

HANDBOOK
FOR
PARENTS & STUDENTS

2016-2017

MSAD 52

GREENE, LEEDS & TURNER

(Revised 08/25/16)

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Maine School Administrative District 52

Our Mission

The mission of the MSAD 52 school community is to provide excellence in education. Students will become responsible citizens and lifelong learners as a result of the teaching and learning in safe, respectful environments.

Our Shared Vision

MSAD 52 will be a community of lifelong learners where all are to become clear and effective communicators, creative problem solvers, informed thinkers, quality workers, and involved citizens.

- Teachers will work in collaborative teams to focus on student-centered instruction that will ensure increased learning for all.
- A commitment to continuous improvement and research-based decision-making will focus on increased student achievement.
- Common Core State Standards and/or proficiency levels will be utilized for grade levels and content areas.
- Individual student achievement of district standards and the Common Core State Standards will be monitored on a timely basis using varied assessments.
- Schools will create intervention plans that respond to the unique needs of students who require more time and support to meet the district and Common Core State Standards.
- Efficient systems will be in place to track student achievement results.
- Results of student achievement will be used when evaluating the effectiveness of programming and instruction.

Achieving the MSAD 52 vision is a collaborative effort requiring communication and shared responsibility among students, staffs, teachers, administrators, parents, and community members.

MSAD 52 Policies are available on the District's website: <http://www.rsu52.us>. Policies may be updated during the school year. The District will make every effort to have updated annual notifications/policies available to the public on its website.

Dear Parents, Guardians and Students,

We are looking forward to welcoming our students back to school as we strive to fulfill our mission to provide excellence in education. Students will become responsible citizens and lifelong learners as a result of the teaching and learning in safe, respectful environments.

Our Parent and Student Handbook for this year has been updated and is meant to help everyone have a better understanding of our school district. It also serves as our annual policy notification. Policy and procedural changes may occur during the school year. MSAD 52 makes every effort to have updated policies available on our web site: www.msad52.org.

Handbooks are provided to each of our families. Please take time to review it thoroughly. You may contact the appropriate school or district department with any questions or suggestions that you might have.

Achieving the MSAD 52 vision is a collaborative effort requiring communication and shared responsibility among students, staff, teachers, administrators, parents and community members. We look forward to our continued partnerships, which will support our students and their learning.

Sincerely,

Kimberly Brandt

School Calendar front

School Calendar back

MSAD 52 – CENTRAL OFFICE

Superintendent of Schools

486 Turner Center Road

Turner, ME 04282

Telephone: 225-1000

Fax: 225-5608

Office Hours: 7:30 a.m. - 4:00 p.m.

Business Office

Telephone: 225-1000

Fax: 225-5608

Office Hours: 8:00 a.m. - 4:00 p.m.

Superintendent of Schools

Kimberly Brandt

Telephone: 225-1000

Fax: 225-5608

Assistant Superintendent

Thomas Ambrose

Telephone: 225-1000

Fax: 225-5608

Business Manager

Deborah Roberts

Telephone: 225-1000

Fax: 225-5608

Director of Special Education

Deborah A. Alden

Telephone: 225-1025

Fax: 225-5608

Transportation/Facilities Director

Kimberly Long

Telephone: 225-1020

Fax: 225-3159

Food Service Director

David Roberts

Telephone: 225-1120

Fax: 225-3978

GREENE CENTRAL SCHOOL

41 Main Street

Greene, ME 04236

Telephone: 946-5681

Fax: 946-3281

Andrew Doiron, Principal

Grades Pre-K - 6

Office Hours: 8:00 a.m. - 4:00 p.m.

School Hours: 8:40 a.m. - 3:25 p.m.

LEEDS CENTRAL SCHOOL

1185 Route 106

Leeds, ME 04263

Telephone: 524-5151

Fax: 524-2184

Danielle Harris, Principal

Grades Pre-K - 6

Office Hours: 8:00 a.m. - 4:00 p.m.

School Hours: 8:40 a.m. - 3:25 p.m.

TURNER PRIMARY SCHOOL

59 Cobb Road

Turner, ME 04282

Telephone: 225-1030

Fax: 225-3989

Theresa Gillis, Principal

Grades Pre-K - 2

Office Hours: 8:00 a.m. - 4:00 p.m.

