Student Handbook

2019-2020 Buckfield Jr/Sr High School

Buckfield Junior-Senior High School
Mission Statement

Believing that learning is a life long process encompassing the body, mind and spirit, we prepare students with the character and opportunities that will lead to successful, fulfilling lives.

"educating body, mind, and spirit"

Student Learning Expectations

Buckfield Junior/Senior High School expects that students will:

… be effective communicators.

… demonstrate proficiency in problem solving.

… be responsible and contributing members of the school and community.

On the Web:

RSU 10 Homepage: ***https://rsu10.org/***

BJSHS Homepage: **https://rsu10.org/bjshs/**

Download the RSU 10 App

August 9, 2019

REGIONAL SCHOOL UNIT #10

BUCKFIELD – HANOVER – HARTFORD – MEXICO – ROXBURY – RUMFORD - SUMNER

2019 – 2020 Buckfield Jr/Sr High School Calendar

July 2019

M	T	W	T	F
1	2	3	H	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2019

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	NSO	TP
W	W	28	29	30

OPEN HOUSE August 29 (6-7:30)

3 Student Days
5 Teacher Days

September 2019

M	T	W	T	F
H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

20 Student Days
20 Teacher Days

October 2019

M	T	W	T	F
	1	2	3	4
7	8	9	10	W
H	15	16	17	18
21	22	23	ER	25
28	29	30	31	

21 Student Days
22 Teacher Days

PSATs Oct 16

Oct 24-Parent/Teacher Conferences

November 2019

M	T	W	T	F
				1
4	5	6	7	8
H	12	13	14	15
18	19	20	21	22
25	26	W	H	H

17 Student Days
18 Teacher Days

December 2019

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
V	H	H	V	V
V	V			

15 Student Days
15 Teacher Days

January 2020

M	T	W	T	F
		H	2	3
6	7	8	9	10
13	14	15	16	17
H	21	22	23	24
27	28	29	30	31

21 Student Days
21 Teacher Days

February 2020

M	T	W	T	F
3	4	5	6	7
10	11	12	13	(14)
H	V	V	V	V
24	25	26	27	28

15 Student Days
15 Teacher Days

March 2020

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	ER	W
23	24	25	26	27
30	31			

21 Student Days
22 Teacher Days

Mar 19 Student-Led Conferences

April 2020

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
H	V	V	V	V
27	28	29	30	

17 Student Days
17 Teacher Days

SATs April 14

May 2020

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	(15)
18	19	20	21	22
H	26	27	28	29

20 Student Days
20 Teacher Days

Day of Caring May 15

June 2020

M	T	W	T	F
1	2	3	4	ER
8	(9)	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

5 Student Days
5 Teacher Days

Last Scheduled Day is June 5[h]

AUGUST 28 FIRST DAY GRADES K-6 & 9 (Mountain Valley Regions)
AUGUST 28 FIRST DAY FOR GRADES K-7 & 9 (Nezinscot Region);
AUGUST 29 - OPEN HOUSE at Buckfield Jr/Sr High School (6:00 – 7:30 pm)

NEZINSCOT REGION PARENT TEACHER CONFERENCE DATES:
OCTOBER 24 – Fall Parent-Teacher Conferences (Early Release – 11:20 a.m.)
MARCH 19 –Student-Led Conferences (Early Release – 11:20 a.m.)

TRIMESTER GRADING PERIODS

First Trimester	Second Trimester	Third Trimester
Aug. 28 – Nov. 26	Dec. 2 – March 13	March 16 – June 5
61 Student Days	61 Student Days	53 Student Days

Explanation of SAD #17 (Vocational Region 11) Calendar Dates

(○) Days that Region 11 has scheduled no classes are marked with a circle
First Day for all Students in SAD #17 – August 29
SAD #17 No classes: October 24, February 14, March 19, May 15, June 11
SAD #17 Parent Conference Dates: October 24 & March 19
SAD #17 One Hour Early Release Every Wednesday afternoon (12:52 pm)
May 15 – OHCHS Senior Presentations (No Region Classes)
June 9 – OHCHS Senior Assembly/Step-up Day (No Region Classes)
Last Student Day scheduled in SAD #17 June 12 (dependent on snow days)

SAD #17 A DAY & B DAY Legend:
A Days are shaded (Green Days) - B Days are not shaded (Gold Days)

Late Arrival (Staff Development)
1 hour Late Arrival each Wednesday - Beginning Sept. 4

Teacher Workshop Days

TO = Teacher Orientation August 22nd – New Staff Orientation Day

W = Workshop Days for Teachers **August 26 & 27; October 11 November 27 March 20**

Last Student & Teacher Day Scheduled - June 5
Mtn Valley High School Graduation – Thursday, June 11
Buckfield High School Graduation – Saturday, June 13

BJSHS EARLY RELEASE (11:20 a.m.): Oct 24, Mar 19 & June 5 (Last Student Day)
RSU #10 Holidays (No School in Session)

Labor Day	September 2
Indigenous People's Day	October 14
Veterans' Day	November 11
Thanksgiving & Day after	November 28 & 29
December Vacation	December 23 – January 1
New Year's Day	January 1
Martin Luther King Jr. Day	January 20
Presidents' Day	February 17
February Vacation	February 17 – February 21
Patriots Day	April 20
Spring Vacation	April 20 – April 24
Memorial Day	May 25

H=Holiday V=School Vacation ER=Early Release

NOTES: Canceled school days will extend the final Early Release day beyond June 5.

RSU #10 Calendar Adopted : March 2019 BJSHS calendar draft August 9, 2019

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NOTE FROM THE PRINCIPAL

Welcome to the Buckfield Junior-Senior High School Student Handbook. It is a useful resource containing a wealth of information about our school. However, if you cannot find what you are looking for please do not hesitate to contact me at 336-2151 ext 303.

George Reuter

NOTE TO STUDENTS AND PARENTS/GUARDIANS

Students and parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of RSU #10's School Board policies. In case of a conflict between a School Board policy and the rules in this handbook, the policy will prevail. RSU #10 reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students, and parents. RSU #10, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred.

A copy of the RSU #10 Board Policy Manual is available in each school office.

EQUAL EDUCATIONAL OPPORTUNITIES

Buckfield Jr./Sr. High School is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of race, sex, color, national origin or ancestry, religion, age, disability or sexual orientation.

Students or parents/guardians should direct any questions or concerns to the Affirmative Action Officer, Director of Student Services or the Americans with Disabilities (ADA) Compliance Coordinator, Superintendent Deb Alden, 33 Nash Street, Dixfield, ME 04224, Telephone 207-562-7254.

ACADEMIC INFORMATION

ACADEMIC HONESTY

James Heffernan's text Writing: A College Handbook defines plagiarism as:
"Presenting the works or thoughts of another writer as if they were your own. When you submit a paper that is wholly or partly plagiarized, you are taking credit or asking the teacher to give you credit, for work done by someone else. This is dishonest or wrong. Whenever you use a source in any way without documenting the source you commit plagiarism." Consequences for plagiarism, cheating on assessments, or any other academic dishonesty may include, but not be limited to, suspension from school and a zero on the assignment.

GRADES

The importance of good grades honestly earned cannot be over-emphasized. They are among the strongest recommendations a student can receive. Grades often fail to measure all that a student knows or has learned, but are the best generalization or overall indication of a student's status in a subject field.

Grades for students will be determined by tests, daily work, projects, and class participation. This encourages the development of the total student. Final grades may be withheld until course requirements are satisfactorily completed.

PROGRESS REPORTS

Student academic progress will be continuously assessed and reported three times a year. Students who are not achieving satisfactory progress will be notified bi-weekly or at any time prior to the close of the ranking period. Parents and/or students with concerns about progress evaluations are encouraged to bring these concerns to the teacher immediately.

POWER SCHOOL ACCESS

Parents will have access to their student's academic progress and other information online through our student information system – PowerSchool. Contact the main office or your student's teacher or advisor to learn how to access this information at http://rsu10.powerschool.com/public/

REPORT CARDS

Report cards are issued following each trimester. Report card grades are computed on a 4.0 scale and reported by letters. Please note that only final grades of 2.5 or above will be awarded graduation credit.

Letter grade	GPA	
A+	4.0	
A	3.75	
A-	3.5	
	B+	3.25
B	3.0	
	B-	2.75
C+	2.5	
C	2.25	
	C-	2.0
D+	1.75	
D	1.5	
D-	1.25	
F	0.0	

HONOR ROLL
High Honor Roll is earned by students receiving no grade lower than an 3.5.Honor Roll is earned by students receiving no grade lower than 2.75.

GRADUATION REQUIREMENTS:

Students who anticipate graduating in the classes of 2018, 2019, or 2020, must meet the following minimum requirements in order to be awarded a high school diploma.

A. The student must successfully complete a total of:

24 credits if graduating in 2018,
22 credits if graduating in 2019 and
21 credits if graduating in 2020.

Of these credits, 12 ½ (twelve and one half) must be those specified by the State of Maine. They are:

1. English Language Arts - 4 credits
2. Mathematics - 2 credits
3. Social Studies and History, including one year of American history and government - 2 credits
4. Science, including at least one year of a laboratory study - 2 credits
5. Fine arts, which may include art, music, or drama - 1 credit
6. Health - ½ credit
7. Physical Education - 1 credit

B. The student must demonstrate computer skills according to the school unit's standards for computer literacy, proficiency and performance.

C. In addition to the State requirements, the student must meet the following additional credit requirements established by the Board:

	BJSHS	MVHS
Math	1	2
Science	1	2
Social Studies	1	2
Senior Portfolio	Yes	N/A

D. The remaining credits may be selected by the student based on his/her interest, satisfaction of course prerequisites, and requirements of the field of study that he/she plans to enter upon graduation.

APPROVED CREDIT EQUIVALENT: Students may earn credits toward graduation by completing an approved equivalent to one or more of the requirements listed above. Students may earn up to 5.5 credits outside the standard instructional period. Students interested in pursuing credits outside the instructional period must follow the guidelines for pursuing credits toward graduation. For more information, refer to the Program of Studies.

PORTFOLIO: All BJSHS students must maintain a four-year portfolio that documents their academic and co-curricular progress through high school and their preparations for the future in order to receive a high school diploma. The BJSHS student portfolio is a collection of student-generated evidence that demonstrates proficiency in required skills and knowledge identified in the Maine Guiding Principles..

AWARDS AND SCHOLARSHIPS
Students are encouraged to contact their guidance counselor for information and eligibility requirements for awards and scholarships. Information about student awards and scholarships are maintained in the guidance office, and will be made available to students through the annual scholarship handbook.

EARLY GRADUATION PROCEDURE
BHS offers an early graduation option for students who qualify. See the guidance counselor for more information.

ELIGIBILITY FOR GRADUATION ACTIVITIES
Students who have not met the above graduation requirements by the deadline set annually by the administration will not be allowed to participate in graduation activities. These include, but are not limited to, Class Night, Final Assembly, Commencement, and Project Graduation.

INCOMPLETES AND FAILING GRADES

1. Incompletes may be issued for the following reasons:
   a. Health Issues (usually causing extensive absenteeism)
   b. Family Emergency
   c. Students have been given permission by the teacher to revise and bring to standard major assessments that did not initially meet the standard
   d. Other situations of extraordinary circumstances that have been presented to and approved by the Principal

   Incompletes are to be made up within 2 weeks after issuance of report cards.

2. Failing grades will be issued to students who either did not complete the required course work or who otherwise did not complete the work to standard. There are two ways to make up a failing grade:
   a. Make up the incomplete work through an approved credit recovery program or.
   b. Repeat the entire course during a subsequent trimester or in an Approved Credit Equivalent program.

CLASS STANDING
Minimum Credit needed to advance grade level:

a. 5 credits (3 credits from core content area)– sophomore
b. 10 credits (7 credits from core content area) – junior
c. 16 credits (10 credits from core content area)– senior

Students who have not accrued enough credits to advance to the next grade level will remain in their current grade and may be reassigned an advisory group as necessary. Freshman and sophomore students, who achieve the requisite credit level for the next grade level, will be advanced to sophomore or junior status. A student will not advance to senior status unless it can be expected they will meet graduation requirements for the next graduating class.

Core content areas are English, Science, Math and Social Studies.

CO-CURRICULAR INFORMATION

CO-CURRICULAR ATHLETIC ELIGIBILITY POLICY

All students are encouraged to participate in co/extracurricular activities. These activities offer students the opportunity to learn new skills, to compete in a variety of sports, to experience being part of a team, to develop character, positive attitudes and self-discipline, to demonstrate leadership and to realize personal accomplishments. All students participating in co-curricular and extra-curricular activities must meet academic and behavioral eligibility requirements. The complete RSU #10 policy JJI is located online at the district web site and at the end of this handbook, page 22-23.

A student who is absent unexcused from school, or arrives unexcused at school after 9:30 a.m., is not permitted to participate in any school activities that day or evening without prior permission granted by the administration. In addition, a student who leaves school grounds for any reason other than an excused dismissal will not be eligible to participate in any school activities that day or evening without prior permission granted by the administration. This does include any weekend activity if the absence occurs on Friday. This is for all school co-curricular activities including practices, performances and games.

AFTER SCHOOL ACTIVITIES

BJSHS offers a wide range of clubs, sports and other after school activities.

Clubs and Activities

Band (HS/MS)
Chorus (HS/MS)
Drama (HS/MS)
Math team (HS)
Student Council (HS/MS)
Civil Rights Team (HS/MS)
Yearbook
Astronomy Club
Garden Club

Athletic Teams

Fall

Soccer - Girls MS & HS

Boys MS & HS

Winter

Basketball - Girls MS & HS

Boys MS & HS

Cheering - HS

Spring

Baseball - MS & HS

Softball MS & HS

Track - HS

ATTENDANCE INFORMATION

ATTENDANCE EXPECTATIONS

It is our district's position that regular school attendance is very important for all students. As we develop formative learning standards for all students, it will be virtually inconceivable for students to miss a lot of school and achieve at a level consistent with their abilities. Learning is incremental and it demands the daily synergy of a core of learners deeply engaged in the pursuit of academic study. Each learner is regarded as a valued member of the learning community and missing school impairs the learning for all students.

The responsibility for regular school attendance is a joint effort between the parent, student and the school. The guidance office and the Dean of Students accept the responsibility of implementing proactive practices that will improve student attendance, will regularly communicate the importance of daily school attendance, and underscore this as a message to all students.

EXCUSED AND UNEXCUSED ABSENCES

Under Maine law, a student's absence may be excused for the following reasons:

1. Personal illness;
2. Appointments with health professionals that must be made during the regular school day;
3. Observance of a recognized religious holiday when the observance is required during the regular school day;
4. A family emergency; or
5. A planned absence for a personal or educational purpose, which has been approved.

In addition, students will be excused when they are participating in a school-approved activity or field trip, or when they are suspended from school. All other absences are considered unexcused.

