

Wiscasset Elementary School

2018-2019 Student Handbook

Stacy White, Principal
83 Federal Street • Wiscasset, ME 04578
Phone: 207-882-7767 • Fax: 207-882-8279
www.wiscassetschools.org



**Wiscasset Elementary Wolves are
Safe, Responsible, and Respectful!**

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Stacy White, Principal
Cindy Collamore,
Administrative Assistant

August 30, 2018

Dear Families,

Welcome to Wiscasset Elementary School! This handbook is designed to give you a general overview of our policies and procedures. At WES, we strive to promote a rigorous learning environment that is safe, positive, and student-centered. Our policies support these goals. Changes are made annually, so please be aware of the contents for the 2018-2019 school year. If at any time you have questions, or need clarification, please do not hesitate to call or e-mail (swhite@wiscassetsschools.org).

I would like to bring to your attention the importance of student attendance. This year we are implementing additional measures to ensure students are regularly attending school. This includes closely tracking students who are habitually tardy and/or absent from school, as well as reaching out to families who may need additional supports. Please adhere to our tardiness and attendance policies if your child is absent from school.

As the principal of Wiscasset Elementary, it is my responsibility to work with all stakeholders (students, families, teachers, staff, school board members, and community members) to ensure our programming supports all learners. This requires constant communication and collaboration. I encourage you to reach out and share your thoughts at any time. Together, we can help all students achieve their full potential!

Best,

Stacy White

Stacy White
Principal

Parent Right to Request Qualifications of Student’s Teachers

Under the “Parents’ Right to Know” requirements of the federal No Child Left Behind Act (NCLB), schools are obligated to notify parents of their right to request teacher qualifications. Under these requirements, teachers must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we will be informing parents whenever a child is taught for four consecutive weeks by a teacher who does not meet the new federal definition of “Highly Qualified.” Parents have the right to request information on the qualifications of their child’s teacher. Please contact Pat Watts (pwatts@wiscassetsschools.org) or call central office (207-882-4104) for more information.

Arrival & Dismissal Times

- The school day begins at 8:00 a.m. and ends at 2:20 p.m.
- On early release days the student day ends at 1:30 p.m.
- Students should be dropped off between 7:45 a.m. and 8:00 a.m. Students should be picked up at 2:20 p.m. (Please see Student Pick-up Dismissal Procedure.)
- Students may not be dropped off before 7:45 a.m. or picked up later than 2:25 p.m.
- Children arriving later than 8:00 a.m. are considered tardy and will need to be signed in at the office. It is imperative that students arrive on time. Learning in classrooms begins at 8:00 a.m. **If your child is tardy, you must come into the office and sign them in.**
- Please notify the school in writing of any address or childcare changes that may affect the pickup or drop-off point of your child.
- Please call prior to 12:00 p.m. for changes in destinations and/or pickups. **Student dismissal requests may not be left as a message.**

Student Pick-Up Procedure

Students who are being picked-up at the end of the day will be dismissed from the cafeteria. Parents are asked to arrive between 2:10 and 2:20. We will allow parents to enter at 2:15. You must arrive to pick up your child by 2:25. When you enter the school grounds, please drive safely to the rear of the building. (There is plenty of parking behind the cafeteria.) When exiting, please drive around the back of the building past the primary wing and exit through the

alternate driveway next to the parking lot. If you have any questions about this procedure, please contact the office.

Attendance

To assure that every child receives the full benefits of school, he or she must attend school regularly. It is with this in mind that the following guidelines have been established.

- If your child is going to be absent, please call the school by 8:30 a.m. and state the reason for your child's absence.
- A child is considered tardy if he/she arrives after 8:00 a.m.
- If you are planning to pick up your child early, please notify the office in advance, when possible. Upon arrival, you must sign your child out. If anyone other than a parent/guardian is picking up your child, unless in an emergency, we must have a written, signed note from you. (We will ask for identification.)

The following are considered **excused** absences:

- a. Personal illness – if three days or longer, verification from a health office, doctor, or school nurse is necessary.
- b. Appointments that cannot be made outside the school day.
- c. Observance of recognized religious holidays when required during a regular school day (no other opportunity for observance).
- d. Emergency family situation.
- e. A planned absence for personal or educational purposes that has been pre-approved, to include family vacations. The principal must approve a planned absence in advance, to be in compliance with State law. A specific form is available from the office for such requests. Please notify the teacher to enable them to arrange assignments, if appropriate.

Any absence other than those listed above is unexcused, and the child is considered truant from school. A child who is absent without excuse for 7 full days or 5 consecutive days is considered a habitual truant. The school is required to follow up on habitual truants, and the student's parents are in violation of State law.

Student Information

The student information forms are to be filled out by parents/guardians at the beginning of school. Please update the information throughout the year if you change jobs, telephone numbers, caregivers, etc. This information will also be used if school should be cancelled during the day for any reason.

Notices and Information

Through the year it is necessary to disseminate information to parents and families concerning events, programs, and student activities by sending written notices home with students. Please check your child's backpack each day for these notices. The Wiscasset School Department uses PowerSchool, an email and phone notification system, to disseminate important messages to all families whose information is available. School cancellations, important events, and unreported absences are the three most common uses. Please be sure we have your current e-mail address and phone number to receive these notifications.

