1. determine what disciplinary action should be taken against the person who engaged in discrimination or harassment.
2. inform the student who made the complaint (and his/her parents/guardians) of the results of the investigation in accordance with state and federal privacy laws.

If the student’s parents/guardians are dissatisfied with the resolution, an appeal may be made to the School Board within 14 school days of receiving notice of the decision. The Board will consider the appeal in executive session, to the extent permitted by law, at its next regular meeting or at a special meeting. The Superintendent shall submit the investigation report and any other witnesses or documents that s/he believes will be helpful to the Board. The student, his/her parents/guardians and representatives shall be allowed to be heard. The person against whom the complaint was made shall be invited and allowed to be heard. The Board’s decision shall be final.

Step Three: A student may at any time file a complaint with the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333-0051, call 207-624-6050 or contact the federal office for Civil Rights, Regional Director, US Department of Education, SW McCormack POCH Room 222, Boston, MA 02109-4557, phone # 617-223-9622.

Considerations: Each school staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures up to and including expulsion. The Superintendent or designee may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending. (See website for full statement.)

STUDENT DRESS (FILE: JICA)

Students are expected to adhere to standards of cleanliness and dress that are compatible with the safe and respectful school learning environment. Any type of headwear is not to be worn in the school building. Clothing must be neat and clean with markings that are not offensive. Dresses and shorts should not be tight or too revealing. (See website for full policy.)

Building principals are responsible to ensure that the classroom learning environment is free from distractions/disruptions. Students whose apparel, hair style/color or other accessories are deemed unsuitable for classroom wear may be asked to make appropriate changes.

STUDENT EDUCATION RECORDS & INFORMATION (FILE: JRA)

MSAD #11 has established a policy regarding student records which is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). This policy assures confidentiality for students and their parents. Only the people involved in your child's education have the right to see your child's school record. Listed below are the most important parts of the policy.

1. Certain facts about students are classified as "directory information". This includes such information as name, address, phone number and age. Directory information may be released to the public unless the parent sends a note to the principal refusing to allow this information to be released. The school department will not release directory information for any commercial purposes.
2. When a student moves to a new school district, MSAD #11 will send all the student's records to the new school.
3. If you wish to inspect your child's records, contact your school's office and sign a request form. An appointment will be made for you to view the records when someone is available to help interpret the records for you.
4. If you feel that your child's right to privacy has not been protected, or if you have other concerns about the school's record-keeping procedures, please contact your school principal.

STUDENT SUPPORT SERVICES/GUIDANCE SERVICES:

Each elementary school has the part-time services of a guidance counselor to help students, parents and teachers develop a positive learning experience. The program consists of a variety of services and activities, including classroom lessons, individual and group counseling, parent and teacher consultation, group guidance, information services and referral services to other programs and services. Referrals can come from students, teachers, parents or other school personnel. Out-of-school counseling is offered by various agencies in the area.

INDIVIDUALIZED EDUCATION PROGRAMS (FILE: IHBA)

If you have a concern that your child may have a disability that is interfering with his/her education, you should discuss your concern with the classroom teacher. Students with disabilities have an equal opportunity to participate in regular education programs. Creating the least restrictive environment is the goal of the special education program.

With parents' written permissions, an evaluation is completed. The evaluations are used to determine whether the student has a disability and/or is eligible for special education services. If eligible, an Individualized Educational Plan (IEP) is developed and includes the student's educational goals and objectives, possible program modifications and support services that will assist the student.

RESPONSE TO INTERVENTION Team (RTI):

The MSAD #11 RTI school team serves as a resource for teachers, families, and administrators in addressing a variety of student learning and behavioral needs. The RTI will review and monitor the student's status and suggest appropriate interventions to encourage success.

SECTION 504 of the REHABILITATION ACT of 1973:

Section 504/ADA prohibits discrimination against persons with disabilities, including both students and staff members, by school districts receiving federal financial assistance. Included in the U.S. Department of Education regulations for Section 504 is the requirement that students with disabilities be provided with a free appropriate public education. These regulations require identification, evaluation, provision of appropriate services and procedural safeguards in every public school in the United States.

TITLE I:

This program provides supplemental and remedial help to students in the areas of language arts and math. Students qualify based on assessments, informal testing, and teacher recommendations.

TRUANCY (FILE: JHB)

A student is habitually truant if s/he is required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA 5001-A) and s/he: is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive days of unexcused absences during a school year.

On an annual basis, each building principal or designee will publish and distribute to students and parents/guardians a handbook which includes the district discipline policy and administrative disciplinary referral procedures as contained in this policy.

VISITORS (FILE: KI)

Parents and interested citizens are welcome to visit the public schools during the school day. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and the building layout and location.