ABSENCE REPORTING

Daily attendance in school is taken during the first block. Parents are requested to notify the school of students' absence prior to 8:00 am (336-2151). Parents are encouraged to monitor reported student absences by accessing Power School online. Our automated phone system notifies parents' daily of student absences.

A student who has been absent from school must report to the office with a written note from his/her parents/guardian before he/she will be admitted to class. This note becomes part of the permanent attendance file, which is kept in the main office. All students, even in cases of prior parental contact, should bring in a note for re-admittance. Notes must include the name of the student, the date, the reason for the absence, and a telephone number where the parent may be reached during the day to verify the note if the administration desires.

TARDINESS

A tardy to school is reporting late to the first assigned class period, including advisory, any time after the final bell (7:55 a.m.). Tardy students must report to the main office to receive an admittance pass, prior to going to their scheduled class. Students will not be admitted to class without an admittance slip. Excessive tardies for unexcused reasons will result in disciplinary action.

TRUANCY & CHRONIC ABSENTEEISM
A student is habitually truant under Maine law if the student has the equivalent of ten full days of unexcused absences or seven consecutive school days of unexcused absences during a school year. A student is chronically absent if the student has been absent ten percent of school days, *regardless of whether those absences are excused or unexcused*. RSU #10 follows the procedureS required by Maine law when addressing student truancy and chronic absenteeism.

DISMISSALS
After arriving at school, students may not leave prior to the completion of their last regularly scheduled class unless the school nurse, attendance secretary, or administration has properly dismissed them. The school is considered liable for the safety of students during school hours. Therefore, students may not leave school at any time without permission. If students leave school without proper permission, they will be subject to disciplinary action.

To be officially dismissed from school for illness or injury, a student must go to the school nurse for a dismissal note. The nurse will contact a parent/guardian before allowing the student to go home. Any student wishing to be dismissed for any reason must first present a signed parental note stating the reason for the dismissal. Students should present this note to the secretary before 8:00 am on the day of dismissal. This note should include the phone number of a parent or of a legal guardian.

PERFECT ATTENDANCE AWARD
Any student who achieves perfect attendance for the entire school year with no absences (other than for religious holidays), dismissals (other than for extra-curricular activities), or tardies will be awarded a pass that entitles that student to free admission to all school events (sports events, dances, concerts, and plays) during the next school year.

PARTICIPATION IN SCHOOL ACTIVITIES
Students are expected to attend all assigned classes. If there is a need to leave the classroom, students must first report to the classroom teacher for permission and a pass. Absence from class without permission is subject to disciplinary action.

A student who is absent unexcused from school, or arrives unexcused at school after 9:45 a.m., is not permitted to participate in any school activities that day or evening without prior permission granted by the administration. In addition, a student who leaves school grounds for any reason other than an excused dismissal will not be eligible to participate in any school activities that day or evening without prior permission granted by the administration. This includes weekend activities if the absence occurs on Friday. This is for all school co-curricular activities including practices, performances and games.

OTHER INFORMATION FOR STUDENTS

ACCIDENTS
All accidents or injuries on school grounds or during school-approved activities must be reported to the main office immediately and an accident form completed

APPROPRIATE ATTIRE
Students are expected to wear appropriate attire at all times. The following rules are intended to ensure that one's attire does not disrupt the educational process. Students, who are found to be dressed inappropriately, will be required to cover up the inappropriate clothing or will be sent home to change such clothing.

1. Shirts and shoes must be worn at all times.
2. Clothing with vulgar or profane lettering or drawings is prohibited, as is clothing that advertises drugs, alcohol, or tobacco.
3. Pants must be worn to the waist. Shorts, skirts, and dresses must be of sufficient length to meet the "fingertip rule" (are not above the fingertips when hands are held down at sides.)

4. Strapless tops and tops that have a low-cut neckline and therefore are too revealing are prohibited. Spaghetti straps are also not permitted. All shirts must touch the top of pants when in a standing position.
5. No bandanas or chains or other items indicative of gangs are permitted.
6. HATS – Students may wear hats before and after school as well as during passing time and lunchtime. Students may wear hats in the classroom at individual teacher's discretion.

ASSEMBLIES AND RALLIES

Performers, speakers, groups, etc. are here as our guests, as well as for education and entertainment. Students set the tone, atmosphere, and impression of the school. Regardless of the type of program, common courtesy must always prevail. Talking, whispering, whistling, stamping feet, clapping out of order, booing, and lack of respect are most discourteous and are not acceptable. Should this occur, it will mean immediate removal of the individual(s) and may hinder the possibility of future assemblies. Students will be given specific instructions before each assembly regarding proceeding to the auditorium or gym. Teachers will sit among students.

BATHROOMS

Students are allowed to use the bathrooms before school, between classes, at lunch, and after school without written permission. During class-time, students may – with a pass - use the bathrooms only in an emergency. Students may not loiter in the bathrooms at any time.

BUSING INFORMATION

All board policies and school rules are in effect on school buses. Students who have disciplinary problems on school buses may have their riding privileges suspended or revoked by the principal. In such cases the parent/guardian is responsible for transporting the student.

CANCELLATION AND DELAYED OPENINGS

The RSU #10 Board of Directors authorizes the Superintendent to cancel or close school(s), delay opening, or dismiss school(s) early in the event of severe weather, hazardous travel conditions, or other emergencies which present threats to the safety of students and staff. School cancellation or delays due to the weather will be reported on radio stations, TV channels, and on the district website. The district will also notify families via phone by the ALERT NOW system.

When school is closed for the day or dismissed early, all after-school and evening school-sponsored activities and community use of school facilities will be cancelled or postponed. If circumstances change such that reopening facilities would be feasible, the Superintendent or his or her designee may use his or her discretion to re-open the District facilities for after school or evening activities.

It is the families' responsibility to keep accurate contact information updated in the ALERT NOW system. When school is in session, it remains the responsibility of parents to decide whether or not their children shall attend school under the existing conditions. Storm days lost in excess of the number provided for in the school year calendar will be made up as determined by the Board.

CODE OF CONDUCT FOR STUDENTS

The student code of conduct has been developed with input of staff, students, parents and the community. This Code defines our expectations for student behavior and provides the framework for an orderly and respectful environment that is safe physically, socially, emotionally, and academically. Refer to page 17.

DIRECTORY INFORMATION

During the year, RSU #10 may release information related to students and their activities. Such information will be in the category of Directory Information as determined by the RSU and permitted in the Family Education Rights and Privacy Act of 1974. Parents of students may refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. Such refusal must be stated in writing to the Principal of the school within two weeks of the distribution of each handbook. The following categories are permitted as

Directory Information: the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational institution attended by the student, and other similar information, including pictures and photographs of news releases, sports programs, etc.

ETHICS AND THE CURRICULUM

The School Board believes that promoting ethical and responsible behavior is an essential part of the educational mission. The Board encourages schools to provide students with meaningful opportunities to apply values and ethical responsible behavior through activities such as problem solving, service learning, peer mediation and student government/leadership development. The Board recognizes that ethics, constructive attitudes, responsible behavior, and "character" are important if a student is to leave school as a "responsible and involved citizen," as described in the Guiding Principles of the Maine Learning Results.

FIELD TRIPS

Occasionally students may go on field trips or extra-curricular excursions. Parents are required to complete and sign permission slips and health forms for a student to participate on a field trip.

FIRE DRILLS

Each room has posted instructions for fire drill procedure and students will be trained in the procedure. During the year, practice drills will occur to protect against fire emergency.

FOOD AND DRINK IN CLASSROOMS

Students are only allowed to eat/drink food/snacks in the cafeteria, or in classrooms as part of a class assignment. Students who arrive on a late bus may eat a school breakfast in a classroom (with conditions set by the teacher). Students may have water in a bottle to drink while in hallways and classrooms.

HARASSMENT

RSU #10's Board of Directors prohibits harassment of students because of race, color, sex, religion, ancestry or national origin, disability or sexual orientation. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. The complete RSU #10 policy ACAA is located online at the district web site and at the end of this handbook. Refer to page 27.

HAZING

We at RSU #10 want to ensure that our schools are friendly, welcoming, unbiased places to learn. 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. Refer to page 28.

HIGHLY QUALIFIED TEACHERS

Pursuant to the No Child Left Behind Act of 2001, parents may request information regarding whether his/her child meets the national standard for Highly Qualified Teacher. If the RSU receives a request from a parent for information about the professional qualifications of his/her child's teacher(s), the district shall provide information about the following: (1) whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; (2) whether the teacher has emergency or provisional certification; (3) the degree(s) and certification(s) held by the teacher and subject area for each degree or certification; (4) whether the child is receiving services of a paraprofessional and the qualifications of the paraprofessional. The RSU shall notify the teacher in writing about any parental requests for information about the teacher's qualifications and the information provided by the RSU in response to the request.

LOCKERS

Each student will be assigned a locker for keeping books, projects, coats, etc. However, it is strongly recommended that students do not leave money, pocketbooks or other items of value in them. Each student is responsible for keeping his/her locker clean and in good mechanical condition. The lockers are school property and the school reserves the right to inspect student lockers at any time. All lockers will be checked periodically for health and safety reasons.

LUNCH

During the lunch period ALL students MUST enter the cafeteria. Students will pass through the line in an orderly fashion, eat in a socially acceptable manner, and pick up the area of their tables. Students are not to congregate in the halls, lobby, or vestibule. Students can be outside with supervision, or remain in the cafeteria until the passing bell rings. Students will not be allowed to leave the above areas until the end of the lunch period unless receiving permission from a staff on duty.

MEDICATION IN SCHOOL

The Board has adopted a comprehensive policy concerning the administration of medications at school. Parents may request that medications be administered at school in accordance with the established procedure. Students may not carry or self-administer medications except as permitted by board policy. Questions should be directed to the school nurse. The complete RSU #10 policy JLCD is located on the district web site and at the end of this handbook. Refer to page 45 for more health care information.

NATIONAL HONOR SOCIETY ADMISSION POLICY

The Rachel Purkis Chapter of the National Honor Society recognizes and thus honors students who are selected for membership based on scholarship, service, leadership, and character. The selection procedure follows all national guidelines. Students become eligible at the end of their fourth trimester.

Students who have a cumulative average of at least 3.0 are candidates for membership. They are then evaluated on the basis of service (both in school and community), leadership, and character and selected by a majority vote of the five-member faculty council. To aid in this evaluation, all candidates are surveyed to obtain information regarding service and activities. Membership is not automatically guaranteed. The council will consider candidates who:

1. have attended Buckfield Jr./Sr. High School at least one trimester
2. are enrolled in at least five courses - waivers can be granted for this policy by the Principal.
3. have not missed more than 11 days in any high school year except under special circumstances.
4. have participated in at least 3 activities
5. submit a brief essay on an assigned topic

All faculty members are given the opportunity to rate candidates in the areas of leadership and character. Using the information provided by candidates and faculty, the faculty council votes on membership using a point system.

PUBLIC DISPLAYS OF AFFECTION

Students should refrain from public displays of affection. Physical contact other than the holding of hands and/or brief hug is prohibited.

1st offense- Verbal warning
2nd offense- One-hour office detention.
3rd offense- Two-hour office detention. Parents notified.

REGION 11 STUDENT TRANSPORTATION

Region 11 students are required to take the region bus. If there are extenuating circumstances they will be handled on a case by case basis through Oxford Hills Comprehensive High School.

REMAINING ON SCHOOL GROUNDS

Once on school grounds, students must come directly into school and may not leave until their school day ends. **Students MAY NOT stay in the parking area.** Students may not enter the building until

7:00 a.m. Upon entering the school, high school students must go to the cafeteria and remain there until the bell rings at 7:45.

The only exceptions to the above are students going to the library or to meet with a teacher if they have prior written permission. Students wishing to go to the library or meet with a teacher must request permission from a teacher on duty. Only students who are attending school-sponsored activities or activities supervised by a staff member or coach may be in school after 3:00 p.m. ALL others must leave the building. Loitering will not be permitted.

SCHOOL SPIRIT

School spirit may be divided into four categories:

1. Courtesy toward teachers and staff, fellow students, and guests to our school.
2. Pride in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship is the ability to win and lose gracefully.
4. School spirit means loyalty to all aspects of the school. Loyal students support their school and do their utmost to keep athletic and academic standards at the highest possible level.

SENIOR CLASS TRIP

Seniors often choose to plan, fund, and participate on a senior class trip in the spring of their senior year.

SENIOR PRIVILEGES

Senior Privileges, if given, are determined by administration after reviewing a proposal submitted by the current senior class.

SPECIAL EDUCATION

Special education services are available for all students who qualify. If you have questions about whether your child may be eligible for such services, please contact your child's teacher, principal, or the RSU #10 Co-Director of Special Education.

STUDENT AUTOMOBILE USE AND PARKING

Parking on school property is a courtesy extended high school students and others by the Board of Directors. The administration will establish rules and regulations for the safety of all persons using school lots and for the protection of the vehicles. However, the district shall assume **no** responsibility for damage to cars or theft of cars or articles from cars. Permission to park on school property may be rescinded by the administration for any person who does not observe the regulations and/or signs as posted.

Students driving to school must have a parking permit issued by the main office to park on school grounds. Students who wish to park on school grounds during the school day must apply for a parking permit at the principal's office. When applying, students need to know the make of vehicle and license plate number. Permit fee is $1.00 if purchased by September 13th and $3.00 thereafter. Vehicles parking without a permit will be towed at the owner's expense. Parking is not allowed on Route 140.

Students who drive irresponsibly on or near school property may be referred to the Sheriff's Department or State Police. Motorized vehicles not registered for highway use are not allowed on school property. Unsafe driving will result in a suspension or loss of parking privileges.Parking lots may be patrolled and students' vehicles may be searched.

STUDENT FUND-RAISING ACTIVITIES

The board has adopted a policy on student fundraising and all such activities must be approved in advance by the administration.

STUDENT PUBLICATIONS

The Board has adopted a policy on student publications and all such publications must meet the policy requirements.

STUDENT RECORDS
RSU #10 complies with all federal and state laws concerning confidentiality of student records, and the board has adopted a comprehensive policy and procedure on this topic. A notice is sent home with students at the beginning of the school year about parent and student rights concerning student records. If you need more information, please contact the principal or the guidance counselor.

STUDY HALLS
Study halls are established for each period of the day for the purpose of academic work. Students are expected to be engaged in a constructive learning activity for the entire period. Students should work quietly and independently. Up to twelve students per period will be allowed to go to the library where they must remain for the entire period. Studying in small groups and quiet socializing will be allowed at the discretion of the teacher. Students may not sleep or play cards in study hall. Students seeking to go to another teacher should have a pre-signed pass from the receiving teacher. The beginning of study hall is not the time to request the pass.