School & Community Expectations/Positive Behavioral Intervention and Supports

All students are members of our school community. Each individual in the school community is expected to be responsible for their own behavior while respecting the rights of others. Demonstrating safe, responsible, and respectful behavior is the expectation.

WES uses a Positive Behavior Interventions and Support model (PBIS). PBIS is a systems approach to support and educate ALL students. It is a proactive approach to school-wide discipline that is based on three tiers of prevention/intervention to address the needs of all students.

Students who choose not to abide by the school-wide expectations and, thereby, interfere with the learning process and the positive school environment will receive an appropriate consequence. Examples of consequences include, but are not limited to, removal from activity, restorative activity, alternative learning location, parent conference, and/or suspension.

Wiscasset Elementary School Learning Behaviors

4	3	2	1
Responsible	Responsible	Responsible	Responsible
I take responsibility for my behavior all the time and help others learn to take responsibility for their behavior.	I take responsibility for my behavior all of the time.	I take responsibility for my behavior most of the time.	I need many reminders to take responsibility for my behavior.
I follow directions all the time and encourage others to follow directions.	I follow directions all of the time.	I follow directions most of the time.	I need many reminders to follow directions.
I participate in class all the time and encourage others to participate as well.	I participate in class all of the time.	I participate in class most of the time.	I need a lot of encouragement to participate in class.
I work well by myself all the time and set a good example for others.	I work well by myself all of the time.	I work well by myself most of the time.	I need many reminders to work by myself.
I work well with others all the time and help others to work together.	I work well with others all of the time.	I work well with others most of the time.	I need many reminders work well with others.
Respectful	Respectful	Respectful	Respectful
I show respect for adults all the time and help others to be respectful.	I show respect for adults all of the time.	I show respect for adults most of the time.	I need many reminders to show respect for adults.
I show respect for my peers all the time and help others to be respectful.	I show respect for my peers all of the time.	I show respect for my peers most of the time.	I need many reminders to show respect for my peers.
I show respect for property all the time and help others to be respectful.	I show respect for property all of the time.	I show respect for property most of the time.	I need many reminders to show respect for property.
I have a positive attitude all the time and help others to have a positive attitude.	I have a positive attitude all of the time.	I have a positive attitude most of the time.	I need many reminders to have a positive attitude.
Safe	Safe	Safe	Safe
I am safe all of the time and help others to be safe.	I am safe all of the time.	I am safe most of the time.	I need many reminders to be safe.
I use safe and appropriate language all the time and remind others to use appropriate language.	I use safe and appropriate language all of the time.	I use safe and appropriate language most of the time.	I need many reminders to use safe and appropriate language.

Title I

Wiscasset Elementary is a Title I School. We offer intervention services in reading and math. The following is our Title I Schoolwide compact:

We make this commitment in order to motivate and to inspire each other to try our best to learn and to support learning.

As a **Parent**, I will...

- *Spend time talking with my child*
- *Value my child's work and effort*
- *Encourage my child to feel good about him- or herself*
- *Encourage my child to try his or her best*
- *Help my child learn and grow*
- *Learn something new every day*

As a **Student**, I will...

- *Attend school regularly*
- *Respect others*
- *Be responsible for my learning, and do my best to learn*
- *Complete my assignments*
- *Learn something new every day*

As a **School**, WES staff will...

- *Provide high-quality instruction*
- *Respect parents and their children*
- *Do our best to meet each child's educational needs and help him or her learn and grow*
- *Value each child's unique nature and his or her efforts*
- *Communicate with parents about the children's progress*
- *Provide parents opportunities to be involved in their children's education and school*
- *Learn something new every day*

***Thank you for your commitment to education!
This document is voluntary and not legally binding.***

Cell Phone Use

In order to avoid disruptions to the learning environment, students must keep cell phones in their lockers during the school day.

1. First Offense: The device will be turned over to the office and the student may pick up the device at the end of the day.
2. Second Offense: The device will be turned over to the office and the parent or guardian must pick up the device.
3. Third Offense: The device will be turned over to the office and parent guardian must pick up the device. The student will have a consequence the following day (alternate learning location).

Visiting the School

- For educational and safety reasons, please report to the office upon entering the building.
- Classroom visits require prior approval of the teacher and principal.
- All visitors must show identification and have a pass from the office to be in the building while students are present.
- Classroom visits are discouraged during arrival and dismissal times. These are times when the teachers' full attention needs to be on the students.
- If you would like to eat lunch with your child, please arrange with the office, giving 24-hour notice, to allow sufficient time for the cafeteria to prepare.

Media

Throughout the year, students may be photographed in school activities/events. On the student profile sheet that you complete each year, there are sections where you can indicate whether or not you want your child photographed and/or their name shared in school publications and/or outside media (such as the local papers, etc.). If you check "no" to photograph permission for school, your child will not be photographed at school except when fall/spring school photos are taken. If you check "yes" for school and "no" for media use, that means we can take photos for school purposes, but may not share your child's photo with the media. There is a separate portion for the school's website, as well.

Student Attire

Although there is no formal dress code at Wiscasset Elementary School it is our goal to create a safe and respectful learning environment for all members of the learning community. Students are encouraged to use sound judgment and reflect respect for themselves and others in their choice of dress. If a student's clothing is determined to be a distraction to others, the student will be asked to change and/or parents will be contacted to provide a change of clothing. Students are asked to wear shoes that are safe and comfortable for a variety of classroom and playground activities. It is a good idea to send your child with extra clothing, should they need to change for any reason.