WEAPONS, VIOLENCE & SCHOOL SAFETY POLICY (FILE: JICIA)

The 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 and staff are required to immediately report incidences of prohibited conduct by students to the building administrator or designee for investigation and appropriate action. (See policy on website for full statement.)

MSAD # 11 CODE OF CONDUCT

As a member of the MSAD #11 community, I have:

A RIGHT:	&	A RESPONSIBILITY:
TO BE SAFE	&	TO ACT SAFELY & HELP OTHERS
TO BE RESPECTED	&	TO TREAT OTHERS WITH KINDNESS
TO BE HEARD	&	TO LISTEN WITH CONSIDERATION
TO LEARN	&	TO BE ACCEPTING OF INDIVIDUAL DIFFERENCES, KNOWING OTHERS HAVE THE SAME RIGHTS AS I DO

It is important for students to understand that our schools and buses have rules so that everyone can learn and play together in a safe environment. Our basic rule: Treat others as you want to be treated!

SAMPLE: ELEMENTARY SCHOOL DAY SCHEDULE

(Times may vary from school to school within the MSAD #11 district)

8:10	Students may arrive at school. Adult supervision begins.
8:30	The school day begins; lunch count taken; the day organized
8:30 - 3:00	The days are filled with academics, allied arts (art, music, physical education), lunch, recess and other activities. (For the safety of our students, all doors, except the main door, are locked during school hours.)
3:00	Students are dismissed to a designated adult or to their buses.

It is important for students to arrive on time each day and remain at school until the end of the school day.

Late arrivals and early dismissals interrupt the flow of the school day for everyone.

Appendix

File: AC

NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The MSAD #11 Board is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment. In accordance with applicable Federal and/or State laws and regulations, MSAD #11 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, genetic information, or disability. For the purpose of this policy, “sexual orientation” means a person’s actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

[NOTE: The Maine Human Rights Act (5 M.R.S.A. § 4551 et seq.) prohibits discrimination on the basis of sexual orientation. This policy includes the definition of “sexual orientation” provided in 5 M.R.S.A. § 4553(9-C).]

The MSAD #11 Board delegates to the Superintendent the responsibility for implementing this policy. The MSAD #11 Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all Federal and State requirements related to nondiscrimination. The Affirmative Action Officer will be appointed by the Superintendent and will be a person with direct access to the Superintendent.

The Superintendent/Affirmative Action Officer shall be responsible for ensuring that notice of compliance with Federal and State civil rights laws is provided to all applicants for employment, employees, students, parents and others, as appropriate.

Legal Reference: Equal Employment Opportunities Act of 1972 (P.L. 92-261) amending Title VII of the Civil Rights Act of 1964 (42-U.S.C. § 2000(e) et seq.) Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.) Equal Pay Act of 1963 (29 U.S.C. § 206) Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.) Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) Maine Human Rights Act (5 MRSA § 4551, et seq.)

Cross Reference: MSAD #11 Affirmative Action Plan

ACAA-Harassment and Sexual Harassment of Students ACAB-Harassment and Sexual Harassment of School Employees

Adopted: October 2, 2008

Revised: December 3, 2009, September 1, 2011; February 4, 2016

File: ACAA

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of MSAD #11 Board policy and may constitute illegal discrimination under state and federal laws.

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the MSAD #11 Board policy JICIA – Weapons, Violence and School Safety.

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and

other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

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

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

Legal Reference: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.) Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d)) 5 MRSA §§ 4602; 4681 et seq. 20-A MRSA § 6553

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action ACAA-R - Student Harassment Complaint Procedure ACAD – Hazing JICIA - Weapons, Violence and School Safety

Adopted: November 2003

Revised: October 6, 2005; December 3, 2009; February 4, 2016

File: ACAA-R

STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the MSAD #11 Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

Definitions

For purposes of this procedure:

A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability; and

B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.

How to Make a Complaint

A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the Principal/Affirmative Action Officer. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the Principal/Affirmative Action Officer.

B. School staff are expected to report possible incidents of discrimination or harassment of students to the administration. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.

C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

D. Students are encouraged to utilize the school unit's complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the U.S. Department of Education, Office for Civil Rights/ED, 5 Post Office Square, Suite 900, Boston, MA 02109-3921 (telephone: 617-223-9622; TDD: 877-521-2172; fax: 617-289- 0150). File: ACAA-R

Complaint Handling and Investigation

A. The Principal/Affirmative Action Officer shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.

B. The Principal/Affirmative Action Officer may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.

C. The complaint will be investigated by the Affirmative Action Officer unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the MSAD #11 School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.

1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.

2. If the complaint is against an employee of the school district, any applicable individual or collective bargaining contract provisions shall be followed.