TELECOMMUNICATION DEVICES
While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law and other related electronic devices, including, but not limited to, cell phones, camera phones, personal digital assistants (PDAs), and pagers, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Use of any telecommunication device must never intrude into the privacy of others or to be used for humiliation, personal violation or embarrassment.
2. Unless an emergency situation exists that involves imminent physical danger or a district employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.
3. When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
4. Students are responsible for keeping track of devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Student Handbook.

TEXTBOOKS, COMPUTERS, ATHLETIC UNIFORMS, AND OTHER LOANED ITEMS
Students are responsible for treating all school materials with care and respect. Students must return all computer equipment, athletic uniforms, school books, and other loaned items on time and in good condition. Students and their families will be liable for the replacement cost of damaged or lost item(s).

TOBACCO USE AND POSSESSION POLICY
The RSU #10 believes that tobacco use is the most preventable behavioral factor contributing to illness, disability, and death. In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Board prohibits smoking and the use of all other tobacco products in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds by all persons, including students and employees. The complete RSU #10 policy ADC,

and the administration policy ADC-R, are located online at the district web site and on page 25 of this handbook.

VIDEO CAMERAS ON SCHOOL GROUNDS AND TRANSPORTATION VEHICLES
The board recognizes its responsibility to maintain order and ensure the safety of staff and students. After carefully balancing the need for discipline and safety with students' interests in privacy, the board supports the use of video cameras on school transportation vehicles and on school grounds. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during the school day and also during transportation to and from school and extracurricular activities.

When the resulting video tapes are used as a basis for discipline, parents/guardians will be notified and given the opportunity to view the tape of their child. Students in violation of school discipline/conduct codes shall be dealt with in accordance with established board policy, administrative regulations, and established school practices.

VISITORS
All visitors must report to the main office upon arrival to the school. Parents wishing to visit a classroom or meet with a teacher must first make an appointment with the classroom teacher.

BUCKFIELD JR.\SR. HIGH SCHOOL
DISCIPLINE CODE

Code of Conduct

As a student of Buckfield Jr/Sr High School, I will . . .

- respect the individuality of each and every person.
- be helpful in ways that will benefit not only myself, but others as well.
- be accountable for my actions.
- exercise self-discipline, especially in the areas of academics and behavior.
- be honest.
- have a healthy attitude toward myself, my school, my teachers, and my peers.
- be courteous and cooperative with my peers and teachers.
- dress in a manner that shows I have respect for myself and others.

(compiled by the Trimester 1 Ethics Class, Class of 2003)

INTRODUCTION

These rules are in force before, during and after school hours, at school, in any school building, on any school premises, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of the school unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

Violations of Board policies and/or school conduct rules and expectations may result in disciplinary action. Possible disciplinary consequences may include but not be limited to a verbal warning, teacher or office detention, suspension or expulsion. The following section lists specific types of misconduct and the disciplinary consequences that will generally be imposed. However, the administration reserves the discretion to deviate from the stated disciplinary consequences depending upon the particular circumstances. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and the student's prior disciplinary record.

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

II. BUCKFIELD JR. /SR. HIGH SCHOOL DISCIPLINE CODE

Misconduct (Alphabetical)	**Disciplinary Action**

1. Indicates first offense, 2. Indicates second, etc.

Alleged use or sale of dangerous or illegal drugs	Guidance and parents notified, (student and locker search may be conducted)
Arson	Up to ten day suspension. Administration, parents, police and guidance notified. Mandatory meeting with Superintendent before re-admittance.
Assault and Battery	Up to ten day suspension. Administration, parents, police and guidance notified. Mandatory meeting with Superintendent before re-admittance.
Bomb Threats See Policy EBCC, page	Ten day suspension. Administration, parents, police and guidance notified. Mandatory meeting with Superintendent before re-admittance.
Cell phones - Unauthorized use of device	1. Verbal Warning 2. One-hour office detention
Cheating on school work	1. Two-Hour office detention, re-do assignment, parents notified 2. Up to two day suspension, redo assignment, parents notified. Meeting between admin, teacher, parents and student. 3. Up to five day suspension, redo assignment, parents notified. Meeting between admin, teacher, parents and student.
Disrespectful vulgar acts, gestures or words directed towards a student	1. One-hour office detention 2. (See Harassment)
Disrespectful vulgar acts, gestures or words directed at a staff member	1. Three day suspension. Parents notified 2. Up to five day suspension. Parents notified. Mandatory meeting between Administration, parents and student before re-admittance. 3. Ten day suspension. Parents notified. Mandatory meeting between Administration, parents and student before re-admittance.
Defiance - Leaving class without permission	1. Verbal warning 2. Office detention
Defiance - Leaving school without permission	1. Up to one day suspension. Parents notified. 2. Up to three day suspension. Parents notified. 3. Up to five day suspension. Parents notified

Defiance - Willful, persistent defiance of school rules, procedures and/or a staff member request	1. Up to three day suspension. Administration and parents notified. 2. Up to five day suspension. Administration and parents notified. Mandatory meeting between administration, parents, staff and student before re-admittance.

Drugs: Alleged possession, sustained use, supplying and/or under the influence of drugs, prescription drugs, drugs paraphernalia, alcohol, tobacco, controlled substances, narcotics, " look alikes", or any other mood altering substances on school grounds, while representing the school or attending any school function.	Up to ten day suspension. Parents, administration, police, and guidance notified. Meeting with the superintendent before re-admittance. Student and locker search may be conducted.
Failure to report to or complete an OFFICE DETENTION	1. Up to one day suspension. Parents notified 2. Up to three day suspension. Parents notified 3. Up to five day suspension. Parents notified. Mandatory meeting with superintendent before re-admittance.
Failure to report to or complete a TEACHER DETENTION, or SCHEDULED HELP SESSION with a teacher	1. One hour office detention
Failure to complete homework	1. Teacher detention
Failing to follow dismissal procedures and/or leaving the school under false pretenses (forged notes, senior privilege, etc.)	1. Make up of time missed in office detention. (6 hour max per day). Possible loss of senior privileges. Parents notified.
Harassment / Threatening / Bullying / Cyberbullying - Any action that intentionally endangers and/or affects the mental or physical health of another.	1. One hour office detention 2. Up to three day suspension. Administration and parents notified. Student will meet with administration before re-admittance. 3. Up to five day suspension. Administration,parents , police, and Attorney General's office notified. Student will meet with superintendent before re-admittance. * *Especially serious instances of threats/ harassment can lead immediately to step 2 or 3 at the discretion of the asminiration. See Policy ACAA page**
Inappropriate language	1. Verbal warning 2. Teacher detention
Lying: Deliberately withholding information and/or falsifying information to school personnel, including falsifying or forging signatures and/or altering notes, excuses or other documents,	1. Two hour office detention. Parents notified. 2. Up to five day suspension. Administration and parents notified

Inappropriate use of school computers	1. Loss of computer privileges for three days 2. Loss of computer privileges for one week 3. Loss of computer privileges for two weeks 4. Loss of computer privileges for one month **Exceptionally severe cases or repeat cases may result*

	in the computer privileges being revoked for the remainder of the school year.
Motor Vehicle violations on school property	1. Parking and driving privileges revoked for 15 days. Parents notified and possible police involvement. 2. Parking and driving privileges revoked on school property for the remainder of the trimester or 25 days, whichever is more. Parents notified, possible police involvement. 3. Parking and driving privileges revoked on school property for the remainder of the school year. Parents notified, possible police involvement.
Physical aggression: FIGHTING - Violent activity where students are harmed before the activity ends	1. Up to Five days suspension. Parents notified. Possible police involvement. Mandatory meeting between administration, parents, and student before re-admittance. 2. Up to ten days suspension. Parents notified. Possible police involvement. Mandatory meeting with superintendent before re-admittance. If the aggressor can be clearly identified, then the other person's punishment can be altered or excused.
Physical Aggression: HORSEPLAY - a shoving match or minor scuffle where students cease the activity before harm comes to either participant.	1. Two hour office detention 2. Up to three day suspension. Administration and parents notified.
Playing with fire other than arson that may cause bodily harm to another person	1. Up to 10 day suspension. Parents, guidance, administration and police notified. Mandatory meeting with superintendent before re-admittance.
Property Damage - Defacing property belonging to school personnel or the school district.	1. Up to 10 day suspension. Administration, parents / police notified, restitution for repair, replacement of damaged property, and/or ten hours of community service as approved by Administration.
Public Display of affection. Physical contact other than the holding of hands and /or brief hug is prohibited.	1. Verbal Warning 2. One hour office detention. Parents notified 3. Two hour office detention. Parents notified.
Tardy - Late to CLASS, advisory period, or study hall without authorization	1. Verbal Warning 2. Teacher detention

Tardy - Late to SCHOOL, unexcused	1. Verbal Warning 2. Verbal Warning 3. One hour office detention
Technology Misuse - Use at inappropriate time or to access material unrelated to school	1. Verbal Warning 2. One hour office detention 3. Technology privileges lost for three days **Exceptionally severe or repeated cases may result in privileges being limited, suspended or revoked for up to*

	the remainder of the school year.
Technology - Violation - Failure to follow school rules or teacher directions, as listed in this handbook, technology is involved.	1. Computer privileges lost for three days 2. Computer privileges lost for 1 week 3. Computer privileges lost for 2 weeks 4. Computer privileges lost for 1 month **Exceptionally severe or repeated cases may result in privileges being limited, suspended or revoked for up to the remainder of the school year.*
Weapons - Possession or use of	1.Student suspended until meeting with Superintendent / administration. Parent and police notified.

PROGRESSIVE DISCIPLINE PROCEDURE

All student discipline will be applied consistent with school board policy and administrative procedure as outlined in the Student Handbook. Unfortunately, there are times when interventions and consequences listed above are unsuccessful in changing unacceptable student behavior. For that reason, the following Levels of Discipline are intended to address **chronic behavioral problems.**

Level I

1. Students who have been assigned in excess of ten hours of office detentions will be placed on Level I.
2. Students who have been suspended from school in excess of five days will be placed on Level I.
3. If a student is on Level I, any office referral will result in at least one-day suspension from school. Detention will not be assigned because the number of hours of detention already assigned and the number of days suspended indicate a chronic pattern of inappropriate behavior which must be dealt with assertively.
4. Students who are on Level I will be subject to lunch restriction and will lose senior privileges.

Level II

1. Students who have been issued in excess of ten days suspension will be moved from Level I to Level 2.
2. Students who receive a ten day suspension will automatically be placed on Level 2; and
3. If a student is on Level 2, any office referral will result in a ten day suspension from school and referral to the superintendent for further referral to the school board for possible expulsion from school. The school board may expel the student until such time as the student provides evidence that the behaviors which led to the expulsion have been addressed and corrected. Or the board may place the student on Level 3 of the discipline code. This is a probationary placement. Any further disciplinary infraction may result in an expulsion hearing.
4. A student on Level 2 or Level 3 may not participate in or attend extracurricular contests, participate in co-curricular activities, or in scholastic activities which places considerable trust in the ability of students to control their own behavior (i.e., Winter Carnival, Carnival Ball, non-academic field trip, etc.)

Level III

1. When on Level 3, any discipline referral will result in an expulsion hearing with the school board.

Any student may petition the building Principal to move to a lower disciplinary level if for twenty school days he/she has exhibited exemplary behavior in school. Granting of that petition will be at the discretion of that administrator.

RSU # 10 POLICIES IN THIS HANDBOOK

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EDUCATIONAL POLICIES OF
POLICY: AC
REGIONAL SCHOOL UNIT NO. 10 **REVISIONS**
ADOPTED: 5/21/18

NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, disability or genetic information are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited. The term "sexual orientation" under state law means a person's "actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression."

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities. The RSU #10 Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent.

The Board directs the administration to implement internal complaint procedures for resolving complaints of discrimination under this policy and to provide adequate notice of the availability of such complaint procedures.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents and other interested persons, as appropriate.

EDUCATIONAL POLICIES OF

POLICY: ACAA
REGIONAL SCHOOL UNIT NO.10

REVISIONS ADOPTED:

3/13/17

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

HARASSMENT

Harassment includes, but is not limited to, verbal abuse, based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or

abuse and bullying behavior are also addressed in the Board Policies JICIA – Weapons, Violence, and School Safety and JICK – Bullying Cyberbullying in Schools.

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

EDUCATIONAL POLICIES OF

POLICY: ACAA-R

REGIONALS SCHOOL UNIT NO. 10

REVISIONS ADOPTED: 1/14/13

STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the 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 building administrator. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the building administrator.

B. School staff are expected to report possible incidents of discrimination or harassment of students. 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, and/or

51 State House Station,

Augusta, ME 04333

telephone: 207-624-6050

U.S. Department of Education

Office for Civil Rights/ED,

5 Post Office Square – 8th Floor

Boston, MA 02109-3921

telephone: 617-223-9622

Complaint Handling and Investigation

A. The building administrator shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.

B. The building administrator 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 building administrator, 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 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 unit, 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 building administrator shall keep a written record of the investigation process.

5. The building administrator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.

6. The building administrator shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.

7. The investigation shall be completed within 30 calendar days of receiving the complaint, if practicable.

D. If the building administrator 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 calendar 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.

EDUCATIONAL POLICIES OF

POLICY: ACAD
REGIONAL SCHOOL UNIT NO. 10
REVISIONS ADOPTED: 7/17/06

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 District, 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 District 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 District.

Persons not associated with this District 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 Board. The ruling of the 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.

EDUCATIONAL POLICIES OF

POLICY: ADC
REGIONAL SCHOOL UNIT NO. 10
REVISIONS ADOPTED: 1/23/17

TOBACCO USE AND POSSESSION

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

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

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

All of these same prohibitions shall apply to electronic cigarettes and other devices designed to deliver nicotine through inhalation or "vaping," or used to simulate smoking.

EDUCATIONAL POLICIES OF

POLICY: ADC-R

REGIONAL SCHOOL UNIT NO. 10
REVIEWED: 4/9/18

(no revisions necessary)

RSU NO. 10 TOBACCO USE AND POSSESSION

ADMINISTRATIVE PROCEDURE

Violation of the Tobacco Use and Possession Policy will be dealt with as specified within this procedure. The consequences and procedures set forth below may be modified by the administration when warranted by the specific circumstances of the particular case.

The Building Administrator or his/her designee will contact law enforcement anytime a minor student under the age of eighteen (18) has been found to violate this policy. However, the Building Administrator/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.

STUDENTS

A. First Offense

Student will be suspended for three days. Parents will be called and notified in writing of the offense. Parents will receive a letter regarding cessation programs available for their child and will receive information as to how they may provide additional support for their child to quit smoking. The student will then be referred to the school nurse, or other appropriate school personnel as deemed necessary. If appropriate the student will be referred to the building's Student Assistance Team (SAT). At the initial appointment the student will be provided with the following:

1. Information regarding tobacco use;

2. A list of agencies and/or clinics where assistance can be found or referrals to appropriate outside agencies; and

3. Information regarding an age-appropriate cessation program.

B. Second Offense

Students will be suspended for five days. Parents will be called and notified in writing of the offense. If appropriate the student will be referred to the building's SAT. At the appointment the student will be provided with the following:

1. Referrals to appropriate outside agencies;

2. Attendance at a cessation program and/or a referral for further medical assistance regarding addiction.

C. Subsequence Offenses

Students will be suspended for ten days and referred to the Superintendent and/or the School Board for possible expulsion.