Homework

Some teachers use homework to encourage independence and responsibility. Homework can help students improve their skills and is an extension of the learning that occurs in the classroom. The following are examples of how homework may be used:

- Completing classwork
- Providing additional practice
- Projects or reports

Homework may be assigned at the discretion of the teacher. The amount of homework will increase as students progress through each grade. (A few minutes in first grade to a maximum of fifty minutes in fifth grade.)

Transportation

School bus drivers are charged with the safety of the children in their care. The privilege of children to ride the bus is directly related to their behavior and observance of bus expectations. Riding the school bus is a privilege that may be withdrawn for inappropriate behavior.

- **Pre-K and Kindergarten students will not be dropped off unless there is a designated adult who is visible to the driver.** Children in all other grades, including first grade, will be dropped off. Drivers will look for a person to be available for first graders for the first half of the school year.
- Please make a plan with your child, a family member, or neighbor in the event that you might not be home at drop-off time.

- **Bus Pass:** A change in bus assignments will not be made without written permission from the parent. Once a note is received, students will be issued a bus pass. It is the student’s responsibility to give the bus pass to the driver when they board the bus.

John Merry, Director of Transportation, can be reached at 882-7612 if you have any questions.

School Bus Expectations
Wiscasset School Department
Bus Expectations

	Be Safe	Be Responsible	Be Respectful
Waiting for the Bus	<ul style="list-style-type: none"> - Stay back in the driveway - Stay out of the road - Hands to yourself 	<ul style="list-style-type: none"> - Be on time - Be helpful to others - Wait for the bus to come to a complete stop 	<ul style="list-style-type: none"> - Use appropriate language - Pay attention - Be helpful - Be a role model
Entering and Exiting the Bus	<ul style="list-style-type: none"> - Wait for driver’s signal before crossing road - One at a time - Use handrail - One step at a time 	<ul style="list-style-type: none"> - Single file - Pay attention - Find a seat quickly - Be helpful - Know your seat number 	<ul style="list-style-type: none"> - Keep your hands to yourself - Use kind words - Be kind to your driver - Be seated quickly and slide over
Riding on the Bus	<ul style="list-style-type: none"> - Face forward - Stay in your seat - Backpacks on lap - If sitting alone – by window - Keep aisle clear 	<ul style="list-style-type: none"> - Hands to yourself - Listen to the bus driver - Be responsible with your belongings - Stay seated with feet on the floor 	<ul style="list-style-type: none"> - Quiet voices - Use appropriate language and topics - Keep food and drink in your backpack
Emergency Evacuation	<ul style="list-style-type: none"> - Front to back - Silence - Listen - Leave everything in seats 	<ul style="list-style-type: none"> - Stay calm - Older students help the younger students 	<ul style="list-style-type: none"> - Keep your hands to yourself

Field Trips

Students must have written permission from a parent or guardian to participate in classroom field trips. A blanket permission form is part of the student profile sheet that is sent home at the beginning of each school year. In signing this form you are giving permission for your child to participate in all field trips as part of the instructional program. When you check “yes” on the student profile sheet, please know that we will inform you each field trip and purpose, but will not require a signed form for every trip.

School Closings

School closings can occur for various reasons. Parents/Guardians need to complete a form indicating where their child should go in the event that school is cancelled or students are dismissed early. **We are not able to call every parent to make arrangements.** Please talk with your child and make plans in case they arrive home before you do. *Children should understand what to do if nobody is home when they get there.*

Partners in Education (PIE)

PIE group typically meets once a month to plan events to support educational endeavors for students at Wiscasset Elementary School. Volunteers make many contributions to our school every year by providing countless hours of their time that are vital to our school. You can help, too! There are many ways to volunteer, even if you cannot attend the meetings. Watch for the volunteer registration form that will be sent home at the beginning of September.

Personalized Learning

Wiscasset Elementary School takes a personalized learning approach with students. We recognize that all students learn in different ways and timeframes. Our goal is to implement a rigorous curriculum where students are given the opportunity to progress at their own pace. Students are taught and encouraged to set goals, reflect, and take responsibility for their learning. We promote a transparent learning environment where students have a voice and choice.

Personal Objects at School

Unless the teacher has agreed, please leave personal objects like electronics, remote controlled toys, trading cards, and any item of value at home. The school will not be held responsible for replacement or repairs of items brought to school from home. In some cases, children are encouraged to use these devices to support positive behavior while riding the school bus. In these cases, please also tell your child to keep the device in a backpack and leave it there until it is time to ride the bus again.

Playground Expectations

We have a wonderful playground to enjoy. During the first week of school, classes will meet outside to review the rules of how to play safely on the equipment. The following are some of the playground expectations:

Safe	<ul style="list-style-type: none">◆Walk and stay in line to destination◆Use equipment properly◆Look both ways before crossing driveway◆Stay within boundaries
Responsible	<ul style="list-style-type: none">◆Use appropriate language◆Return equipment◆Report safety concerns◆Dress for weather◆Gather belongings before re-entry
Respectful	<ul style="list-style-type: none">◆Follow playground and game rules◆Use problem-solving skills to resolve conflicts◆Share playground space◆Act and speak kindly◆Follow directions

Nurse

Illness

When your child comes to school, he/she should be well enough to participate in the entire school program. Therefore, parents should not request that a child stay inside for recess or miss other activities, unless directed by a doctor. If your child is running a fever of 100 degrees F or higher, please keep him/her home until fever-free for 24 hours. If vomiting, keep home until 24 hours after vomiting has ceased. If your child is having these symptoms at school, you will be called to pick them up.