3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

4. The Principal/Affirmative Action Officer shall keep a written record of the investigation process.

5. The Principal/Affirmative Action Officer may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.

6. The Affirmative Action Officer shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.

7. The investigation shall be completed within 21 business days of receiving the complaint, if practicable.

D. If the Affirmative Action Officer determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:

1. Determine what remedial action is required, if any;
2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 business days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.

Legal Reference: Americans with Disabilities Act (28 CFR § 35.07) Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7) Title IX of the Education Amendments of 1972 (20 SC § 1681 et seq.) Title VI of the Civil Rights Act of 1964 (PL 88-352) 20 USC § 1232g 34 CFR Part 99 5 MRSA §§ 4571; 4602; 4681 et seq. 20-A MRSA §§ 6001 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action ACAA - Harassment and Sexual Harassment of Students

Adopted: January 9, 1992

Revised: January 7, 1993; November 2003; December 3, 2009; February 4, 2016

File: 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 activities of any type, 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 the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students' organizations, shall plan, encourage, or engage in injurious hazing activities.

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all

other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

In the case of an organization affiliated with this school unit that authorizes hazing, penalties may include rescission 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 may be subject to ejection from school property and/or other measures as may be available under the law.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent/designee shall be responsible for administering this policy. In the event that an individual or organization disagrees with an action—or lack of action—on the part of the Superintendent/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the MSAD #11 Board. The ruling of the MSAD #11 Board with respect to the provisions of this policy shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

Legal Reference: 20-A MRSA § 6553

Cross Reference: ACAA - Harassment and Sexual Harassment of Students ACAB - Harassment and Sexual Harassment of Employees JICIA - Weapons, Violence and School Safety

Adopted: October 19, 1994

Revised: April 12, 2001; October 6, 2005; December 3, 2009; December 3, 2015

File: ADC-R

TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this MSAD 11 Board's "Tobacco Use and Possession" policy.

I. PROHIBITED CONDUCT

A. Students

The use, possession, sale, dispensing or distribution of tobacco products by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times.

B. Employees and All Other Persons

The use of tobacco products by employees and all other persons is prohibited in school buildings, facilities, and on school buses during school-sponsored events and at all other times on school grounds. In addition, employees and all other persons are strictly prohibited, under law and this

MSAD 11 Board's policy/administrative procedure, from selling, dispensing, or distributing tobacco products to students.

II. ENFORCEMENT

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct occurs. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

A. Student Violations

1st Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation which shall be signed by the parent/legal guardian and returned to the school.
2. The student may be suspended for up to five days, depending on the situation and the age of the student.
3. The Superintendent/designee may refer students to the Law Enforcement Agency for use or possession of tobacco or tobacco products as he/she deems necessary. However, the Superintendent/designee shall refer to the File: ADC-R Page 2 of 3 Law Enforcement Agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.
4. The student will not be allowed to participate in any extracurricular activities as outlined in the student/athletic handbooks. When applicable, the student must attend athletic practices but cannot compete in any events during the suspension/detention period as outlined in the respective handbooks.

2nd Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation which shall be signed by parent/legal guardian and returned to the school. A parent/legal guardian shall also be required to meet with the Principal within five days of the violation.
2. The student may be suspended for five to ten days, depending on the situation and the age of the student.
3. The Superintendent/designee may refer students to the Law Enforcement Agency for use or possession of tobacco or tobacco products as he/she deems necessary. However, the Superintendent/designee shall refer to the Law Enforcement Agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.
4. Restrictions on extracurricular activities are as outlined above.

3rd Violation

In addition to the above identified sanctions, students may be removed from extracurricular activities for the remainder of the year and may be referred to the MSAD 11 School Board for expulsion.

C. Other Persons in Violation

All other persons violating this policy (e.g., employees, visitors) shall be immediately directed to cease volatile behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco products to students shall be referred to a law enforcement agency.

Any employee violating this policy shall be subject to appropriate disciplinary measures.

III. NOTICES

This MSAD 11 Board's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification in writing of this MSAD 11 Board's tobacco policy and administrative procedures. A tobacco free campus statement shall be read at the beginning of each adult education course and at each athletic contest. Those adults using tobacco products at games or events will be asked by police or administration to extinguish any such products. Tobacco free signs will be posted at all entrances of school buildings, school playgrounds, and athletic fields.

IV. PROHIBITIONS AGAINST ADVERTISING

MSAD #11 prohibits any form of tobacco advertising in school buildings, at school functions, and in school publications. Moreover, students are prohibited from wearing or displaying any type of tobacco promotion material. Students wearing such clothing will be asked to remove or change the inappropriate apparel.