In all cases the student's needs will be evaluated and information and support provided.

OTHER PERSONS IN VIOLATION

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

Any employee violating this policy shall be subject to disciplinary measures, including but not limited to being provided information about cessation programs and alternatives to smoking.

NOTICES

This Board's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Communications may include but are not limited to: making announcements at all outdoor events; posting of signs in appropriate places on school property; publishing notices in local newspapers at the beginning of each school year; posting the tobacco-free policy on the school district web site and documenting the policy in staff and student handbooks.

EDUCATIONAL POLICIES OF

REGIONAL SCHOOL UNIT NO. 10

POLICY: EBCC

ADOPTED: 11/8/10

BOMB THREATS

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

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

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.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

B. Definitions

1.

A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.

2.

A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.

3.

A “bomb threat” is 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 Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the 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 in a position of authority.

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

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

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

F. Aiding Other Students in Making Bomb Threats

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

G. Failure to Report a Bomb Threat

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

H. Staff Disciplinary Consequences

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 Board 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 appropriate (or: practicable) opportunity, as determined by the Superintendent within parameters set by the Board**.**

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

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 Board policy and civil and criminal law.

EDUCATIONAL POLICIES OF

POLICY: ECB

REGIONAL SCHOOL UNIT NO. 10

REVISIONS ADOPTED: 3/25/13

PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS

The Board recognizes that structural and landscape pests can pose significant problems for people and school unit property, but that use of some pesticides may raise concerns among parents, students, and staff. It is therefore the policy of RSU 10 to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests. A copy of this policy shall be kept in every school and made available upon request to staff, parents, students, and the public.

IPM is a systematic approach to pest management that combines a variety of methods for managing pests, including monitoring; improved horticultural, sanitation, and food storage practices; pest exclusion and removal; biological control; and pesticides.

For the purpose of this policy, "pests" are populations of living organisms (animals, plants or microorganisms) that interfere with use of school facilities and grounds. "Pesticide" is defined as any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pests and any substance or mixture of substances intended for use as a plant regulator, defoliant or desiccant.

The objective of the school unit's IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others.

The Superintendent and/or designee shall develop and implement a Pest Management Plan consistent with the following IPM principles and procedures:

A. Appointment of an IPM Coordinator

The Superintendent/designee will appoint an IPM Coordinator for the school unit. The IPM Coordinator

will be the primary contact for pest control matters and will be responsible for overseeing the implementation of the IPM plan, including making pest control decisions.

The IPM Coordinator will consult with the head custodian and/or Superintendent before a decision is made to do a pesticide application for which notice is required and before providing notification of the planned application.

The IPM Coordinator's responsibilities may include:

1. Recording and monitoring data and pest sightings by school staff and students;

2. Coordinating pest management with pest control contractors;

3. Recording and ensuring that maintenance and sanitation recommendations are carried out where feasible;

4. Ensuring that any pesticide use is done according to the school unit's Pest Management Plan and Chapter 27 Me. Dept. of Agriculture Board of Pesticides

   Control Rules ("Standards for Pesticide Applications and Public Notification in Schools");

5. Making the school system's pest management policy available in every school building;

6. Having available for parents and staff a copy of the Maine regulation pertaining to pesticide applications in schools (Chapter 27 Me. Dept. of Agriculture Board of Pesticides Control Rules ("Standards for Pesticide Applications and Public Notification in Schools") and a record of prior pesticide applications and information about the pesticides used.

7. Initiating and coordinating notification of parents and staff of pesticide applications according to the school unit's notification procedure and posting notification signs as appropriate; and

8. Recording all pesticides used by either a professional applicator or school staff and maintaining other pest control data.

B. Identification of Specific Pest Thresholds

Routine inspection and accurate identification of pests are needed to recognize potential problems and determine when action should be taken.
Action thresholds for specific sites will be determined on a case-by-case basis by the IMP Coordinator in consultation with the building principal and/or Superintendent, and if necessary, with the advice of a professional pest control expert.

As pest management objectives will differ from site to site (e.g., maintaining healthy turf and specific

playing surfaces on athletic fields; carpenter ant control in buildings or maintenance of ornamental plants), differences should be considered before setting an action threshold.

C. Pesticide Applicators

Any person who applies pesticides in school buildings or on school grounds, including school personnel,must possess a Maine pesticide applicators license and should be trained in the principles and practices of IPM. All pesticide use must be approved by the school unit's IPM Coordinator. Applicators must follow state regulations and label precautions and must comply with the IPM policy and pest management plan.

D. Selection, Use, and Storage of Pesticides

Pesticides should be used only when needed. Non-chemical pest management methods will be implemented whenever possible to provide the desired control. The choice of using a pesticide will be based on a review of other available options (sanitation, exclusion, mechanical means, trapping, biological control) and a determination that these options have not worked or are not feasible. When it has been determined that a pesticide must be used to achieve pest management goals, the least hazardous effective pesticide should be selected. Application should be conducted in a manner that, to the extent practicable using currently available technology, minimizes human risk.

Decisions concerning the particular pesticide to be used and the timing of pesticide application should take into consideration the use of the buildings or grounds to be treated.

Pesticide purchases should be limited to the amount expected to be used for a specific application or during the year. Pesticides will be stored and disposed of in accordance with label directions and state and federal regulations. Pesticides must be stored in an appropriate, secured location not accessible to students or unauthorized personnel.

E. Notification of Students, Staff, and Parents of Use of Pesticides

A universal notice will be provided to staff, students, and parents within the first two weeks of the school year briefly explaining the school unit's IPM/pesticide use policy including provisions for notification to parents and staff of specific planned pesticide applications in school buildings or on school grounds. The universal notice may be provided through the school handbook, on the RSU website or by other means.

When required by regulations, the school will notify staff, students, and parents/guardians at least five days in advance of planned pesticide treatments in the school or on school grounds, including playgrounds and playing fields.

When required by regulations, signs will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application in accordance with applicable Maine Board of Pesticides Control regulations.

F. Recordkeeping

When a pesticide has been used, records pertinent to the application including labels and material safety data sheets will be maintained at the school site for two years following application. Records are to be completed on the day the pesticide is applied. Pest surveillance records should be maintained to verify

the need for pesticide treatments.

EDUCATIONAL POLICIES OF

POLICY: EEABB

REGIONAL SCHOOL UNIT No. 10
REVISIONS ADOPTED: 1/13/14

STUDENT CONDUCT ON SCHOOL BUSES

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

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

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

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

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

EDUCATIONAL POLICIES OF

POLICY: IHBAC
REGIONAL SCHOOL UNIT NO. 10

REVISIONS ADOPTED: 3/13/17

<u>RSU No. 10 Child Find Policy</u>

RSU No. 10 seeks to ensure that all children within its jurisdiction are identified, located and evaluated who are school-age 5 through the school year in which they turn 20 and who are in need of special education and supportive assistance -- including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in

county jails, children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade.

The school unit's child find responsibility shall be accomplished through a unit-wide process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the IEP Team.

The school unit shall provide child find during the first 30 days of the school year or during the first 30 days of enrollment for transfer children, in addition to other child find activities provided by the school unit.

This child find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. RSU #10 may schedule child find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. If screening occurs in the spring prior to school entry, RSU #10 will refer the child to the regional CDS site within 10 school days.

If the child find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services.

School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the school unit's pre-referral and referral policy.

Educational Policies of
Regional School Unit No. 10

Policy: IJJ

adopted REVISIONS: 3/1014

INSTRUCTIONAL AND LIBRARY-MEDIA MATERIALS SELECTION

The Board is legally responsible for all matters relating to the operation of the schools, including the provision of instructional materials and maintenance of library-media resources that support the school system's curriculum.

While the Board retains its authority to approve the selection of instructional materials, it recognizes the educational expertise of its professional staff and the need for such staff to be involved in the recommendation of instructional materials. The Board delegates responsibility for the selection of instructional materials and library-media resources to the professionally trained personnel employed by the school system, subject to the criteria and procedures for selection and the Board's policy on challenged materials as described below.

With the assistance of professional staff, the Superintendent shall establish a system for the selection of instructional materials, including procedures to establish an orderly process for the review and recommendation of instructional materials. The Superintendent will be responsible for overseeing the purchase of instructional materials within budgetary parameters set by the Board. The Board expects the Superintendent to report on progress made in aligning instructional materials with curriculum development and evaluation in support of the content standards contained in Maine's System of Learning Results.

Each school shall maintain a library-media program that includes books and other print materials, multimedia materials, online Internet resources and information technology that support the curriculum. A certified library-media specialist will be responsible for overseeing the library-media program, under the supervision of the Superintendent. As with instructional materials, the Board delegates responsibility for selection of library-media materials and technology and Internet resources to the school system's professionally trained staff, subject to the criteria and procedures for selection and the Board's policy on challenged materials described below.

Definitions

"Instructional materials" include textbooks and other print materials, online textbooks and instructional materials, other online/Internet resources (including access), software, and supplies and other materials to support instruction in subject areas and the implementation of standards for student learning.

"Library-media resources" include books, print materials, online/Internet resources (including access), multimedia materials and information technology that, as part of the library-media program, support the school system's curriculum.

Objectives of Selection

The Board recognizes that it is the primary objective of instructional materials to implement and support the curriculum, and of library-media resources to extend and enrich the educational programs of the schools. Quality instructional materials and library-media resources are essential to student learning. In preparing students to meet the content standards of the Maine's System of Learning Results, in supporting the achievement of the school unit's educational goals and objectives, and in providing enrichment opportunities that expand students' interests and contribute to a desire for lifelong learning, it is the responsibility of the instructional program and the library-media centers of the schools to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

Criteria for Selection

Instructional and library-media materials selected should:

A. Support achievement of the content standards of the Maine's System of Learning Results;

B. Support the goals and objectives of the school system's educational programs;

C. Enrich and support the curriculum;

D. Take into consideration the varied interests, abilities, and maturity levels of the students served;

E. Foster respect and appreciation for cultural diversity and varied opinions;

F. Give comprehensive, accurate and balanced representation to minorities and women in history, science, leadership and the arts and acknowledge the contributions of ethnic, religious and cultural groups to our American heritage;

G. Present a balance of opposing sides of controversial issues to enable students to develop a capability for critical analysis;

H. Stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;

I. Provide a background of information that will enable students to make intelligent decisions in their daily lives; and

J. Respect the constraints of the school unit's budget.

Other factors that should be considered are accuracy and currency of material; importance of the subject matter; scholarship; quality of writing and production; and reputation and significance of the author, artist or composer.

In evaluating software, multimedia materials and online/Internet resources, additional factors that should be considered include purpose for use; content; format (degree of interactivity or student involvement); appropriate use of graphics, sound and animation; feedback provided; and ease of use.

Procedures for Selection

Meeting the needs of the individual schools, based on knowledge of the curriculum and the existing collections of instructional and library-media materials, shall be the highest priority. Basic learning materials, i.e., those that are the predominant instructional materials used by most members of the class, are used for a significant portion of the course or receive major emphasis during a course, or are essential to student achievement of content standards of the Maine's System of Learning Results are to take priority in the selection process.

Before recommending materials for purchase, professional staff should evaluate the existing collection, consulting reputable, unbiased, professionally prepared selection aids and specialists from all departments and/or all grade levels.

Social studies and science textbooks should not be older than five years unless up-to-date supplemental instructional materials are also available.

Whenever possible, purchase of non-print materials and multimedia, Internet and technology resources shall be made only after personal evaluation by the librarian/media specialist and/or other appropriate professional staff. Reviewing aids may be used in lieu of personal evaluation.

Multiple copies of outstanding and much-in-demand materials should be purchased as needed. Worn or missing standard items should be replaced periodically. Out-of-date or no-longer-useful materials should be withdrawn from the collection/circulation.

Donated Materials

Gift materials are to be evaluated by the same criteria as purchased materials. and are to be accepted or rejected by those criteria and in accordance with Board policy on gifts and donations.

Parental Authority

A student's parent/guardian may inspect, upon request, any instructional material used as part of the curriculum. The Superintendent will be responsible for developing and implementing procedures for providing access to instructional material within a reasonable time after such a request is made.

The Board recognizes that the final authority as to what materials an individual student will be exposed rests with that student's parents or guardians. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on other parents' rights to permit their children to read or view the same material.

Library-media center materials will not be removed from the collection because of criticism except in accordance with Board policy.

Challenged Materials

Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, the Board recognized that objections may be raised occasionally by students, parents, school staff or community members.

In the event a complaint is made, the following procedures will apply:

A. The complaint shall be heard first by the person providing the materials in question.

B. If the complaint is not resolved, the complainant shall be referred to the building Principal and requested to fill out the "Instructional and Library-Media Materials Challenge Form." A copy of the form will be forwarded to the Superintendent.

C. The Superintendent shall appoint a committee composed of the following persons to review the complaint: one Principal at the appropriate grade level; one librarian/media specialist; one classroom teacher; the department head in the subject area of the challenged materials; one community member.

D. The review committee shall: read and examine the materials referred to them; check general acceptance of materials by reading reviews; weigh values and faults against each other and form opinions based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material and to prepare a written report on it.

E. The report of the committee shall be forwarded to the Superintendent who will inform the complainant of the results.

F. No materials shall be removed from use until the review committee has made a final decision.

G. The review committee's decision may be appealed to the Board. The Board may set aside a portion of a regular meeting or call a special meeting for the purpose of receiving testimony from representatives of the various points of view. The material in question shall be:

1. Reviewed objectively and in its full content;

2. Evaluated in terms of the needs and interest of students, school, curriculum and community;

3. Considered in the light of differing opinions; and

4. Reviewed in light of the criteria for initial selection and purpose as provided herein.

The Board will announce its decision in writing not later than the conclusion of the next regular meeting of the Board following its receipt of said testimony.

EDUCATIONAL POLICIES OF POLICY:
IJNDB
REGIONAL SCHOOL UNIT NO. 10 REVISIONS ADOPTED:
3/9/15

STUDENT USE OF SCHOOL-ISSUED COMPUTERS, DEVICES AND THE INTERNET

RSU 10 computer/device, 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 school staff. This policy and the accompanying rules also apply to other school devices issued directly to students (such as laptops and iPads), whether in use at school or off school premises. ***Students are not allowed to use privately-owned computer/devices at school.***

Compliance with RSU 10's policies and rules concerning computer/device and Internet use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student's privileges will be altered, based on the circumstances of the particular case.

Violations of this policy and RSU 10's computer/device and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

RSU 10 computer/devices remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer/device and Internet activity by students. Students have no expectation of privacy in their use of school computer/device, whether they are used on school property or elsewhere.