Head Lice Policy

Checks for head lice are done when a child is symptomatic or at parent/teacher request. Parents will be notified if live lice or nits are found. Children found with nits or live lice will not be sent home but will need to be treated before returning to school on the next school day. Recurrent cases of head lice may be sent home at the principal's discretion. Frequent and regular checks of your child's hair at home will assist us (and you) in preventing large outbreaks of this nuisance. Please notify the school if you have found and treated your child for head lice.

Medication

Parents are asked not to request that the school administer medications to children in school, unless it is absolutely necessary. Students will not be permitted to take medication while at school unless under the direction of the school nurse or designee, who shall act on a specific written request from the student's personal physician/dentist, as well as written permission from the guardian. All medicine should be in the original container and properly labeled as to name, dosage, time, name of medicine, and doctor's name, and must be delivered to the school by a parent/guardian. Students may not bring medication to school, including over the counter medication.

Lost and Found

Each year we end up with a wonderful collection of clothes, footwear, lunch boxes, etc. Please place your child's name on all items so that we may return them to their owners. The Lost and Found is located in the cafeteria. We will donate any unclaimed clothing or items to charity twice a year (December and June).

Invitations/Celebrations

Birthdays or parties of any kind: Invitations may not be given out at school unless all the students in the classroom are invited.

We celebrate every child's birthday by announcing it over the intercom. Our goal is to celebrate all children equally.

School Counselor

The school counselor provides services to all students through classroom lessons, group sessions and individual meetings. Topics include, but are not limited to, conflict resolution skills, personal body safety, healthy choices, social and friendship skills, etc. If you do not want your child to participate in small groups or be seen by the counselor, please contact the counselor to discuss your concerns. Contact the counselor any time about concerns you have for your child.

School Board Policies

We do have board policies that guide our practice. All policies are posted on our website, www.wiscassetsschools.org. If there is an inadvertent conflict between this handbook and the Wiscasset School Board policies, the School Board Policies will prevail. Listed below are some of the School Board policies.

CODE: **ACAA**

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Committee 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 Committee policy JICIA - Weapons, Violence and School Safety

Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

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

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

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

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

First Reading: July 24, 2014
Adopted: January 22, 2015

CODE: **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 Committee. The ruling of the Committee 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

First Reading: July 24, 2014

Adopted: January 22, 2015

CODE: ADC

TOBACCO USE AND POSSESSION

In order to promote the health, welfare and safety of students, staff and visitors, and to promote the cleanliness of Wiscasset School Department facilities, the School Committee prohibits smoking and all use of tobacco products and electronic cigarettes in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons.

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

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

Legal Reference: 22 MRSA §§ 1578(A)(3)
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)
20 USC 6081-6084 (Pro-Children Act of 1994)

First Reading: July 24, 2014
Adopted: January 22, 2015
Reviewed and Adopted: March 20, 2018

CODE: 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 the School Committee's "Tobacco Use and Possession" policy.

Prohibited Conduct

A. Students

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

B. Employees and All Other Persons

The use of tobacco products and electronic cigarettes 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 the School Committee's policy/administrative procedure, from selling, dispensing or distributing tobacco products or electronic cigarettes to students.

Enforcement

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal of the school where the student is in violation. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

A. Student Violations

The Superintendent shall develop age appropriate disciplinary guidelines for students violating this policy/procedure, which shall be attached to this administrative procedure.

B. Student Referral to Law Enforcement Agency

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency on a case-by-case basis, as he/she may deem necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing, or distributing tobacco products or electronic cigarettes.

C. Other Persons in Violation

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

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

Notices

This School Committee'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 School Committee's tobacco policy and administrative procedures. Notices shall be signed by parents/legal guardians and returned to the school where they shall be kept on file by the school unit.

Legal References: 20 USC § 6081-6084 (Pro-Children Act of 1994)
22 MRSA § 1578-B
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)

Cross Reference: ADC - Tobacco Use and Possession

First Reading: July 24, 2014

Adopted: January 22, 2015

CODE: **EBCC**

BOMB THREATS

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

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

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

B. Definitions

1. A "bomb" means and explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A "bomb threat" is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.

4. “School premises” means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit’s Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

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

The initial bomb threat procedure will be subject to approval by the School Committee. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Committee’s required annual approval of the school unit’s Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit’s bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administrator may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the School Committee to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A MRSA § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the PET process as having a disability and whose conduct in violation of the policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

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

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and School Committee policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest practicable opportunity as determined by the Superintendent in consultation with the School Committee.

K. Notification Through Student Handbook

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate School Committee policy and civil and criminal law.

Legal References: 18 U.S.C. §§ 921;8921
17-A MRSA § 210
20-A MRSA §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18)
Ch. 125 § 10.06 (ME Dept. of Education Rules)

Cross References: EBCA - Crisis Response Plan
JKD - Suspension of Students
JKE - Expulsion of Students
JKF - Suspension/Expulsion of Students with Disabilities
JICIA - Weapons, Violence and School Safety
JIC - Student Code of Conduct

First Reading: July 24, 2014
Adopted: February 26, 2015

CODE: **IJNDB**

STUDENT COMPUTER AND INTERNET USE

Wiscasset School Department's computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to iPads and laptops issued directly to students, whether in use at school or off school premises. Students are not allowed to use privately owned computers at school unless authorized by the Superintendent or his/her designee. If a student is authorized to use a privately owned computer at school, they must comply with this policy and the accompanying rules.