Legal Reference: 20 USC § 6081-6084 (Pro-Children Act of 1999-Goals 2000) 22 MRSA 9 1578-B ME IPL 470 (An Act to Reduce Tobacco Use by Minors)

Adopted: December 3, 2009; August 6, 2015

File: ECAD SECURITY CAMERA SYSTEM

The MSAD 11 School Board authorizes the use of security cameras for the purpose of enhancing school safety and security. The Board's goals are to promote and foster a safe, secure teaching and learning environment for students and employees; to promote public safety for community members who visit or use school property; and to safeguard facilities and property.

Security cameras may be placed in parking lots, school entryways, and other areas on school grounds. Security cameras may also be placed in areas of common use within buildings, including but not limited to, school foyers, the school office, hallway, cafeterias, libraries, and gymnasiums.

Security cameras may be used for the following purposes:

1. To investigate suspected violations of Board policies or school, or other inappropriate conduct.
2. To monitor activities on school property to protect safety and to enforce school rule, policies and the law.
3. By law enforcement to address school safety issues or to investigate possible criminal behavior.

Notices will be posted in public entryways to the building and other conspicuous locations informing persons that the buildings and ground are monitored by security cameras.

The Superintendent may develop and implement any necessary administrative procedures regarding the use of security cameras.

Cross Reference:

EBCA Comprehensive Emergency Management
ECAD Security Camera System – Administrative Procedure
JRA Student Records and Information

Adopted: September 7, 2017

File: ECAD-R

SECURITY CAMERA SYSTEM ADMINISTRATIVE PROCEDURE

A. Security Camera Placement

1. Security cameras may be placed outside and inside school facilities as described in Policy ECAD and as approved by the Superintendent. The Superintendent shall consult with the building administrator and others as appropriate prior to approving placement of security cameras.
2. The use of security cameras or video devices may also be approved in particular locations by the Superintendent on a short-term basis in connection with investigation of possible misconduct and/or illegal activity.
3. Security cameras will not be placed in bathrooms, locker rooms, private offices, or other locations where the Superintendent determines that users have a reasonable expectation of privacy, except otherwise permitted by law.

B. Viewing/Monitoring of Live Images from Security Cameras

1. In order to maintain building security, a monitor will be placed to enable administrators or their designees to observe points of access to the building.
2. The Superintendent, building administrators, and others designated by the Superintendent may monitor security camera images on a periodic or random basis for school purposes.

C. Viewing of Security Camera Recordings

1. The Superintendent, building administrators, and others designated by the Superintendent may review security camera recordings for school related purposes. Other school employees may be authorized by the Superintendent or a building administrator to view recordings if there is a legitimate educational or operational reason to do so.
2. Any security camera recording used for student disciplinary purpose will only be disclosed as authorized by the Family Educational Rights and Privacy Act (FERPA) and in accordance with Board Policy.
3. The parents/guardians of a student or an eligible student under FERPA may request to view portions of a security camera recording used as a basis for disciplinary action against that student. Viewing of the security camera recording shall be conducted in the presence of a

building administrator and shall be conducted in a manner that does not violate the confidentiality rights of other students.

4. Law enforcement personnel may review security camera recordings, when available, to investigate possible criminal conduct.

D. Storage and Security of Security Camera Recordings

1. All security camera recordings will be stored in a secure location to ensure confidentiality.

2. Security camera recordings will be stored no longer than 60 days, except in cases where there is a request from the police or a court or when recordings are needed for a disciplinary matter.

3. Recordings related to a disciplinary matter will be maintained in their original form until the matter is resolved.

Adopted: September 7, 2017

File: IJNDB

STUDENT COMPUTER AND INTERNET USE

MSAD #11's computers, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether they are used at school or off school premises.

Compliance with MSAD #11's policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student's computer privileges will be altered.

Violations of this policy MSAD #11's computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

MSAD #11 computers remain under the control, custody, and supervision of the school district at all times. The school district monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

MSAD #11 uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although MSAD #11 takes precautions to supervise student use of the Internet, parents should be aware that MSAD #11 can't reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school district is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student safety, MSAD #11 also educates students about online behavior, including interacting on social networking sites and chat rooms, the dangers of engaging in "hacking" and other unlawful online activities, and issues surrounding "sexting" and issues surrounding cyber bullying awareness and response.

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

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

Cross Reference: JICIA-Weapons, Violence, Bullying and School Rules GCSA – Employee Computer and Internet Use IJNDB-R – Student Computer and Internet Use Rules

Adopted: June 3, 2004

Revised: May 3, 2007; June 2, 2011, September 6, 2012

File: IJNDB-R

MSAD #11 STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving MSAD #11 computers networks, Internet services, computer files, passwords and accounts.

The rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Director of Technology. These rules apply to all school computers an all school-provided laptops wherever used, and all uses of school servers, Internet access, and networks regardless of how they are accessed.

A. Acceptable Use

1. Student access to MSAD #11’s computers, networks and Internet services are provided for educational purposes; research consistent with MSAD #11’s educational mission, curriculum and instructional goals.
2. Board policies, school rules and expectations concerning student conduct and/or communications apply to students using school computers, on or off school property.
3. Students are also expected to comply with specific instructions from the teacher or other supervisory staff member/volunteer when accessing MSAD #11’s computers, networks and Internet services.

B. Prohibited Uses

Unacceptable use of school computers includes, but is not limited to the following:

1. Accessing or Communicating Inappropriate Materials –Students may not access, submit, post, publish, forward, download, scan or display materials or messages that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities –Students may not use MSAD #11’s computers, networks and Internet services for any illegal activity or in violation of any other Board policies, procedures and/or

school rules. The District assumes no responsibility for illegal activities of students while using school computers.

3. Violating Copyrights or Software Licenses – Students may not copy, download, or share any type of copyrighted materials (including music, images, or films) without the owner’s permission (see Board policy/procedure EGAD – Copyright Compliance); or copy, download software without the express authorization of the Director of Technology. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school district assumes no responsibility for copyright violations by students.

4. Plagiarism- Students are prohibited from representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, images, etc.). When Internet sources are used in student work, the author, publisher and website must be identified.

5. Misuse of Passwords/Unauthorized Access –Students may not share passwords; use other users' accounts; or attempt to circumvent network security systems.

6. Malicious Use/Vandalism –Students may not engage in any malicious use, disruption or harm to MSAD #11’s computers, networks and Internet services, including, but not limited to, physically marking, damaging, or altering computers, hacking activities, creation/uploading of computer viruses.

7. Use for Non-School-Related Purposes – Students may not use MSAD #11 computers, network, and Internet services for any personal reasons not connected with the educational program or school assignments.

8. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Students may not access blogs, social networking sites, etc. to which student access is prohibited.

C. Compensation for Losses, Costs, and/or Damages

The student and his/her parents are responsible for compensating MSAD #11 for any losses, costs, or damages incurred by the school unit for violations of Board policies/procedures and school rules while the student is using MSAD #11 computers, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by the student while using school computers.

D. Student Security

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

E. System Security

The security of MSAD #11’s computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify her/her teacher, supervisor, or building administrator. The student shall not demonstrate the problem to others or access unauthorized material.

F. No Expectation of Privacy

MSAD #11 retains control and supervision of all computers, networks and Internet services owned or leased by MSAD #11 at all times. MSAD #11 reserves the right to monitor all equipment/computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

G. Additional Rules For Equipment/Laptops Issued To Students

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and/or the MLTI (Maine Learning Technology Initiative) program.
2. Parents are required to attend an informational meeting before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgement form.
3. Students and their families are responsible for proper care of laptops, cases, and chargers at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. MSAD #11 offers an optional Laptop Protection program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. The Laptop Protection program does not cover damage to laptops caused by malicious behavior. Parents who choose not to participate in the Laptop Protection plan should be aware that they are responsible for any costs associated with the loss, theft, or damage to a laptop issued to their child.
4. If the laptop is lost or stolen, it must be reported to the teacher and building administrator immediately. Additionally, if a laptop is stolen, a report should be made to the Gardiner police and the Director of Technology immediately.
5. The MSAD #11 School Board's policy and rules concerning computer and Internet use apply to all users of school laptops at any time or any place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for violations of Board policies or school rules.
7. Parents may have access to their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned and to the family members, to the extent permitted by the MLTI program.
9. All use of school-loaned laptops by all persons must comply with the school's Student Computer use Policy and Rules.
10. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

H. MLTI Laptop Sign Out Procedures

In order to take a MLTI computer home, parents and students must attend a Maine Learning Technology Initiative (MLTI) Family Orientation meeting offered by the District. Parents and students must sign and return the MSAD #11 Take Home form.

1. The student must check out his/her laptop, carrying case, and power adapter from supervising teacher. If this teacher is not available to check out the laptop, arrangements can be made with another classroom teacher. Substitutes and support staff cannot sign out laptops to students.
2. In advance, the student must request to take their laptop home, to ensure the teacher's availability after school.
3. Sign out times for the computer will be immediately after school, unless alternative arrangements have been made with the assigned teacher. Special arrangements, such as a parent picking up a laptop, must be made in advance for those students who are involved in an extra curricular activity. Laptops are not permitted in locker rooms, on playing fields, courts, etc.
4. The laptop, carrying case, and power adapter will be signed back in before or during the homeroom on the first school day following the day it was signed out. If the laptop is not returned to school with the student, an immediate call to the parent/guardian will be made in order to have the laptop brought to school immediately. Failure to bring the computer back on time will result in the school revoking the privilege of signing out the laptop for home use. Page
5. Students are responsible for bringing their laptops to school fully charged.