RSU 10 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. RSU 10 takes precautions to supervise student use of the Internet and electronic communications, and to prevent the unlawful disclosure, use or dissemination of personally identifiable information about students. RSU 10 educates students about safety on the Internet, appropriate online behavior and cyberbullying awareness and response, but parents should be aware that RSU 10 cannot reasonably prevent all instances of inappropriate computer/device use by students that may violate Board policies and rules, including access to objectionable materials and communications.

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 computers/devices and network may be implemented by the Superintendent, consistent with Board policies and rules.

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

EDUCATIONAL POLICIES OF REGIONAL SCHOOL UNIT NO. 10

POLICY: IJNDB-R
REVISIONS ADOPTED: 6/22/15

STUDENT COMPUTER/ DEVICE AND INTERNET USE RULES

These rules accompany Board policy IJNDB (Student Computer/device and Internet Use). All students are responsible for their actions and activities involving school unit computers/devices, networks, and Internet services, and for their computer/device files, passwords, and accounts.

These rules provide general guidance concerning the use of the school unit's computers/devices 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 the Building Principal.

A. Acceptable Use

1. The school unit's computers/devices, networks, 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 board policies, school rules, and expectations concerning student conduct and communications apply when students are using computers/devices, whether the use is on or off school property.

3. Students also must comply with all specific instructions from school administrators, school staff or volunteers when using the school unit's computers/devices.

B. **Prohibited Uses:** Unacceptable uses of school unit computers/devices that are expressly prohibited 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/cyberbullying and/or illegal materials or messages.

2. **Illegal Activities –** Students may not use the school unit's computers/devices, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers/devices.

3. **Violating Copyrights or Software Licenses –** Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Coordinator.

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 Board 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.

5. **Misuse of Passwords/Unauthorized Access –** Students may not share passwords (except with authorized school employees); use other users' passwords; access or 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 the school unit's computers/devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

7. **Avoiding School Filters –** Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters. If a student believes filtering should be less restrictive on a temporary basis for specific, bona fide research purposes, he/she should discuss the matter with his/her teacher.

8. Authorized/**Unauthorized Access to Blogs/Social Networking Sites, Etc.** There is an overabundance of blogs, social networks, and other web sites that are too numerous to name or regulate. However, students and teachers are expected to access and utilize blogs, social networks, and web sites that are compatible with the school code of conduct and behavioral norms. Teachers and administrators are to provide guidance and direction to students on the use of an access to blogs, social networks, and other web sites.

C. **Consequences for Violation of Computer/Device Use Policy and Rules**

1. Compliance with the school unit's policies and rules concerning computer/device use is mandatory. Students who violate these policies and rules may, after having been given the opportunity to respond to an alleged violation, have their computer/device privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and or legal action.

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

3. The Building Administrator can require student(s) to attend the per-use informational meeting.

D. **No Expectation of Privacy**

RSU 10 computers/devices remain under the control, custody, and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers/devices including email, stored files, and Internet access logs.

E. **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 by the school unit for violations of board policies and rules while the student is using school unit computers/devices 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/devices.

F. **Student Security**

A student is not allowed to reveal his/her full name, address or telephone number, photograph or any other personal information on the Internet without prior permission from their parent/guardian and teacher. At no time should a student reveal their social security number. 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.

G. **System Security**

The security of the school unit's computers/devices networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer/device privileges limited, suspended, or revoked.

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

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

2. Parent(s)/guardian(s) and student(s) are required to attend a pre-use informational meeting designed by the Building Administrator before a device will be issued to their child. The meeting will orient parents on the expectations for care of school-issued devices, Internet safety, and the school unit's rules in regard to use of this technology. Before a device is issued annually to a student, the student and the parent/guardian must sign the school's "student device acceptable use" form.

3. Students and their parents are responsible for the proper care of devices at all times, whether on or off school property, including costs associated with repairing or replacing the device. **RSU 10** offers a device protection plan for parents to cover replacement costs and/or repair costs for damages not covered by the device warranty. Parents who choose not to enroll in the device protection plan should be aware that they are responsible for any costs associated with loss, theft, or damage to a device issued to their child.

4. Loss, theft, or damage or accessories of a device must be reported immediately to **principal/vice principal**, and, if stolen, to the local law enforcement authority as well.

5. The Board's policy and rules concerning computer/device and Internet use apply to use of devices at any time or place, on or off school property. Students and parent(s)/guardian(s) are responsible for obeying any additional rules concerning care of devices issued by school staff.

6. Violation of policies or rules governing the use of computer/device or any careless use of a device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.

7. Parents may be informed of their child's login password. Parents are responsible for supervising their child's use of the device and Internet access when in use at home.

8. The device may only be used by the student to whom it is assigned and by family members, to the extent permitted by Maine's device program.

9. All use of school-loaned devices by all persons must comply with the school's Student Computer/Device and Internet Use Rules.

10. Devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

EDUCATIONAL POLICIES OF REGIONAL SCHOOL UNIT NO. 10

CODE: IJNDB-E
ADOPTED: MAY 24, 2010

STUDENT COMPUTER/DEVICE AND INTERNET ACCEPTABLE USE FORM

No student shall be allowed to use school computers or the Internet until the student and parent/guardian have signed and returned this acknowledgment to the school.

Student:

I have read policy IJNDB – Student Computer/Internet Use and IJNDB-R – Student Computer/Internet Use Rules and agree to comply with them.

_____ _____

Signature of Student Date

Parent/Guardian:

I have read policy IJNDB – Student Computer/Internet Use and IJNDB-R – Student Computer/Internet Use Rules and understand that my son/daughter's use of school computers is subject to compliance with these rules.

_____ _____

Signature of Parent/Guardian Date

EDUCATIONAL POLICIES OF
POLICY: IJNDC-E
REGIONAL SCHOOL UNIT NO. 10 ADOPTED: 5/24/10
REVIEWED: 2/11/15

AGREEMENT TO PUBLISH STUDENT INFORMATION ON THE SCHOOL DEPARTMENT WEBSITE

RSU #10 maintains an official website to provide general information about the school system as well as information about educational programs, extracurricular activities, school events and student and staff achievements.

Maine law requires public schools to obtain written approval from parents/guardians prior to publishing personal information about students on the Internet. This form will authorize RSU #10 to publish the following:

A. Full names of students in connection with class rosters, honor rolls, awards received, and team/extracurricular activity participant lists;

B. Group and/or individual photographs of students; and

C. Individual student or class work may be published on the school system's website from time to time in accordance with established guidelines. Such work may include creative writing, research projects, artwork, music, performances, and audiovisual presentations. All student work will include a copyright notice prohibiting the copying of such work without express written permission. Copies of the Board's Website Policy and Guidelines are available at the Superintendent's office, every school office, or on the school system's website .

EDUCATIONAL POLICIES OF
POLICY: IJNDC-E
REGIONAL SCHOOL UNIT NO. 10 REVIEWED: 2/11/15

PARENT/GUARDIAN AGREEMENT FORM TO PUBLISH STUDENT INFORMATION ON THE WESTERN FOOTHILLS RSU 10 WEBSITE
_____SCHOOL YEAR

Name of Student: _____ Grade: _____

School: _____

Name of Parent/Guardian: _____

I understand and agree that my child's name may appear on the **RSU No. 10** website. I further understand and agree that photographs of my child and/or examples of my child's work may be used on the website.

_____ _____

Parent/Guardian Signature

Date

EDUCATIONAL POLICIES OF

POLICY: IKE

REGIONAL SCHOOL UNIT NO. 10

REVISIONS ADOPTED: 1/11/16

PROMOTION, RETENTION, AND ACCELERATION OF STUDENTS

The RSU 10 offers a planned integrated sequence of instruction that meets State requirements. Our schools are transitioning to a proficiency-based approach to education, which means that learners will progress through the learning system at their own pace consistent with the attainment of learning targets; as opposed to the traditional approach of advancing learners largely on the basis of age and grade. Thus, some students will advance through the learning system in a shorter or longer time than others depending on their attainment of learning targets. Appropriate instructional supports and strategies are provided to assist learners in achieving learning targets and proficiency, which take into account individual learners, interests and abilities.

School administrators, teachers and guidance counselors use multiple assessment methods to measure learners performance and progress towards learning targets, and to make decisions about progress through the learning system. School staff may also consider other factors in making decisions concerning learner progress.

A. Factors

1. Participation and success in remedial programs, tutoring, summer school, and/or other opportunities for success;

2. Potential benefit from repetition of a grade or learning experiences;

3. Potential for success if accelerated;

4. Attendance;

5. Social and emotional maturity;

6. Health;

7. Age in relation to grade placement;

8. Program options;

9. Student attitude; and

10. Parental concerns.

B. Retention

As schools move towards a standards-based, proficiency-based model of matriculation, chronological grade level will begin to play a lesser role. However, students do need to be assigned to a cohort or grade level for many academic and logistical reasons. If a student is not progressing adequately academically or socially, grade retention may be considered. Consideration of grade retention must include a wide variety of data including classroom grades, standardized test grades, and the opinions of teachers, guidance personnel, school psychologists, and parents. If a student is retained a grade level, a well-defined plan must be developed by school personnel to ensure there the student will be much more likely to achieve the learning objectives and standards.

The principal shall be responsible for making the decision regarding retention. A parent may appeal to the Superintendent. The Superintendent's decision shall be final.

C. Acceleration

Decisions regarding acceleration shall be made by the principal in consultation with the student's teacher(s), the Gifted and Talented Education Coordinator, and other professional staff or consultants, as appropriate. A parent who is dissatisfied with the principal's decision may appeal to the Superintendent. The Superintendent's decision shall be final.

D. Transfer Students

For students who transfer into the school system from another state or educational program the principal will determine the value of the student's prior educational experience for the purpose of grade placement or the fulfillment of credits, standard and proficiencies.

EDUCATIONAL POLICIES OF

POLICY: IKF

REGIONAL SCHOOL UNIT #10

REVISIONS ADOPTED: 8/13/18

Graduation Requirements

Before entering high school, students need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal.

RSU10 has adopted a proficiency-based system of learning consistent with Maine law, which means that after January 1, 2021, the awarding of a diploma will be contingent on the demonstration of proficiency in the content areas and Guiding Principles and the Learning Results rather than the accumulation of credits.

To be awarded a high school diploma from the RSU10 schools, students graduating in the classes of 2021 and beyond must demonstrate proficiency in the content areas identified in Maine's system of Learning Results, meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results, and fulfill all additional requirements set by the Board.

Students graduating in the classes of 2018-2020 must meet the credit and other graduation requirements specified in this policy.

A student who would have graduated with the class of 2020 and would have been awarded a diploma at commencement but for his/her failure to earn sufficient credits or meet other requirements set forth by Board policy will have until December 31, 2020 to fulfill the graduation requirements applicable to the class of 2020.

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning the state certified standards-based diploma requirements or certificate of completion of studies at RSU 10 high schools available to incoming students and their parents/guardians prior to the start of their ninth grade school year. A summary of this policy will be disseminated to all incoming ninth grade students at the time of course selection. A summary of this policy will also be included in every edition of the high school handbook.

The Board has approved the following schedule of minimum requirements for graduation, which includes minimum requirements specified by the State of Maine. The Board is aware that current law and regulations are subject to change.

The Board expects the Superintendent/designee to inform students and parents/guardians as soon as practicable of any additional state-imposed standards that must be met before students may be awarded a high school diploma.

I. DIPLOMA REQUIREMENTS FOR STUDENTS GRADUATING IN THE CLASSES OF 2018, 2019 OR 2020.

Students who anticipate graduating in the classes of 2018, 2019, or 2020, must meet the following minimum requirements in order to be awarded a high school diploma.

A. The student must successfully complete a total of:

23 credits if graduating in 2018,
22 credits if graduating in 2019 and
21 credits if graduating in 2020.

Of these credits, 12 ½ (twelve and one half) must be those specified by the State of Maine. They are:

1. English Language Arts - 4 credits
2. Mathematics - 2 credits
3. Social Studies and History, including one year of American history and government - 2 credits
4. Science, including at least one year of a laboratory study - 2 credits
5. Fine arts, which may include art, music, forensics or drama - 1 credit
6. Health - ½ credit
7. Physical Education - 1 credit

B. The student must demonstrate computer skills according to the school unit's standards for computer literacy, proficiency and performance.

C. In addition to the State requirements, the student must meet the following additional credit requirements established by the Board:

	BJSHS	MVHS
Math	1	2
Science	1	2
Social Studies	1	2
Senior Portfolio	Yes	N/A

D. The remaining credits may be selected by the student based on his/her interest, satisfaction of course prerequisites, and requirements of the field of study that he/she plans to enter upon graduation.

ALTERNATE METHODS OF EARNING CREDITS

A student who is deficient in these requirements or wishes to meet these requirements through alternative means may earn and apply credits in accordance with the provisions of this section.

A student who wishes to meet a credit requirement through an alternative method must have prior written approval as specified in this section.

A student who makes up deficiencies may participate in the next regular graduation ceremony following successful completion of all graduation requirements.

A. A student may earn up to two credits through an Adult Education Program. The student must have prior written approval from the Director of Adult Education, Guidance Counselor and Principal.

B. A student may obtain credits through summer school in classes that he/she completed at an RSU10 high school but did not pass. The student must obtain prior written approval from the Guidance Counselor and Principal.

C. A student may earn credits through distance learning/virtual courses provided 1) the course is approved in advance by the Guidance Counselor and Principal and 2) progress is monitored by a member of the RSU10 high school's professional staff.

D. Advanced courses or courses not available at an RSU 10 high school may be taken at other secondary schools or at approved postsecondary institutions with the approval of the Guidance Counselor and Principal.

E. A student may earn credits through independent study approved by the Guidance Counselor and Principal and monitored by the teacher(s) of the subject(s) to which the independent study is related.

II. GRADUATION REQUIREMENTS FOR STUDENTS GRADUATING IN THE CLASS OF 2021 AND BEYOND

In accordance with Maine law and RSU 10's proficiency based system of learning, after January 1, 2020, the awarding of a diploma from RSU10 schools will be contingent on the demonstration of proficiency in the content areas of Maine's system of Learning Results and meeting the cross-content performance standards of the Guiding Principles of the Learning Results. The student must also fulfill any other requirements specified in this policy.

Students who anticipate graduating in the Classes of 2021 and beyond must meet the following requirements in order to be awarded a high school diploma.

A. Demonstrate proficiency in meeting standards in the following content areas of the Learning Results. Meeting standards entails demonstrating proficiency for each reporting standard within the content area.