Compliance with the school department's policies and rules regarding computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation,

have their computer privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student's computer privileges will be altered based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

Wiscasset School Department's computers remain under the control, custody and supervision of the School Department at all times. The school 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 or off school property.

Wiscasset School Department utilizes filtering technology designed to block materials that are inappropriate, obscene or harmful to minors. Wiscasset School Department takes precautions to supervise student use of the Internet and also educates students about appropriate uses of the Internet. Parents should be aware that Wiscasset School Department cannot reasonably prevent all instances of inappropriate computer use by students that may violate Committee policies and rules, including access to objectionable materials and communication with person outside of the school.

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

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented by the Superintendent, consistent with Committee policies and rules.

Cross Reference: IJNDB-R - Student Computer and Internet Use Rules
JICIA - Weapons, Violence and School Safety
JICK - Bullying
GBEB - Staff Conduct with Students
GCSA - Employee Computer and Internet Use
EGAD - Copyright Compliance

Legal Reference: 47 USC § 254(h)(5) (Children's Internet Protection Act)
First Reading: September 24, 2015

CODE: **IJNDB-R**

STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers and all school provided iPads and laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

1. The school unit's computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.
2. Students must comply with all School Committee policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.
3. Students must also comply with all specific instructions from school staff when using the school unit's computers.

B. Prohibited Uses

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials - Students may not access, submit, post, publish, forward, download, scan or display 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 the school unit's computers, network and internet services for any illegal activity or in violation of any School Committee policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
3. Violating Copyrights or Software Licenses - Students may only copy, download or share any type of copyrighted materials (including music or films) with permission.

Permission may be granted when the use is acceptable under "fair use", authorization by a copyright clearing service, or with the owner's permission. Students may only copy or download software with permission, which may be granted when consistent with the terms of the software's license. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students. See School Committee policy/procedure EGAD - Copyright Compliance.

4. Plagiarism - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified. **Note: If there is a School Committee policy or school rules concerning plagiarism or academic integrity, a reference should be included in Paragraph #4.**
5. Misuse of Passwords/Unauthorized Access - Students may not share passwords; use other's passwords; access or use other's accounts; or attempt to circumvent network security systems.
6. Malicious Use/Vandalism - Students may not engage in any malicious use, disruption or harm to the school unit's computers, network and Internet services, including, but not limited to, hacking activities and creation/uploading of computer viruses.
7. Avoiding School Filters - Students may not use, or attempt to use, any software, utilities or other means to access internet sites or content blocked by the school filters.
8. Unauthorized Access to Blogs/Social Networking Sites, Etc. - At school, students may not access blogs, social networking sites, instant messaging, VOIP and/or video communication, 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 the school unit for any losses, costs or damages incurred for violations of School Committee policies/procedures and school rules while the student is using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

D. Student Security

A student is not allowed to reveal his/her full name, address, 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 teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of the school unit's computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Laptops and iPads Issued to Students

1. Laptops and iPads are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.

2. Parents are required to attend an informational meeting before a laptop or iPad will be issued to their child. Both the student and the parent must sign the school's acknowledgement form.
3. Students and their families are responsible for the proper care of laptops or iPads at all times, whether on or off school property, including costs associated with repairing or replacing the device. Devices that are taken home are subject to a laptop maintenance fee paid by parents to help defray replacement costs and/or repair costs for damages not covered by the warranty. Parents should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop or iPad issued to their child.
4. If a device is lost or stolen, this must be reported to the building administrator immediately. If a laptop or iPad is stolen, a report should be made to the local police and the Technology Coordinator immediately.
5. The School Committee's policy and rules concerning computer and Internet use apply to use of laptops or iPads at any time or 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 any careless use of a device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of School Committee policies/procedures or school rules.
7. Parents will be informed of their child's login password. Parents are responsible for supervision their child's use of laptop or iPad and Internet access when in use at home.
8. The laptop or iPad may only be used by the student to whom it assigned and family members to the extent permitted by the MLTI program.
9. All use of school loaned laptops and iPads by all persons must comply with the School Committee's Student Computer Use Policy and Rules.
10. Laptops and iPads must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

G. 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 student, his/her parent, a sponsoring teacher, the building administrator and the Technology Coordinator. There must be an educational basis for this request.
2. The Technology Coordinator will determine whether a student's privately owned computer meets the school unit's network requirements.
3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the school unit's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her privately owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The school unit is not responsible for damage, loss or theft of any privately owned computer.
6. Students are required to comply with all School Committee policies; administrative procedures and school rules while using privately owned computers at school.

7. Students have no expectation of privacy in their use of a privately owned computer while at school. The school unit reserves the right to search a student's privately owned computer if there is reasonable suspicion that the student has violated School Committee policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.

8. Violation of any School Committee policy, administrative procedure or school rule involving a student's privately owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.

9. The school unit 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

First Reading: September 25, 2015

Wiscasset School Department provides students with a technology device; students and staff are not allowed to bring their own device for use in the school unit.