I. Additional Rules for Use of Privately Owned Computers by Students

1. A student who wishes to use a privately owned computer in school must complete a Student Request to Use Privately-Owned Computer form. The form must be signed by the following: student, parent/guardian, building administrator, and technology department personnel. There must be an educational basis for any request.
2. The technology department staff will determine whether a student's privately owned computer meets the MSAD #11 network requirements.
3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or the demands on the school's network or staff would be unreasonable.
4. The student is responsible for proper care of her/her privately owned computer, including any costs of repair, replacement, or modifications needed to use the computer at school.
5. MSAD #11 is not responsible for damage, loss, or theft of any privately owned computer.
6. Students are required to comply with all Board policies, administrative procedures, and school rules while using privately owned computers at school. This applies whether the computer is used on or off of the school network and/or Internet.
7. Students have no expectation of privacy in their use of privately owned computer while at school. MSAD #11 reserves the right to search a student's privately owned computer if there is a reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.

8. Violation of any Board policies, administrative procedures or school rules involving a student's privately owned computer may result in the revocation of the privilege of the computer at school and/or disciplinary action.

9. MSAD #11 may confiscate any privately owned computer used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.

Cross Reference: IJNDB – Student Computer and Internet Use

Adopted: June 3, 2004

Revised: May 3, 2007; June 2, 2011

File: JI

STUDENT RIGHTS AND RESPONSIBILITIES

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- A. Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- B. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the MSAD #11 Board; the responsibility to attend school as required by law;
- C. The right to due process with respect to suspension, expulsion, or an administrative decision which a student believes has injured his/her rights; the responsibility to observe school rules and regulations essential for permitting others to learn at school;
- D. The right to free inquiry and expression and to voice grievances; the responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission;
- E. The right to privacy regarding the content of student records—as defined by the Family Educational Rights and Privacy Act—and the right to dress as he/she pleases within reasonable guidelines related to health, safety, and the avoiding of potential disruption; and
- F. The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

It is the MSAD #11 Board's belief that as part of the educational process, all students should be made aware of their legal rights and also of the legal authority of the MSAD #11 Board to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools. As such, this policy shall be included in school handbooks or otherwise communicated to students and parents at the beginning of each school year. The MSAD #11 Board expects all staff to abide by this policy in order to most effectively achieve mutual respect of rights and the acceptance of responsibility.

This MSAD #11 Board policy is designed for educational and informational purposes and is not intended to create, expand, or restrict any student rights or responsibilities.

Cross Reference: JIC - Student Conduct JIH - Student Searches, Interrogations and Arrests JK - Student Discipline

Adopted: January 8, 2007

Revised: March 3, 2016

File: JICA

STUDENT DRESS CODE

The MSAD #11 Board recognizes that responsibility for the dress and appearance of students rest with individual students and their parent(s)/guardian(s). The MSAD #11 Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others. School administrators are authorized to impose restrictions when, in their judgment, a student's dress disrupts the educational process or poses a threat to health or safety. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school district to provide a safe, healthy and non-discriminatory environment for education students for maximum academic and social development. The following restrictions on dress and accessories shall be enforced:

- A. Clothing that contains messages that violate the MSAD #11 Board's discrimination/harassment policies;
- B. Any messages or clothing that are defamatory, abusive, and/or threatening, insulting, indecent, or vulgar;
- C. Articles of clothing that promote the use of tobacco, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.
- D. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited (A "gang" is defined as an association or group of individuals, whether formal or informal, which identified itself through the use of a name, unique appearance or language, identifying sign or symbol, the claiming of geographical territory or the espousing of a distinctive belief system that can lead to criminal or violent activity, and whose members individually or collectively engage in or have engaged in a pattern of criminal or violent activity.);
- E. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture);
- F. Clothing that inappropriately exposes body parts, including the midriff. Tops must meet the belt line;
- G. Clothing that exposes cleavage or underwear;
- H. Baggy clothing and long coats that could present a safety risk to the student or could be used to conceal weapons or other contraband;

- I. Hats, bandanas, or other headgear are to be removed upon entering the school building;
- J. Bare feet or stocking feet;
- K. Jewelry or accessories that could be used as a weapon, mar or destroy school property, or pose a safety risk to the student or others; and
- L. Any type of attire, which attracts undue attention to the wearer or is in poor taste, thus causing disturbances in the school.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required. School administrators may adapt this policy to fit extenuating circumstances. Students who come to school dressed inappropriately will receive a warning, and depending upon the infraction, may be sent home to change. Determination of individual instances will be made by the administration. All school time lost on such occasions must be made up after school on the same day or days following upon judgment of the administration.