English Language Arts **(Starting in the year 2021 and beyond)**

Mathematics **(Starting in the year 2021 and beyond)**

Science and Technology **(Starting in the year 2021 and beyond)**

Social Studies **(Starting in the year 2021 and beyond)**

Health and Physical Education **(Starting in the year 2022 and beyond)**

Visual and Performing Arts **(Starting in the year 2022 and beyond)**

World Languages **(Starting in the year 2022 and beyond)**

Career and Education Development (embedded in the other content areas) **(Starting in the year 2022 and beyond)**

(Note: Years are in compliance to the Maine Revised Statutes.)

B. Meet the cross-cutting performance standards set forth in the Guiding Principles of the Maine Learning results. **(Starting in the year 2021 and beyond)**

A student graduating from RSU10 schools is expected to be a:

Clear and effective communicator;
Self-directed and lifelong learner;
Creative and analytical problem solver;
Responsible and involved citizen; and an
Integrative and informed thinker.

EDUCATIONAL POLICIES OF
POLICY: ILD
REGIONAL SCHOOL UNIT NO. 10
ADOPTED: 11/22/10

EDUCATIONAL RESEARCH: STUDENT SUBMISSION TO SURVEYS, ANALYSES, OR EVALUATIONS

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

A. Political affiliations or beliefs of the student or the student's parent;

B. Mental or psychological problems of the student or the student's family;

C. Sex behavior or attitudes;

D. Illegal, anti-social, self-incriminating, or demeaning behavior;

E. Critical appraisals of other individuals with whom respondents have close family relationships;

F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

G. Religious practices, affiliations, or beliefs of the student or student's parents; or

H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior written consent of the student's parent/guardian, or of the student, if he/she is 18 years of age or older.

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

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

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

The school unit will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable,* the school unit will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

[NOTE: "Insofar as practicable" acknowledges that there may be circumstances in which a research request is made or is approved only after the school year has begun. When this occurs, the school unit should notify parents far enough in advance for them to access surveys and related instructional materials and to opt their children out, if desired.]

EDUCATIONAL POLICIES OF
POLICY:
JEA
REGIONAL SCHOOL UNIT #10
REVISIONS ADOPTED: 4/3/17

COMPULSORY ATTENDANCE

Under state law, full-time school attendance is required of all children from their 7th to their 17th birthday except:

A. A person who graduates from high school before their 17th birthday;

B. A person who has

1. Reached the age of 15 years or completed the 9th grade;
2. Permission to leave school from that person's parent;
3. Been approved by the principal for a suitable program of work and study or training;
4. Permission to leave school from the Board or its designee; and
5. Agreed in writing with that person's parent and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner; or

C. A person who has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. An exception to the attendance in public school under this paragraph must be approved by the Commissioner.

D. A person enrolled in an on-line learning program or course, unless the person is enrolled in a virtual public charter school as defined in 20-A MRSA § 2401 (11).

Alternatives to Attendance at Public Day School

A. Equivalent instruction alternatives are as follows:

1. A person shall be excused from attending a public day school if the person obtains equivalent instruction in:

   a. A private school approved for attendance purposes pursuant to 20-A MRSA § 2901;

   b. A private school recognized by the department as providing equivalent instruction;

   c. A home instruction program that complies with the requirements of 20-A MRSA § 5001-A(3)(A)(4); or

   d. Any other manner arranged for by the Board and approved by the Commissioner.

B. A person may be excused from attendance at a public day school pursuant to 20-A MRSA § 5104-A (other public or private alternative programs) or § 8605 (student attendance in adult education courses).

Credit for Attendance at a Private School

A student shall be credited with attendance at a private school only if a certificate showing the name, residence and attendance of the person at the school, signed by the person or persons in charge of the school, has been filed with the school officials of the administrative unit in which the student resides.

Discontinuation of Home Instruction

If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent instruction alternative as provided for by law. The receiving school shall

determine the placement of the student. At the secondary level, the principal of the receiving school shall determine the value of the prior educational experience toward meeting the standards of Maine's system of Learning Results.

Excusable Absence

A person's absence is excused when the absence is for the following reasons:

A. Personal illness;

B. An appointment with a health professional that must be made during the regular school day;

C. Observance of a recognized religious holiday when the observance is required during the regular school day;

D. A family emergency;

E. A planned absence for a personal or educational purpose that has been approved

F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement. "Education disruption" does not apply to a student who is out of school for reason such as a family event or a medical absence for planned hospitalization or recovery.

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

Secondary school students 20 years of age or more will only be admitted to the school unit with prior Board approval.

EDUCATIONAL POLICIES OF REGIONAL SCHOOL UNIT NO. 10 **POLICY: JEAA**

ADOPTED: November 14, 2011

STUDENT ATTENDANCE/STUDENT ABSENCES AND TARDINESS

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

Responsibility for maintaining student attendance is a shared responsibility.

A. Except for excused absences, students are expected to attend school every day, arrive at school and to each class on time, and remain in school for the full day.

B. Parents/guardians are expected to ensure that their children arrive at school each day on time, remain in school for the full day, and attend school consistently throughout the year.

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

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

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

B. The potential academic consequences of excessive absenteeism; and

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

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

EDUCATIONAL POLICIES OF
POLICY:JICA
REGIONAL SCHOOL UNIT NO. 10
REVISIONS ADOPTED: 9/8/14

STUDENT DRESS

RSU #10 recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. Our decisions regarding dress are based on the need to foster a climate conducive to a caring learning environment that nurtures personal growth and promotes safety, security, and positive attitudes. Paramount to this effort is the expectation that students dress appropriately for the school setting. Apparel that draws undue attention to the wearer can detract from the educational process and is therefore inappropriate. School is a work/learning environment; as such, acceptable standards of dress for a school setting will naturally differ from those standards associated with social attire. We believe adherence to this policy will contribute toward a positive, safe and healthy learning environment.

Accordingly, RSU #10 Board shall authorize school regulations that prohibit grooming practices which:

- Present a hazard to the health and safety of the student or to others in the school
- Materially interfere with schoolwork, create disorder, or disrupt the education program
- Prevent students from achieving educational objectives because of blocked vision or restricted movement

OR prohibit student dress such as:

- Hoods covering heads
- Pajamas
- See through garments, which are the only garment worn

Exceptions to the dress code may be made for certain school-approved events or programs.

General Rules:

- Decorations and/or designs, symbols, mottos, words or acronyms that convey offensive, vulgar, profane, violent, gang-affiliated, sexually explicit, or sexually suggestive messages shall be prohibited on any item or as part of any attire.
- Symbols, mottos, words or acronyms advertising or promoting tobacco, alcohol, or illegal drugs or drug paraphernalia shall also be prohibited.
- Symbols, mottos, words or acronyms that profess violence or hatred toward others shall also be prohibited.

APPAREL

Upper Garments

Sleeveless garments must not expose undergarments or an area an undergarment would cover.

- Strapless garments (arm pit to arm pit) are prohibited.
- Two shoulder straps (2 fingers width) shall be required on all upper garments with no one shoulder or halter-tops permitted.

- Bare midriffs; low cut necklines that reveal cleavage or bare backs are prohibited. Garments must be of appropriate length to cover the midriff as well as cut and/or fit to meet these requirements while sitting and/or bending.

- Off the shoulder shirts with sleeves are permitted as long as the above criteria is met. (Ex. Tank top worn under shirt)

Lower Garments

Lower garments must not expose undergarments or an area undergarments would cover.

- Skirts or shorts must reach mid-thigh.
- Appropriate shorts may be worn for physical education activities and athletic practices.
- Excessively tight lower garments are prohibited

Footwear

- To comply with health and safety standards, no student is allowed to attend school or school functions barefooted. All students must wear footwear appropriate for their programs.

Accessories

- Spiked clothing, including, but not limited to, dog collars, wristbands, chains, or belts containing metal studs that pose a safety concern for the students or others are prohibited.
- The wearing of hats and caps shall be prohibited at the middle and elementary schools and shall be determined by the individual teachers within their classrooms as determined by each high school.
- Can wear if prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

ENFORCEMENT

All students are expected to adhere to RSU #10 dress policy. All administrators, faculty and staff will do monitoring. Consequences for students who do not comply with the dress policy shall be administered as determined by the principal/director, assistant principal/assistant director or designee using standard disciplinary guidelines as outlined in each school's parent/student handbook.

EDUCATIONAL POLICIES OF

POLICY: JIC

REGIONAL SCHOOL UNIT NO. 10
REVISIONS ADOPTED: 3/13/17

SYSTEM-WIDE STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

Article 1 - Standards for Ethical and Responsible Behavior

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

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

Article 2 - Code of Conduct

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

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

Article 3 - General Behavior Expectations Every student, pre-school through adult, has the right to be educated in a safe, respectful welcoming environment. Every educator has a right to teach in an atmosphere free from disruption and obstacles that impede learning.

This will be achieved through the adoption and implementation of a consistent school-wide positive behavior support and discipline plan for every school within RSU No. 10.

Article 4 – Discipline

Violations of the Code of Conduct may result in disciplinary action. Administrators have the discretion to tailor interventions and/or discipline to the facts and circumstances of the particular case. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

See policies:
JICA - Student Dress Code
JK - Student Discipline
JKB - Detention of Students
JKD - Suspension of Students
JKE - Expulsion of Students

Article 5 **Expectations**

The following is a summary of the school unit's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between this Code of Conduct, Board policies and/or school handbooks, Board policies will

prevail.

A. **Violence and Threats**

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

See policies:
JICIA – Weapons, Violence and School Safety
EBCC – Bomb Threats

B. Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

See policy JICIA – Weapons, Violence and School Safety

C. Hazing

Hazing is prohibited. Maine law defines injurious hazing as "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school." No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extra-curricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

See policy ACAD – Hazing

D. Discrimination and Harassment/Sexual Harassment

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

See policies:
AC – Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA – Harassment and Sexual Harassment of Students

E. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

See policy JICH – Drug and Alcohol Use by Students

F. Tobacco Use

Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school.

See policy ADC – Tobacco Use and Possession

G. Conduct on School Buses

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

See policies:
EEABB – Student Conduct on School Buses
EEABB-1 - Student Conduct on School Buses-Rules

H. Computer/Devices/Internet Use

Students may use school computers/devices, networks, and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

See policy IJNDB –Use of School-Issued Computers, Devices, and the Internet

I. Co-Curricular/Extra-curricular Code of Conduct

Students must follow all Board policies and school rules while participating in co-curricular and extra-curricular activities. In addition, a separate policy has been developed governing the behavior of students participating in these activities. Students who violate this policy may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

See policy-JJI – Eligibility for Participation in Co/Extra Curricular Activities

Article 6 - Removal of Disruptive/Violent/Threatening Students

1. Students who are disruptive, violent or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.

2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.

3. The responding administrator will take appropriate action.

4. Any use of physical restraint or seclusion of students must comply with JKAA-R - *Procedures on Physical Restraint and Seclusion* and JKAA - *Use of Physical Restraint and Seclusion.*

See 20-A MRS § 4009 – Protection from Liability
See Crisis Response Plan

Article 7 - Special Services

1. **Referral**

The school unit has adopted policies and procedures for determining when a student shall be referred for special services.

See policies:
IHBAA – Referral/Pre-Referral Policy
IHBAC – Child Find

2. **Review of Individual Educational Plan**

The school shall schedule a meeting to review the IEP of a student who has been removed from class when:

A. School officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others;
B. The class removals are sufficient to constitute a change in the student's special education program; or
C. School officials or the parent believes that the student's behavior may warrant a change in educational programming.

See policy JKF – Disciplinary Removals of Students with Disabilities

Article 8 - Referrals to Law Enforcement Authorities

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students, or staff. The Superintendent/administrators may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent/designee, must be reported to law enforcement authorities.

See policy KLG - Relations with Law Enforcement Authorities

Article 9 - Dissemination of System-Wide Student Code of Conduct

The System-Wide Student Code of Conduct shall be distributed to staff, students, and parents through handbooks and/or other means selected by the Superintendent and building administrators.

EDUCATIONAL POLICIES OF

POLIC: JICH
REGIONAL SCHOOL UNIT NO. 10
REVISIONS ADOPTED: 1/23/17

DRUG AND ALCOHOL/CHEMICAL USE BY STUDENTS

RSU No. 10 supports providing a safe, healthy, productive learning environment for students that is free from the detrimental effects of alcohol, and illegal substances. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement, and organizations concerned with the healthy development of all students entrusted into our care use of drugs and alcohol by school-aged youth.

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

cooperative programs to implement this policy.

Self-Referral

As an educational institution charged with the academic and social well being of students, it is hoped that students who are personally experiencing substance abuse would feel comfortable enough to seek assistance from a trusted adult in the school. Students who engage adults in the school regarding their own personal experiences related to drug or alcohol use shall be referred to the school social worker or guidance counselor.

Prohibited Conduct

No student shall distribute, dispense, possess, or use 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, amphetamine, barbiturate, marijuana, anabolic steroid, imitation drug or substance purported to be a drug, and any other controlled substance defined in federal and state laws/regulations.

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. It is not a violation of this policy for a student to be in possession of a legally defined drug properly administered and specifically prescribed by his/her physician.

Prevention/Education

RSU No. 10 will provide students with appropriate information and programs focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use and/or misuse 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 use and possession.

Intervention

RSU No. 10 will use a team approach to intervene and assist students with drug/alcohol problems. The building principal or his or her designee will be responsible to implement this team approach. The "team" members who will intervene and assist students will include all or some of the following: school administrator(s), guidance personnel, school nurse, social worker personnel and external agencies that provide counseling services for substance abuse. Administrator will follow up periodically on student progress. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Discipline

The RSU will dedicate resources to prevention and intervention. However, the RSU also recognizes the need for students to be held liable for illegal behaviors regarding drug and alcohol. Students who violate drug and alcohol policies will be subject to the student code of conduct and will be referred to local law enforcement.

Policy Communication

This policy will be published in all student handbooks, whether they be electronic or hard copy.

Reviewing/Revision

Policy Committee will review and evaluate this policy periodically.

EDUCATIONAL POLICIES OF

POLICY: JICH-R
REGIONAL SCHOOL UNIT NO. 10
REVISIONS ADOPTED:
1/23/17

DRUG AND ALCOHOL/CHEMICAL USE BY STUDENTS

Use or Possession of Drugs or Alcohol

I. Any RSU employee who suspects alcohol or drug possession or use by a student shall promptly report these suspicions to the building principal or other administrator.

II. Any RSU employee who sees first hand alcohol or drug possession or use by a student shall promptly report the incident to the building principal or other administrator.

III. The building principal or other administrator shall investigate any report of student alcohol or drug possession or use.

IV. When investigating student alcohol or drug possession or use the administrator shall provide the student due process. The administrator conducting the investigation shall abide by RSU policy JIH (Questioning and Searching of Students).

V. The administrator conducting the investigation shall contact the parent promptly; however, parent permission is not required to conduct a thorough investigation.

VI. The building principal or other administrator shall report all instances of student alcohol or drug infractions to local law enforcement.

VII. First offenses for alcohol or drug possession or use shall result in out-of-school suspension up to ten days. In addition, students who have a drug infraction will have a re-entry meeting with their parent, building administrator and Superintendent of Schools.