CODE: JKAA

USE OF PHYSICAL RESTRAINT AND SECLUSION

The Wiscasset School Committee has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an imminent risk of injury or harm to the student or others.

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

I. Definitions

II. The following definitions apply to this policy and procedure:

A. Physical restraint: An intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily.

B. Physical restraint does not include any of the following:

1. Physical escort: A temporary touching or holding, inducing a student to walk to another location, including assisting the student to the student's feet in order to be escorted.

2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.

3. Physical contact:

a. When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.

b. A brief period of physical contact necessary to break up a fight.

c. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.

4. The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.

5. The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.

6. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or Maine Department of Education (MDOE) Rule Chapter 33.

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

C. Seclusion: The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

D. Seclusion does not include:

1. Timeout: An intervention where a student requests, or complies with an adult request for, a break.

III. Procedures For Implementing Physical Restraint And Seclusion

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

IV. Annual Notice Of Policy/Procedure

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

V. Training Requirements

A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.

B. Wiscasset School Department will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the MDOE. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Emergency Management Plan.

VI. Parent/Legal Guardian Complaint Procedure

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

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the MDOE.

The MDOE will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The MDOE shall issue a written report with specific findings to the parent/legal guardian and the school unit within sixty (60) calendar days of receiving the complaint.

Legal Reference: 20-A M.R.S.A. §§ 4502(5) (M); 4009
MDOE Rule, Chapter 33

Cross Reference: EBCA – Comprehensive Emergency Management Plan
JKAA-R – Procedures of Physical Restraint and Seclusion
JK – Student Discipline
KLG/KLG-R – Relations with Law Enforcement Authorities

Originally Adopted: July 24, 2014

Review: June 25, 2015

CODE: **JKAA-R**

PROCEDURES ON PHYSICAL RESTRAINT AND SECLUSION

These procedures are established for the purpose of meeting the obligations of Wiscasset School Department under state law/regulations and Board Policy JKAA governing the use of physical restraint and seclusion. These procedures shall be interpreted in a manner consistent with state law and regulations.

I. Definitions

For purposes of these procedures, the terms “physical restraint” and “seclusion” shall have the meanings defined in Policy JKAA. Definitions for other important terms in this procedure include:

- A. **Emergency:** A sudden, urgent occurrence, usually unexpected, but sometimes anticipated, that requires immediate action.
- B. **Imminent risk of injury or harm:** A situation in which a student has the means to cause physical harm or injury to him/herself or others and such injury or harm is likely to occur at any moment, such that a reasonable and prudent person would take steps instantly to protect the student and others against the risk of such injury or harm.
- C. **Dangerous behavior:** Behavior that presents an imminent risk of injury or harm to a student or others.
- D. **Serious bodily injury:** Any bodily injury that involves: (1) A substantial risk of death; (2) Extreme physical pain; (3) Protracted and obvious disfigurement; or (4) Protracted loss or impairment of the function of a bodily member, organ or mental faculty.

II. Physical Restraint

To the extent possible, physical restraint will be implemented by staff certified in a training program approved by the Maine Department of Education. If untrained staff have intervened and initiated a physical restraint in an emergency, trained staff must be summoned to the scene to assume control of the situation if the emergency continues.

This procedure does not preclude law enforcement personnel from implementing physical restraints in carrying out their professional responsibilities.

A. Permitted Uses of Physical Restraint

1. Physical restraint may be used only as an emergency intervention when the behavior of a student presents imminent risk of injury or harm to the student or others, and only after other less intrusive interventions have failed or been deemed inappropriate.
2. Physical restraint may be used to move a student only if the need for movement outweighs the risk involved in such movement.
3. Prescribed medications, harnesses, and other assistive or protective devices may be used as permitted by Rule Chapter 33.
4. Parents may be requested to provide assistance at any time.

B. Prohibited Forms and Uses of Physical Restraint

1. Physical restraint used for punitive purposes; as a therapeutic or educational intervention; for staff convenience; or to control challenging behavior.
2. Physical restraint used solely to prevent property destruction or disruption of the environment in the absence of imminent risk of injury.
3. Physical restraint that restricts the free movement of a student’s diaphragm or chest, or that restricts the airway so as to interrupt normal breathing or speech (restraint-related asphyxia).

4. Physical restraint that relies on pain for control, including but not limited to joint hyperextension, excessive force, unsupported take-downs (e.g., tackles), the use of any physical structure (e.g., wall, railing or post), punching and hitting.
5. Aversive procedures and mechanical and chemical restraints.
 - a. Aversive procedures are defined as the use of a substance or stimulus, intended to modify behavior, which the person administering it knows or should know is likely to cause physical and/or emotional trauma to a student, even when the substance or stimulus appears to be pleasant or neutral to others. Such substances and stimuli include but are not limited to infliction of bodily pain (e.g., hitting, pinching, slapping); water spray; noxious fumes; extreme physical exercise; costumes or signs.
 - b. Mechanical restraints are defined as any item worn by or placed on the student to limit behavior or movement and which cannot be removed by the student. Prescribed assistive devices are not considered mechanical restraints when used as prescribed and their use is supervised by qualified and trained individuals in accordance with professional standards.
 - c. Chemical restraints are defined as the use of medication, including those administered PRN (as needed), given involuntarily to control student behavior. Prescribed medications are not considered chemical restraints when administered by a health care provider in accordance with a student's health care plan.