Administrators have the authority to suspend students for severe or repeated infractions of the dress code. Students committing infractions that directly interfere with the operations, discipline or general welfare of the school may be disciplined in accordance with other Board policies, including the MSAD #11 expulsion policy. A summary of this policy will be published annually in student handbooks.

Cross Reference: JK Student Discipline JKD Suspension of Students JKE Expulsion of Students JKE-R Expulsion Guidelines

Adopted: October 7, 1975

Revised: September 3, 1981; July 6, 1989; August 4, 1994; June 22, 2000; April 12, 2001; January 9, 2009, May 2, 2013

File: JICB

CARE OF SCHOOL PROPERTY BY STUDENTS

Textbooks, 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:

- A. Damage to school property may be recovered in a civil action to obtain the permitted “double the damage;” or
- B. 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.

The Superintendent shall see that students and parents are notified annually of their responsibilities under this policy, such as by publication in pupil/parent handbooks.

Legal Reference: 20-A MRSA §§ 6805-6807

Adopted: Prior to 1985

Revised: August 7, 1986; August 4, 1994; January 8, 2009; March 3, 2016

File: JICH

DRUG AND ALCOHOL USE BY STUDENTS

The MSAD #11 Board of Directors and staff support a safe and healthy learning environment for students that is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement, and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health, and well-being of students, the MSAD #11 Board endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/ education, intervention, and discipline. It is vitally important for the students, parents, staff, and community members to understand that the MSAD #11 Board considers the use of, possession, purchase, sale, and/or trafficking of drugs and alcohol to be an exceptionally serious infraction which may warrant punishment up to and including expulsion. The Superintendent is responsible for developing appropriate administrative procedures, curricula, and programs to implement this policy.

A. Prohibited Conduct

No student enrolled in and attending any program in MSAD #11 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 narcotic drug, hallucinogenic drug or mushroom, amphetamine, barbiturate, marijuana, anabolic steroid, bath salts, any other controlled substance defined in federal and state laws/regulations, any look-alike substance or designer drug such as ecstasy, any substance that is represented to be a controlled substance, or other harmful substances such as aerosol sprays.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Students attending school, school-sponsored activities on or off school property may be asked to take a breathalyzer test when school staff reasonably suspect that a student may be violating this policy.

This policy does not apply to students taking medications in compliance with MSAD #11 Board Policy JLCD—Administering Medications to Students.

B. Disciplinary Action

Positive test results of an administered breathalyzer test at school functions or school sponsored events shall result in the student's parents being notified, and the student being expelled from the event.

Based upon the facts of each case and in accordance with established disciplinary procedure, grades 6-12 principals will suspend students who violate this policy and discuss appropriate next steps with the Superintendent up to and including an expulsion hearing for the first offense.

Second offense goes to the Board for an expulsion hearing from school. Students will also be referred to law enforcement authorities for investigation and/or prosecution.

All students who are determined to be selling and/or furnishing drugs and/or alcohol will be suspended pending an expulsion hearing before the MSAD #11 School Board.

When a student is expelled from school for an infraction of this policy, the MSAD #11 Board or the administration may advise the student and his/her parents that the following will be favorably considered when the student applies for readmission: satisfactory evidence, through testing or other means, that the student has remained drug and alcohol free during the period of expulsion; and satisfactory evidence that the student has participated successfully in an appropriate substance abuse treatment program. See JICH-R—Drug and Alcohol Use by Students Administrative Procedure for further details regarding disciplinary procedures.

C. Prevention/Education

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

D. Intervention

MSAD #11 has established Student Assistance Teams to assist students with drug/alcohol problems. Students and parents will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning interventions shall be kept confidential as required by state and federal laws. The MSAD #11 Board expects parents and students to work in a positive, cooperative fashion to assist students in achieving sobriety and chemical/drugfree behavior.