VIII. The building principal or his designee will be responsible to implement some type of assistance to the student to address the alcohol or drug possession or use. The building principal shall engage some or all of the following in providing assistance to the student: administrator(s), guidance counselor(s), social worker(s), school nurse and external service agencies.

IX. A second alcohol or drug infraction will result in a discipline hearing with the School Board.

Sale or Distribution of Drugs or Alcohol

I. Any RSU employee who suspects or witnesses the sale or distribution of alcohol or drugs shall promptly report to the building principal or other administrator.

II. The building principal or other administrator shall promptly investigate any report of student alcohol or drug distribution or sale.

III. When investigating student alcohol or drug distribution or sale the

administrator shall provide the student due process. The administrator conducting the investigation shall abide by RSU policy JIH (Questioning and Searching of Students).

IV. The building principal or other administrator shall report all instances of student alcohol or drug infractions to local law enforcement.

V. The administrator conducting the investigation shall contact the parent promptly; however, parent permission is not required to conduct a thorough investigation.

VI. Any offense for sale or distribution will result in suspension for ten days. The student, parent and building principal will meet with the Superintendent of Schools at which time the Superintendent will determine whether or not to proceed with a School Board Expulsion Hearing (JKE).

EDUCATIONAL POLICIES OF

POLICY: JLCD

REGIONAL SCHOOL UNIT NO. 10 REVISIONS ADOPTED: 7/11/16

ADMINISTRATION OF MEDICATION TO STUDENTS

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

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

Definitions

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

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

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

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

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

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

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

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

Administration of Medication by School Personnel

Over the Counter Medications

At the beginning of the school year, the school nurse may request a parent's written permission to administer over the counter medication to their student. This permission may be granted for the current school year or on an as needed basis. The yearly permission should specify the exact over the counter medications that may be administered. However, the school nurse is permitted to administer over the counter medications as per the school physician's standing order.

Parental Request

In the event that no reasonable alternative exists, the parent may request medication be administered to the student during the school day. The school nurse may take a verbal request from the parent, however, for continued administration, a signed permission to administer form must be provided as soon as possible. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication. Requests shall be valid for the current school year only.

Health Care Provider's Order

All parental requests for prescription medication must be accompanied by a written order from the student's health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. A medication label that provides sufficient information may be used in lieu of a written order unless the medication is to be administered for more than 15 consecutive days. Such order must include:

1. The student's name;

2. The name of the medication;

3. The dose;

4. The route of administration (e.g., tablets, liquid, drops); and

5. Time intervals for administration (e.g., every four hours, before meals);

6. Any special instructions; and

7. The name of the prescribing health care provider

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

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

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

Delivery and Storage of Medication

The student's parent shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the
student at school. The parent must remove any medication no longer required or that remains at the end of the school year. Medications not retrieved by parent will be destroyed at the end of the school year by the school nurse.

All prescription medication will be kept in a secured, locked cabinet in the nurse's office or main office. The cabinet is to be kept locked at all times except during the administration of the medication.

Emergency medication shall be stored in an area readily accessible to the individual designated to administer them.

Recordkeeping

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

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

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

All controlled-substance medications will be counted and recorded upon receipt from the parent. Medication shall be recounted after every administration and this count reconciled with the medication administration record.

Any adverse reaction to medication shall be reported to the student's parent immediately and entered into the student's health record.

Any error made in the administration of medications shall be reported to the building administrator immediately, and a written report completed and entered
into the student's health record. The nurse is responsible for reporting the error to the student's parent.

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

Reporting

RSU #10 will report to the Department of Education (on a form developed by the Department) of each incident involving a severe allergic reaction or the administration of an epinephrine auto-injector.

Confidentiality

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

Administration of Medication

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

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

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

Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

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

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

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or IEP team, will collaborate with the student's parent and primary care provider to determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

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

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

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

Medication Administration On School Field Trips

RSU #10 schools will accommodate students requiring administration of medication during field trips or school-sponsored events.

1. There must be written permission to administer form completed by the parent and a written physician's order and/or an appropriately labeled original medication container.

2. Either a standardized preprinted medication label or preprinted envelope will be used for student attending a field trip. The medication envelope or label will contain the following information transferred by the school nurse.
    - Name of student
    - Name of medication
    - Dose to be given
    - Time to be given
    - Physician prescribing the medication

3. The medication will be transported, stored and administered by designated, trained staff members in compliance with any special direction for the medication and will be secured as safely as possible with the exception of Benadryl, inhaled asthma medication, epinephrine auto-injector, insulin and/or insulin pump and glucagon.

4. The administration of medication on a field trip will duplicate as much as possible, the guidelines found in the "Guidelines for Training of
Non-Licensed Personnel in Medication Administration". This will include consideration of student privacy and cleanliness of area where medications are administered.

5. Each school nurse will develop a method of documenting medications administered on the field trip, recording any unexpected occurrences, and a method or returning any medication not administered.

Student Self-Administration of Asthma Inhalers and Epinephrine Pens

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

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.

2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written
approval of his/her parent. The written notice from the student's primary care provider must specify the name and dosage of the medication requency with which it may be administered, and the circumstances that may warrant its use.

3. The student's parent must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.

4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler

5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers
medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

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

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

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

Required Training of Unlicensed Personnel to Administer Medication

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

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

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

EDUCATIONAL POLICIES OF REGIONAL SCHOOL UNIT NO. 10
ADOPTED REVISIONS: 8/26/13

POLICY: JICIA

WEAPONS, VIOLENCE, AND SCHOOL SAFETY

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

School staff and volunteers are required to immediately report incidents of prohibited conduct to the building administrator for investigation and appropriate action. Students who are subjected to or observe prohibited conduct are strongly encouraged to report it to a staff member or administrator.

1. Prohibited Conduct

Students, school staff, volunteers and visitors are prohibited from engaging in the following conduct on school property, while in attendance at school or at any other school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;

B. Discharge of a firearm within 500 feet of school property;

C. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such objects include but are not limited to bats, belts, picks, pencils, compasses, articles capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);

D. Violent**,** threatening or menacing behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats), stalking, or blocking access to school property or facilities;

E. Verbal or written statements (including those made on or through a computer or other electronic device) which threaten, intimidate, or harass others; verbal or written statements which tend to incite violence and/or disrupt the school program; blackmail; extortion; or demands for money or property;

F. Intentional damage to school or personal property;

G. Stealing or attempting to steal school or personal property;

H. Lewd, indecent or obscene acts or expressions of any kind;

I. Violations of the school unit's drug/alcohol and tobacco policies;

J. Violations of state or federal laws; and

K. Any other conduct that may be harmful to persons or property.

2. Exceptions to Prohibition Against Possession and Use of Weapons on School Property

A. The prohibition on the possession and discharge of a firearm does not apply to law enforcement officials.

B. An authorized person who possesses an unloaded firearm for use in a supervised educational program approved and authorized by the Board, for which appropriate safeguards have been adopted by the Board;

C. An authorized person who possesses other weapons for use in specific instructional programs that have been approved and authorized by the Board and for which appropriate safeguards have been adopted by the Board;

3. Disciplinary Action

1. **Students**

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

Students who are found to have brought a firearm or to have possessed a firearm at a school (as both terms are defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis in writing.

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

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

B. School Staff and Volunteers

School staff members who violate this policy shall be disciplined in accordance with any applicable collective bargaining agreement or school unit procedure.

Volunteers who violate this policy may, at the Superintendent and building administrator's discretion, have their volunteer authorization revoked or restricted, depending on the circumstances of the particular case.

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

C. Visitors

Visitors who violate this policy may be required to leave school property.

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

4. Psychological Evaluation/Risk Assessment

The Superintendent is authorized as soon as reasonably possible to request a psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school or return to school after a suspension or expulsion.

All such evaluations shall be performed at the school unit's expense. If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

NOTE: The Maine law on bullying requires the State to provide local school units with training modules on bullying/harassment and other guidelines to implement bullying policies. Local Boards may want to consider adding the following section to this policy to address this.

5. Staff/Student Training and Procedures

The Superintendent is authorized to institute training programs for staff and students designed to support the goal of providing a safe, orderly and respectful school environment. The Superintendent is also authorized to implement any administrative procedures necessary to carry out this policy.

EDUCATIONAL POLICIES OF

POLICY: JICK

REGIONAL SCHOOL UNIT NO. 10

REVISIONS ADOPTED: 10/24/16

BULLYING AND CYBERBULLYING PREVENTION IN SCHOOLS

I. Introduction

It is our goal for our school[s] to be a safe and secure learning environment for all students. It is the intent of the RSU 10 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 RSU 10 schools, and the operation of the schools.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

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

III. Bullying and Cyberbullying Defined

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

A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at 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

(b) Placing a student in reasonable fear of physical harm or damage to the student's 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 a 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 and personal digital assistant.

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

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student 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 voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

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 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

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 cocurricular 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

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

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.
11. Positive Behavioral Interventions and Supports (includes but not limited to the use of Functional Behavior Assessments and Behavior Intervention Plans).
12. Teaching of appropriate behaviors through social skill training.

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 unit's 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.

EDUCATIONAL POLICIES OF REGIONAL SCHOOL UNIT NO. 10

POLICY: JIH
ADOPTED REVISIONS: 10/28/13

QUESTIONING AND SEARCHES OF STUDENTS

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

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

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

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Only locks provided by RSU #10 may be used to secure student lockers.

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

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

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

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

EDUCATIONAL POLICIES OF

POLICY: JJI REGIONAL SCHOOL UNIT NO.10

REVISIONS ADOPTED: 4/24/17

ELIGIBILITY FOR PARTICIPATION IN CO/EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in co/extracurricular activities. These activities offer students the opportunity to learn new skills, to compete in a variety of sports, to experience being part of a team, to develop character, positive attitudes and self-discipline, to demonstrate leadership and to realize personal accomplishments. This policy covers all activities that compete with other schools.

Participation in co/extracurricular activities is a privilege that carries with it responsibilities to self, classmates, school and community. Participation is entirely voluntary.

While the Board recognizes the importance of co/extracurricular activities to students, the schools and the community, it is the Board's intent to ensure that participation in co/extracurricular activities does not interfere with student learning and academic progress. It is the Board's intent to establish eligibility standards that support the wellbeing of students and the integrity of the schools' co/extracurricular programs.

High School Academic Eligibility

- In order to participate in co/extracurricular activities, scrimmages, exhibition games, performances, competitions, or tournaments a student must be a full-time student in the RSU #10 school system. For high school students this means the student must be enrolled in and passing a minimum or an equivalent of four full-time classes. In addition, the student must be passing all classes in which currently enrolled. Students not meeting these academic requirements are on probation.

- All students **identified by the principal/designee prior to the beginning of the season** will be checked for eligibility at the end of each grading period as well as at mid-season (date to be identified by the principal/designee prior to the season).

- A student who is on academic probation may regain eligibility if his/her two-week progress report indicates that he/she is meeting the academic minimum. The student will have to do two week progress reports until the end of the marking period (quarter/trimester).

- While on probation, a student may continue participating in practices and may attend home games.

- All incoming freshmen will be considered eligible at the beginning of the first marking period of the year.

- Eligibility of transfer students will be determined by the Principal and, for interscholastic activities, the Principal and/or Athletic Director.

- Upon successful completion of credit recovery, a student will regain eligibility.

Middle School Eligibility

In order to participate in co/extracurricular activities, scrimmages, exhibition games, performances, competitions, or tournaments students must pass all subjects to be eligible.

- A student who is on academic probation may regain eligibility if his/her two week progress report indicates that he/she is meeting the academic minimum. The student will have to do two week progress reports until the end of the marking period.

- A student may continue participating in practices while on probation and may attend home games.

- All middle school students will be considered eligible at the beginning of the first marking period of each year.

Sports Physicals and Insurance

Because of the relationship between athletics and student health and safety, a sports physical will be required every two years before a student may participate in interscholastic athletic activities.

- The school nurse will review the completed physical exam form and the athletic director will maintain the updated electronic student physical exam list.

- Thereafter, a student will be required to submit a completed Parent Approval/Sports Medical update form each year prior to participation.

- Returned forms will be reviewed by the athletic director, kept on file in the athletic director's office and will be accessible for coaches at sporting events in the event of an emergency.

A student who suffers serious illness or injury must obtain "return to play" clearance from his/her healthcare provider before further participation in athletics is allowed.

All students must demonstrate evidence of health insurance coverage before participating in athletic activities. If the student is not insured by a family insurance policy, school insurance will be available at the student's expense.

Parent Permission for Student Athletes

A student must provide his/her coach/ athletic director with a permission form signed by his/her parent or guardian before participating in the first practice.

Conduct Standards

The Superintendent/designee shall be responsible for enforcing eligibility standards prescribed in this policy. The Superintendent/designee may develop and implement other conduct rules for student athletes and participants in other co/extracurricular activities so long as they are consistent with this and other Board policies.

Students participating in interscholastic athletics and other co/extracurricular activities shall be subject to all such conduct rules, and the consequences for violating them, as well as all other rules affecting the student body.

Notification Policy

The Superintendent/designee shall be responsible for notifying students and parents of the eligibility standards articulated in this policy through the student handbook, athletic -handbook, parent and participant meetings, and/or other means.

EDUCATIONAL POLICIES OF

POLICY: JJIF

REGIONAL SCHOOL UNIT NO. 10

REVISION ADOPTED: 7/25/16

MANAGEMENT OF CONCUSSIONS AND OTHER HEAD INJURIES

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

TRAINING

All school personnel including coaches and volunteer coaches must undergo annual training in the identification and management of concussive and other head injuries prior to assuming their responsibilities. The training must be consistent with such protocols as may be identified or developed by the Maine Department of Education (DOE) and include instruction in the use of such forms as the DOE may develop or require.

Coaches shall be required to undergo refresher training annually or when protocols and/or forms have been revised.

STUDENT AND PARENT INFORMATION

Students and parents of students who will be participating in school-sponsored athletic activities will be provided information by the athletic director annually regarding:

A. The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected;

B. The signs and symptoms of concussion and other head injuries; and

C. The school unit's protocols for 1) removal from the activity when a student is suspected of having sustained a concussion or other head injury, 2) evaluation, and 3) return to participation in the activity ("return to play").

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

MANAGEMENT OF CONCUSSIVE AND OTHER HEAD INJURIES

It is the responsibility of the coach of the activity to act in accordance with this policy when the coach recognizes that a student may be exhibiting signs, symptoms and behaviors associated with a concussion or other head injury. The coach must submit a written accident report of the incident to the athletic director, athletic trainer and school nurse of any student suspected concussion within 24 hours.

Any student suspected of having sustained a concussion or other head injury during a school-sponsored activity including but not limited to competition, practice or scrimmage, must be removed from the activity immediately. The student and his/her parent(s)/guardian(s) will be informed of the need for an evaluation for brain injury before the student will be allowed to return to the activity.