C. Monitoring Students in Physical Restraint

1. At least two adults must be present at all times when physical restraint is used except when, for safety reasons, waiting for a second adult to arrive is precluded by the particular circumstances.
2. The student must be continuously monitored until he/she no longer presents an imminent risk of injury or harm to him/herself or others.
3. If an injury occurs, applicable school policies and procedures should be followed.

D. Termination of Physical Restraint

1. The staff involved in the use of physical restraint must continually assess for signs that the student is no longer presenting an imminent risk of injury or harm to him/herself or others, and the emergency intervention must be discontinued as soon as possible.
 - a. The time a student is in physical restraint must be monitored and recorded.
 - b. If physical restraint continues for more than ten (10) minutes, an administrator/designee shall determine whether continued physical restraint is warranted, and shall continue to monitor the status of the physical restraint every ten (10) minutes until the restraint is terminated.
 - c. If attempts to release a student from physical restraint have been unsuccessful and the student continues to present behaviors that create an imminent risk of injury or harm to him/herself or others, then staff may request additional assistance from other school staff, parents, medical providers, or other appropriate persons or organizations.

III. Seclusion

To the extent possible, seclusion will be implemented by staff certified in a training program approved by the Maine Department of Education. If untrained staff have intervened and initiated seclusion in an emergency, trained staff must be summoned to the scene as soon as possible.

A "timeout" where a student requests, or complies with an adult request for, a break is not considered seclusion under this procedure. Seclusion also does not include any situation where others are present in the room or defined area with the student (including but not limited to classrooms, offices and other school locations).

A. Permitted Uses and Location of Seclusion

1. Seclusion may be used only as an emergency intervention when the behavior of a student presents imminent risk of injury or harm to the student or others, and only after other less intrusive interventions have failed or been deemed inappropriate.
2. Seclusion may be achieved in any part of a school building with adequate light, heat, ventilation and of normal room height.
 - a. Seclusion may not take place in a locked room.
 - b. If a specific room is designated as a seclusion room, it must be a minimum of sixty (60) square feet; have adequate light, heat and ventilation; be of normal room height; contain an unbreakable observation window in a wall or door; and must be free of hazardous materials and objects which the student could use to self-inflict bodily injury.
3. Parents may be requested to provide assistance at any time.

B. Prohibited Uses of Seclusion

1. Seclusion used for punitive purposes; as a therapeutic or educational intervention; for staff convenience; or to control challenging behavior.
2. Seclusion used solely to prevent property destruction or disruption of the environment in the absence of imminent risk of injury.

C. Monitoring Students in Seclusion

1. At least one adult must be physically present at all times to continuously monitor a student in seclusion. The adult, while not present in the room or defined area, must be situated so that the student is visible at all times.
2. The student must be continuously monitored until he/she no longer presents an imminent risk of injury or harm to him/herself or others.
3. If any injury occurs, applicable school policies and procedures should be followed.

D. Termination of Seclusion Required

1. The staff involved in the seclusion must continually assess for signs that the student is no longer presenting an imminent risk of injury or harm to him/herself or others, and the emergency intervention must be discontinued as soon as possible.
 - a. The time a student is in seclusion must be monitored and recorded.
 - b. If seclusion continues for more than ten (10) minutes, an administrator/designee shall determine whether continued seclusion is warranted, and shall continue to monitor the status of the seclusion every ten (10) minutes until the restraint is terminated.
 - c. If attempts to release a student from seclusion have been unsuccessful and the student continues to present behaviors that create an imminent risk of injury or harm to him/herself or others, then staff may request additional assistance from other school staff, parents, medical providers, or other appropriate persons or organizations.

IV. Notification And Reports Of Physical Restraint And Seclusion Incidents

For the purposes of this procedure, an “incident” consists of all actions between the time a student begins to create a risk of harm and the time the student ceases to pose a risk of harm and returns to his/her regular programming.

A. Notice Requirements

After each incident of physical restraint or seclusion:

1. A staff member involved in the incident shall make an oral notification to the administrator/designee as soon as possible, but no later than the end of the school day.
2. An administrator/designee shall notify the parent/legal guardian about the physical restraint or seclusion (and any related first aid provided) as soon as practical, but within

the school day in which the incident occurred. The administrator/designee must utilize all available phone number or other available contact information to reach the parent/legal guardian. If the parent/legal guardian is unavailable, the administrator/designee must leave a message (if the parent/legal guardian has a phone and message capability) to contact the school as soon as possible. The parent/legal guardian must be informed that written documentation will be provided within seven (7) calendar days.

3. If the physical restraint or seclusion incident occurred outside the school day, the notifications must be made as soon as possible and in accordance with usual emergency notification procedures.

4. If serious bodily injury or death of a student occurs during the implementation of physical restraint or seclusion, the Wiscasset School Department emergency notification procedures shall be followed and an administrator/designee shall notify the Maine Department of Education within twenty-four (24) hours or the next business day.

B. Incident Reports

Each use of physical restraint or seclusion must be documented in an incident report. The incident report must be completed and provided to an administrator/designee as soon as practical, and in all cases within two (2) school days of the incident. The parent/legal guardian must be provided a copy of the incident report within seven (7) calendar days of the incident.