E. Policy Communication

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

Legal Reference: 21 USC § 812 (Controlled Substances Act) 21 CFR Part 1300.11-15 File: JICH Page 3 of 3 Pub.L.No. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989) 17-A MRSA § 1101 42 USC § 290dd-2 42 CFR § 2.1 et seq. 20-A MRSA §§ 1001(9); 4008
Cross Reference: GBEC – Drug-Free Workplace JICH-R – Drug and Alcohol Use by Students Administrative Procedure JICIA – Weapons, Violence and School Safety JKD – Suspension of Students JKE – Expulsion of Students JLCD – Administering Medication to Students JRA – Student Records

Adopted: March 7, 2002

Revised: December 6, 2007; October 2, 2008; November 20, 2008; April 2, 2009; November 4, 2010; March 3, 2016

File: JICK

BULLYING AND CYBERBULLYING PREVENTION IN SCHOOLS

I. Introduction

It is our goal for our schools to be a safe and secure learning environment for all students. It is the intent of the MSAD 11 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 peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students 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 action in response to conduct that interferes with students' opportunity to learn, the educational mission of the MSAD 11 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.

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 a student or students that:

1. Has, or a reasonable person would expect it to have, the effect of:
 - a. Physically harming a student or damaging a student's property; or File:
 - b. Placing a student in reasonable fear of physical harm or damage to his/her property; OR

2. Interferes with the rights of a student by:

- a. Creating an intimidating or hostile educational environment for the student; or
- b. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; OR

3. Is based on a student's 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 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 ACAA: Harassment and Sexual Harassment of Students.)

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, 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 or 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 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 on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or representing another student through the use of that other student'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 voicemail 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.

C. "Retaliation" means an act or gesture against a student 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.

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 vehicles.
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 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 extracurricular 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 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 who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

VI. Responding

Refer to the Responding Form – JICK-E2

The school principal or a superintendent's designee will:

A. Promptly investigate 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;

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) 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 peers, 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. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

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 school administrative units publicly accessible website; and
3. Including in student 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 policies at the school level;
3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies 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 policies 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; [NOTE: The law requires “training and instructional materials related to the policy” be posted on the Maine Department of Education’s website. See “Bullying Prevention Resources” at <http://www.maine.gov/doe/bullying/resources/> for further information]
8. Filing the SAU 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.

Legal Reference: 20-A M.R.S.A. § 254 (11-A)
 20-A M.R.S.A. § 1001(15), 6554
 Maine Public Law, Chapter 659

Cross Reference: AC Nondiscrimination, Equal Opportunity Harassment and Sexual Harassment of Students
 ACAA-R Student Discrimination and Harassment Complaint Procedure
 ACAD Hazing
 AD Educational Philosophy/Mission
 ADAA School System Commitment to Standards for Ethical and Responsible Behavior
 CHCAA Student Handbooks GCI Professional Staff Development
 IJNDB Student Computer and Internet Use and Internet Safety
 JI Student Rights and Responsibilities
 JIC Student Code of Conduct JICC Student Conduct on Buses
 JICIA Weapons, Violence and School Safety
 JK Student Discipline
 JKD Suspension of Students
 JKE Expulsion of Students
 JRA-R Student Education Records and Information Administrative Procedures
 KLG Relations with Law Enforcement Authorities

Adopted: April 4, 2013

Revised: March 2, 2017

File: JIH

QUESTIONING AND SEARCHES OF STUDENTS

The MSAD #11 School 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 may not bring, possess or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

When special circumstances exist, including but not limited to a suspected ongoing violation of the MSAD #11 Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.

Student use of all school storage facilities, including but not limited to lockers, desks and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used to conduct searches anywhere on school property.

If a search produces evidence that a student has violated or is violating the law, MSAD #11 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.

A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.

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

This policy and the accompanying procedure will be included in student/parent handbooks.

Cross Reference: JIH-R Questioning and Searches of Students

JICH Drug and Alcohol Use by Students

JICIA Weapons, Violence, and School Safety

JK Student Discipline

KLG Relations with Law Enforcement Authorities

Adopted: Prior to 1985

Revised: August 7, 1986; October 19, 1994; January 1998; April 1999, December 6, 2007; March 3, 2016

File: JK

STUDENT DISCIPLINE

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline enables the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students

are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The MSAD #11 Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.

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

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

D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school. Any restraint or seclusion of students shall comply with applicable regulations and Board policy.

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

Maine law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance.” Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the building principal/designee.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law. Students with disabilities shall be disciplined in accordance with applicable federal and state law/regulations. To reduce disciplinary problems and the potential for violence in the schools, the Superintendent may develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school unit.

Legal Reference: 17-A MRSA § 106 20-A MRSA §§ 1001(15A); 4009

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action ACAA – Student Harassment and Sexual Harassment

EBCA – Comprehensive Emergency Management Plan

JIC – Student Code of Conduct JICIA Weapons, Violence and School Safety

JKAA – Use of Physical Restraint and Seclusion

JKB - Student Detention

JKD - Suspension of Students

JKE - Expulsion of Students

JKF – Disciplinary Removal of Students with Disabilities

Adopted: May 5, 2011 Revised: May 2, 2013