School Hours: 8:40 a.m. - 3:25 p.m.

TURNER ELEMENTARY SCHOOL

91 Matthews Way

Turner, ME 04282

Telephone: 225-1050

Fax: 225-4559

TBA, Principal

Grades 3-6

Office Hours: 8:00 a.m. - 4:00 p.m.

School Hours: 8:35 a.m. - 3:20 p.m.

TRIPP MIDDLE SCHOOL

65 Matthews Way

Turner, ME 04282

Telephone: 225-1070 or 1-800-498-8013 (within Maine)

Fax: 225-2101

Gail Marine, Principal

Grades 7 & 8

Office Hours: 7:30 a.m. - 3:00 p.m.

School Hours: 7:25 a.m. - 2:10 p.m.

LEAVITT AREA HIGH SCHOOL

21 Matthews Way

Turner, ME 04282

Telephone: 225-1100 or 1-800-498-8014 (within Maine)

Fax Main Office 225-3978

Fax Guidance Dept: 225-4324

Eben Shaw, Principal

Grades 9-12

Office Hours: 7:30 a.m. – 3:00 p.m.

School Hours: 7:25 a.m. - 2:10 p.m.

ADULT AND COMMUNITY EDUCATION

486 Turner Center Road

Turner, ME 04282

Telephone: 225-1010

Fax: 225-5608

Razell Ward, Director

Adult Education Office Hours: Mon.- Thurs.	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 3:30 p.m.

Note: Middle and high school students should not arrive at school prior to 7:25 A.M., and elementary students should not arrive at school prior to 8:40 A.M., as there is no supervision until this time.

AFFIRMATIVE ACTION EQUAL OPPORTUNITY

MSAD 52 is an Equal Opportunity/Affirmative Action institution. The institution prohibits discrimination on the basis of race, color, national or ethnic origin, religion, gender, age, disability or sexual orientation in the recruitment and admission of its students and instructional and non-instructional staff in the administration of its educational programs.

MSAD 52 is committed to an affirmative action employment program. The intent of this program is to insure all recruitment, employment, training, promoting, and other District personnel actions are administered so as to further equal opportunity and to overcome discrimination. The purpose is designed to relate to social and ethnic minorities, women, men, physically and mentally disabled, and older persons.

It is recognized that an affirmative action employment program is sound employment practice. Through assuring equality of employment opportunity, we anticipate that equality of educational opportunity can be enhanced. Students will be able to observe a variety of types of persons of different racial and ethnic origin, different ages and abilities, including those with physical and mental disabilities, performing the full range of professional and job responsibilities.

At no time will there be discrimination in this District related to sex, race, creed, sexual orientation, or physical or mental disability. Insofar as it is possible and as job characteristics apply, equal opportunity in all areas shall obtain. Advancement within the structure of the District will be open. All positions will be filled on the basis of requirements peculiar to those positions and to the extent candidates meet those mandates.

Because past employment practices, and other activities related to people working and otherwise involved in this District have not assured equal opportunity in all cases, the administration will exercise diligence so that employment opportunities and educational offerings will be made known, and that recruitment and enrollment will be open to all segments of the population. Special emphasis will be applied to include proportionate numbers of those people said to have been discriminated against.

Exposure to training opportunities within the organization will be applied strictly on a nondiscriminatory basis. Anyone seeking training outside the local District organization, with a plan for advancement or fulfillment, will receive equal consideration, regardless of basic background differences.

Other than in the area of contact sports, female students of the District will not be denied access to athletic activities. When females express interest in what is usually a male activity, a decision will be made in each case by a committee constituted for that purpose. This committee will consider not only the rights of the female candidate, but also her physical and emotional well-being, were she allowed to participate.

Consideration will also be given to the rights and needs of others who may be involved in or related to such situations in any way.

Because this District has been and is currently advocating equal opportunity, there will be no favoritism practiced in either educational or employment opportunities because of race, sex, creed, age, sexual orientation, and physical and mental disabilities. Whenever job vacancies prevail, positions will be filled on the basis of ability to fulfill the requirements of that position, in the judgment of those charged with the responsibility of the decision.