No student will be permitted to return to the activity or to participate in any other school-sponsored activity on the day of the suspected concussion. Students who have been diagnosed with a concussion and released to return to play by a licensed health care medical provider must then complete the five step gradual return to play protocol.

Students participating in a game or practice who have been sent to a medical facility for an injury (concussive or otherwise) require a release to return to play by a licensed health care medical provider and must then complete the five step gradual return to play protocol.

Return to Play Procedures After Concussion

These recommendations from the Consensus Statement on Concussion in Sport: The 3rd International Conference on Concussion in Sport, (Zurich 2008) provide guidance for a gradual return-to-play protocol after the student/athlete is symptom-free at rest:

Day 1: light aerobic exercise (walking, swimming, or stationary cycling) keeping exercise heart rate less than 70% of maximum predicted heart rate. No resistance training

Day 2: sport-specific exercise, any activities that incorporate sport-specific skills. No head impact activities.

Day 3: non-contact training drills

Day 4: full contact practice, participate in normal practice activities

Day 5: return to competition

If any concussion symptoms return during any of the above activities, the athlete should return to the previous level, after resting for 24 hours.

Any student who is suspected of having sustained a concussion or other head injury shall be prohibited from any school activities (physical education classes, co-curricular or extra-curricular activities, recess, class trips) until he/she has been evaluated and received written medical clearance to do so from a licensed health care provider (licensed physician, nurse practitioner, physician's assistant and Doctor of Osteopathy). More than one evaluation by the student's health care provider may be necessary before the student is cleared for full participation.

Coaches and other school personnel shall comply with the student's health care provider's recommendations and follow the RSU 10 gradual return to play protocol. No student will be permitted to return to full participation (competition) until cleared to do so.

If at any time during the return to full participation in school activities the student exhibits signs and symptoms of concussion, the student must be removed from the activity and be re-evaluated by the treating licensed health care provider.

All documentation from the licensed health care provider in regards to a concussion will be filed with the school nurse and athletic director. All medical documentation pertaining to educational restrictions will also be filed with principal and guidance counselor. Orders from the licensed health care provider will determine if there will be short-term or a long-term plan for educational restrictions.

COGNITIVE CONSIDERATIONS

School personnel should be alert to cognitive and academic issues that may be experienced by students who have suffered a concussion or other head injury, including but not limited to:

- difficulty with concentration, organization, long-and-short term memory
- and sensitivity to bright lights and sounds

School personnel should accommodate a gradual return to full participation in academic activities as appropriate, based on the recommendations of the student's health care provider and appropriate designated school personnel (e.g., 504 Coordinator).

CONCUSSION MANAGEMENT TEAM

The Superintendent will appoint a Concussion Management Team including a school administrator to be responsible, under the administrative supervision of the Superintendent, to meet annually to make recommendations related to implementation of this policy based on the generally accepted protocols. The Concussion Management Team will include the Athletic Director and school nurse and may include one or more principals or assistant principals, the school physician, athletic trainer, and such other school personnel or consultants as the Superintendent deems appropriate**.** The policy and/or related protocols should be reviewed when generally accepted protocols change.

EDUCATIONAL POLICIES OF

POLICY: JJIF-E
REGIONAL SCHOOL UNIT NO. 10
REVISIONS ADOPTED: 7/25/16

Parents and student-athletes: Please read and return page 4 (acknowledgment page). You must turn in a signed form prior to the start of practice

RSU NO. 10
CONCUSSION AND OTHER HEAD INJURIES INFORMATION SHEET

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your student-athlete reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- "Don't feel right"
- "Pressure in head"
- Fatigue or low energy
- Nausea or vomiting
- Sadness
- Neck pain
- Nervousness or anxiety
- Balance problems or dizziness
- Irritability
- Blurred, double, or fussy vision
- More emotional
- Sensitivity to light or noise
- Confusion
- Feeling sluggish or slowed down
- Concentration or memory problems
- Feeling foggy or groggy
- Forgetting

Signs observed by teammates, parents or coaches include:

- Appears dazed
- Shows behavior or personality changes
- Vacant facial expression
- Can't recall events prior to hit
- Confused about assignment
- Can't recall events after hit
- Forgets plays
- Seizures or convulsions

This document is adapted from the CDC and the 3rd International Conference on Concussion in Sport Consensus Statement (2009)

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after a concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even

fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any student suspected of having sustained a concussion or other head injury during a school-sponsored activity including but not limited to competition, practice or scrimmage, must be removed from the activity immediately. The student and his/her parent (s)/guardian(s) will be informed by the coach of the need for an evaluation for brain injury before the student will be allowed to return to the activity.

No student will be permitted to return to the activity or to participate in any other school-sponsored athletic activity on the day of the suspected concussion.

Any student who is suspected of having sustained a concussion or other head injury shall be prohibited from further participation in any school-sponsored student/athletic activities until he/she has been evaluated and received written medical clearance to do so from a licensed health care provider (licensed physician, nurse practitioner, physician's assistant and Doctor of Osteopathy). Students who have been diagnosed with a concussion and released to return to play/school activity by a licensed health care medical provider must then complete the five step gradual return to play procedures.

Students participating in a game or practice who have been sent to a medical facility for an injury (concussive or otherwise) require a release to return to play by a licensed health care medical provider and must then complete the five step gradual return to play protocol.

Parent(s)/guardian(s) should also inform your child's school nurse if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

Return to Play Procedures After Concussion

These recommendations are from the Consensus Statement on Concussion in Sport: The 3rd International Conference on Concussion in Sport, (Zurich 2008) provide guidance for a gradual return-to-play protocol after the athlete is symptom-free at rest:

Day 1: light aerobic exercise (walking, swimming or stationary cycling) keeping exercise heart rate less than 70% of maximum predicted heart rate. No resistance training
Day 2: sport-specific exercise, any activities that incorporate sport-specific skills. No head impact activities.
Day 3: non-contact training drills
Day 4: full contact practice, participate in normal practice activities
Day 5: return to competition

If any concussion symptoms return during any of the above activities, the athlete should return to the previous level, after resting for 24 hours.

For current and up-to-date information on concussions you can go to:
http://www.cdc.gov/Concussion

CONCUSSION INFORMATION SHEET ACKNOWLEDGEMENT FORM

Parent(s)/guardian(s) must turn in a signed form prior to the start of practice.

_____ _____

Student-athlete Name Printed Student-athlete Signature
Date

_____ _____

Parent or Legal Guardian Printed Parent or Legal Guardian Signature
Date

EDUCATIONAL POLICIES OF
POLICY: JKAA
REGIONAL SCHOOL UNIT NO.10
ADOPTED REVISIONS: 10/15/13

USE OF PHYSICAL RESTRAINT AND SECLUSION

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

1. Definitions

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.

Physical restraint does not include any of the following:

1.**Physical escort:** A temporary touching or holding of the hand, wrist, arm, shoulder, hip or back for the purpose of moving a student voluntarily.

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

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

5. 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.

6. 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.

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

8. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or MDOE Rule Chapter 33.

9. 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.

B. **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.

Seclusion does not include:

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

II. 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.

III. Annual Notice of Policy/Procedure

RSU No. 10 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee

IV. Training Requirements

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

B. RSU No. 10 will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Emergency Management Plan.

V. 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 thirty (30) business days, if practicable.

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

EDUCATIONAL POLICIES OF REGIONAL SCHOOL UNIT NO. 10
REVISIONS ADOPTED: 10/15/13

POLICY: JKAA-R

PROCEDURES ON PHYSICAL RESTRAINT AND SECLUSION

These procedures are established for the purpose of meeting the obligations of RSU No. 10 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. **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 a 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 a 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 risks 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 a 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 a 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 a 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 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 a 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 material 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 a 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 a 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 Seclusion

1. The staff involved in the seclusion must continually assess for signs that the student is no longer presenting a 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 a 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. For students in out-of-district placements, the entity must make this report to the sending school within 24 hours or by the next businessday.

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 numbers 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 the RSUs usual emergency notification procedures. Emergency procedures should be consistent with this requirement.

4. If serious bodily injury or death of a student occurs during the implementation of physical restraint or seclusion, the RSUs emergency notification procedures shall be followed and an immediate 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 immediate administrator or building administrator and a copy to the Superintendent/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.

For students in out-of-district placements, the entity must make the incident report to the sending school.

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.

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.

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 behavioral 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.

EDUCATIONAL POLICIES OF

POLICY: JLCA

REGIONAL SCHOOL UNIT NO. 10 ADOPTED REVISIONS: 07/15/13

PHYSICAL EXAMINATIONS OF STUDENTS

A physical examination is required every two years for all interscholastic athletic program participants. According to the MPA handbook appendix P a licensed physician, nurse practitioner, physician's assistant, and Doctor of Osteopathy are the only approved examiners. The School Nurse will review the Physical Exam form and the athletic director will maintain the updated electronic student physical exam list.

Parents/guardians will be required to complete a Parental Approval/Sports Medical update form yearly. The sports medical update form will be reviewed by the athletic director, kept on file in the athletic directors office and accessible for coaches at sporting events in the event of an emergency.

EDUCATIONAL POLICIES OF

POLICY:
JLCC

REGIONAL SCHOOL UNIT #10

REVISIONS ADOPTED: 1/23/17

COMMUNICABLE/INFECTIOUS DISEASES

Teachers shall be alert to signs of illness and communicable disease and refer students who sho such symptoms to the school nurse.

The school nurse shall be responsible for notifying the local health department of all students having a communicable disease as required by law and Department of Education and Department of Health and Human Services rules. The building principal shall be notified of all communicable disease cases and contacts in the school.

Students who have other types communicable disease shall be excluded from school as prescribed by law, or shall oversee other protective procedures according to recommendations issued by the school physician.

When a student returns to school after having had a communicable disease, a certificate from the attending physician is required. The building principal and/or the school nurse must give permission before the student is readmitted to class.

EDUCATIONAL POLICIES OF

POLICY: JLCD

REGIONAL SCHOOL UNIT NO. 10 **REVISIONS ADOPTED: 7/11/16**

ADMINISTRATION OF MEDICATION TO STUDENTS

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

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

Definitions

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

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

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

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

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

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

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

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

POLICY: JLCD

Administration of Medication by School Personnel

Over the Counter Medications

At the beginning of the school year, the school nurse may request a parent's written permission to administer over the counter medication to their student. This permission may be granted for the current school year or on an as needed basis. The yearly permission should specify the exact over the counter medications that may be administered. However, the school nurse is permitted to administer over the counter medications as per the school physician's standing order.

Parental Request

In the event that no reasonable alternative exists, the parent may request medication be administered to the student during the school day. The school nurse may take a verbal request from the parent, however, for continued administration, a signed permission to administer form must be provided as soon as possible. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the

medication as per the health care provider's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication. Requests shall be valid for the current school year only.

Health Care Provider's Order

All parental requests for prescription medication must be accompanied by a written order from the student's health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. A medication label that provides sufficient information may be used in lieu of a written order unless the medication is to be administered for more than 15 consecutive days. Such order must include:

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

POLICY: JLCD

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

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

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

Delivery and Storage of Medication

The student's parent shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.
The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the

student at school. The parent must remove any medication no longer required or that remains at the end of the school year. Medications not retrieved by parent will be destroyed at the end of the school year by the school nurse.

All prescription medication will be kept in a secured, locked cabinet in the nurse's office or main office. The cabinet is to be kept locked at all times except during the administration of the medication.

Emergency medication shall be stored in an area readily accessible to the individual designated to administer them.

Recordkeeping

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

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

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

All controlled-substance medications will be counted and recorded upon receipt from the parent. Medication shall be recounted after every administration and this count reconciled with the medication administration record.

POLICY: JLCD

Any adverse reaction to medication shall be reported to the student's parent immediately and entered into the student's health record.

Any error made in the administration of medications shall be reported to the building administrator immediately, and a written report completed and entered
into the student's health record. The nurse is responsible for reporting the error to the student's parent.

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

Reporting

RSU #10 will report to the Department of Education (on a form developed by the Department) of each incident involving a severe allergic reaction or the administration of an epinephrine auto-injector.

Confidentiality

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

Administration of Medication

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

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

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

Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

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

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

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or IEP team, will collaborate with the student's parent and primary

care provider to determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

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

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

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

Medication Administration On School Field Trips

RSU #10 schools will accommodate students requiring administration of medication during field trips or school-sponsored events.

1. There must be written permission to administer form completed by the parent and a written physician's order and/or an appropriately labeled original medication container.

2. Either a standardized preprinted medication label or preprinted envelope will be used for student attending a field trip. The medication envelope or label will contain the following information transferred by the school nurse.
    - Name of student
    - Name of medication
    - Dose to be given

- Time to be given
- Physician prescribing the medication

3. The medication will be transported, stored and administered by designated, trained staff members in compliance with any special direction for the medication and will be secured as safely as possible with the exception of Benadryl, inhaled asthma medication, epinephrine auto-injector, insulin and/or insulin pump and glucagon.

4. The administration of medication on a field trip will duplicate as much as possible, the guidelines found in the "Guidelines for Training of
Non-Licensed Personnel in Medication Administration". This will include consideration of student privacy and cleanliness of area where medications are administered.

5. Each school nurse will develop a method of documenting medications administered on the field trip, recording any unexpected occurrences, and a method or returning any medication not administered.

Student Self-Administration of Asthma Inhalers and Epinephrine Pens

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

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.

2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written
approval of his/her parent. The written notice from the student's primary care provider must specify the name and dosage of the medication,

3. frequency with which it may be administered, and the circumstances that may warrant its use.

4. The student's parent must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.

5. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler

6. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers
medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

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

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

POLICY: JLCD

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

Required Training of Unlicensed Personnel to Administer Medication

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

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

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

EDUCATIONAL POLICIES OF

POLICY: JRA-E REGIONAL SCHOOL UNIT NO. 10

ADOPTED: 11/28/11

Regional School Unit No. 10
799 Hancock Street, Suite 1
Rumford ME 04276
207-369-5560

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

A. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of $.15 per page.

B. Amendment of Records

Parents/eligible students may ask the RSU No. 10 to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

C. Disclosure of Records

The RSU No. 10 must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

1. Directory Information

The RSU No. 10 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the RSU No. 10 to disclose directory information must notify the Superintendent in writing by November 18th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the RSU No. 10 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the RSU No. 10 to disclose this information without their prior written consent must notify the Superintendent in writing by November 18th or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the RSU No. 10 as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the RSU No. 10 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the RSU No. 10 with regard to education records.

4. **Health or Safety Emergencies**

In accordance with federal regulations, the RSU No. 10 may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. **Other School Units**

As required by Maine law, the RSU No. 10 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

6. **Other Entities/Individuals**

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

D. Complaints Regarding RSU No. 10 Compliance with FERPA

Parents/eligible students who believe that the RSU No. 10 has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202