The incident report must include the following elements:

1. Student name;
2. Age, gender and grade;
3. Location of the incident;
4. Date of the incident;
5. Date of report;
6. Person completing the report;
7. Beginning and ending time of each physical restraint and/or seclusion;
8. Total time of incident;
9. Description of prior events and circumstances;
10. Less restrictive interventions tried prior to the use of physical restraint and/or seclusion and, if none were used, the reasons why;
11. The student behavior justifying the use of physical restraint or seclusion;
12. A detailed description of the physical restraint or seclusion used;
13. The staff person(s) involved, their role in the physical restraint or seclusion, and whether each person is certified in an approved training program;
14. Description of the incident, including the resolution and process of returning the student to his/her program, if appropriate;
15. Whether the student has an IEP, 504 Plan, behavior plan, IHP (individual health plan) or any other plan;
16. If a student and/or staff sustained bodily injury, the date and time of nurse or other response personnel notification and any treatment administered;
17. The date, time and method of parent/legal guardian notification;
18. The date and time of administrator/designee notification; and
19. Date and time of staff debriefing.

Copies of the incident reports shall be maintained in the student's file and in the school office, including incident reports received from out-of-district placements.

V. School Unit Response Following The Use Of Physical Restraint Or Seclusion

A. Following each incident of physical restraint or seclusion, an administrator/designee shall take these steps within two (2) school days (unless serious bodily injury requiring emergency medical treatment occurred, in which case these steps must take place as soon as possible, but no later than the next school day):

1. Review the incident with all staff persons involved to discuss: (a) whether the use of physical restraint or seclusion complied with state and school board requirements and (b) how to prevent or reduce the need for physical restraint and/or seclusion in the future.
2. Meet with the student who was physically restrained or secluded to discuss: (a) what triggered the student's escalation and (b) what the student and staff can do to reduce the need for physical restraint and/or seclusion in the future.

B. Following the meetings, staff must develop and implement a written plan for response and de-escalation for the student. If a plan already exists, staff must review it and make revisions, if appropriate. For the purposes of this procedure, "de-escalation" is the use of behavior management techniques intended to cause a situation involving problem behavior of a student to become more controlled, calm and less dangerous, thus reducing the risk of injury or harm.

VI. Procedure For Students With Three Incidents In A School Year

The school unit will make reasonable, documented efforts to encourage parent/legal guardian participation in the meetings required in this section, and to schedule meetings at times convenient for parents/legal guardians to attend.

A. Special Education/504 Students

1. After the third incident of physical restraint and/or seclusion in one school year, the student's IEP or 504 Team shall meet within ten (10) school days of the third incident to discuss the incident and consider the need to conduct an FBA (functional behavioral assessment) and/or develop a BIP (behavior intervention plan), or amend an existing one.

B. All Other Students

1. A team consisting of the parent/legal guardian, administrator/designee, a teacher for the student, a staff member involved in the incident (if not the administrator/designee or teacher already invited), and other appropriate staff shall meet within ten (10) school days to discuss the incidents.
2. The team shall consider the appropriateness of a referral to special education and, regardless of whether a referral to special education is made, the need to conduct an FBA (functional behavior assessment) and/or develop a BIP (behavior intervention plan).

VII. Cumulative Reporting Requirements

A. Reports within the School Unit

1. Each building administrator must report the following data on a quarterly and annual basis:
 - a. Aggregate number of uses of physical restraint;
 - b. Aggregate number of students placed in physical restraint;
 - c. Aggregate number of uses of seclusion;
 - d. Aggregate number of students placed in seclusion;
 - e. Aggregate number of serious bodily injuries to students related to the use of physical restraints and seclusions; and
 - f. Aggregate number of serious bodily injuries to staff related to physical restraint and seclusion.
2. The Superintendent shall review the cumulative reports and identify any areas that could be addressed to reduce the future use of physical restraint and seclusion.

B. Reports to Maine Department of Education

1. The Superintendent shall submit an annual report to the Maine Department of Education on an annual basis that includes the information in Section 7.A.1 above.

Legal Reference: Me. DOE Rule, ch. 33

Cross Reference: JKAA – Use of Physical Restraint and Seclusion

Adoption: July 24, 2014

Review: June 25, 2015

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Wiscasset School Department, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Wiscasset School Department may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary, in accordance with District procedures. The primary purpose of directory information is to allow the Wiscasset School Department to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Wiscasset School Department to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by July 1 for the upcoming year or within 30 days after enrollment, whichever is later. The Wiscasset School Department has designated the following information as directory information: student's name, honors and awards received, student's participation in officially recognized activities and sports, weight and height of student athletes, grade level in school of students in extracurricular activities, and dates of attendance at Wiscasset schools. For further information see Policy JRA-R.

Affirmative Action Statement

In keeping with federal and state guidelines, the Wiscasset School Department does not and will not discriminate on the basis of sex, race, color, religion, national origin, ancestry, age, or physical handicap, in the educational programs or activities which it operates, and is required by Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Title IX of the Education Amendment of 1972, and Part 86 of Title 45, Code of Federal Regulations, not to discriminate in such a manner, including Section 504 of the Rehabilitation Act of 1973.

The requirement not to discriminate in educational programs and activities extends to employment practices in the school system and to the admission and treatment of students. The Wiscasset School Committee has appointed Affirmative Action Officers to coordinate its efforts to comply with and carry out its policies and responsibilities regarding non-discrimination. Inquiries concerning the application of Title VII, Title IX, Part 86, and Section 504 to the School Department should be addressed to: Office of the Special Education Director at 207-882-7722.