The responsibility for implementing the affirmative action programs will be assigned to a District coordinator, who will be directly responsible to the superintendent and to the Board of Directors. Reports relative to progress and program status will be submitted to the superintendent for Board of Directors information.

An advisory committee, composed of school district staff and citizens will assist in policy making, planning, and evaluation of this program.

For 2015-2016, the Affirmative Action Officers are Heidi Poulin (located at Leavitt Area High School - 225-1110), Razell Ward (located at Adult Education – 225-1011) and Susan Pilote (located at Tripp Middle School – 225-1070). They can be reached Monday through Friday, from 8:00 am to 4:00 p.m.

EMERGENCY CLOSING OF SCHOOLS

When the Superintendent of Schools closes schools because of storms or other emergencies, the “no school” announcements will be made using the automated calling system and on area radio and television stations. After school activities may be cancelled as well. In addition, at the Superintendent’s discretion, non-school activities scheduled on school property or in school facilities on school vacation days, holidays or weekends may be cancelled.

If a storm or emergency should begin during the day, it may be necessary to close schools earlier than normal. Announcements will be made using the automated calling system and on area radio and television stations. Schools shall keep information indicating where students will be discharged in cases of emergencies.

Automated Calling System:

MSAD 52 has adopted an automated calling notification service which allows us to send a telephone or e-mail message to you providing important information about school events or emergencies. The calling system will be used to notify you of school delays or cancellations due to inclement weather, as well as reminding you about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

What you need to know about receiving calls sent through the automated system:

- Caller ID will display the school's main number when a general announcement is delivered.
- It will leave a message on any answering machine or voicemail.
- If the message stops playing, press (*) and the message will replay from the beginning.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that your student's school has your most current phone numbers and email addresses. If this information changes during the year, please let them know immediately.

DELAYED START OF SCHOOL:

When appropriate, a two-hour delay of the start of school will be used based on weather and driving conditions. Buses will pick up the students two-hours later than usual. Dismissal will be at the regularly scheduled times.

EARLY RELEASE:

If a storm or emergency should begin during the day, it may be necessary to close schools earlier than normal. If parents are not home during the day, they should notify their child's teacher of the location where the child should be discharged.

HOLIDAYS/SCHOOL VACATIONS

School facilities are closed for federal, state, and religious holidays. On holidays our maintenance and custodial staff are not scheduled to work.

During school vacations custodial staff often work day hours and may not be available for after school or evening activities. School vacation periods (including weekends of vacation weeks) are prime times during the day for maintenance and cleaning to be done in high use areas of schools, such as, hallways, cafeterias, and gymnasiums. For these reasons, a school facility may not be available for use. Requests for vacation use should consider such situations for facility availability. Users may check with the district's Facility and Transportation Director for availability of facilities during school vacation periods. Requests for building use should include alternative vacation dates.

MSAD 52 ANNUAL ASBESTOS HAZARD EMERGENCY NOTIFICATION

As required by the Asbestos Hazard Emergency Response ACT (AHERA) federal regulations (40 CFR Part 763, Subpart E. Section 84, Paragraph C) the following is MSAD 52's annual notification:

1. The AHERA implementation project includes the following:

- A. Periodic surveillance of Asbestos Containing Building Materials (ACBM);
 - B. Initial AHERA cleaning to allow asbestos response actions to be conducted;
 - C. General housekeeping as it pertains to ACBM;
 - D. Notifications to parents, faculty, staff, and service contractors visiting the schools;
 - E. Placement of asbestos warning labels;
 - F. Asbestos Awareness Training, Asbestos Operations and Maintenance program;
 - G. Record keeping and; program evaluations and updates.
2. MSAD 52 has decided not to conduct any asbestos O & M procedures at the school facilities. There will, however, be a written asbestos O & M program available as part of the AHERA Management Plan (required). In the event that asbestos O & M efforts are needed at MSAD 52, the services of a professional asbestos abatement contractor (registered with the Maine Department of Environmental Protection) will have to be employed for asbestos abatement purposes.

A copy of the complete AHERA Asbestos Management Plan for MSAD 52 is available for review between the hours of 8:00 a.m. and 4:00 p.m., Monday - Friday, at Central Office. If you have any questions, please contact MSAD 52's Facility/ Transportation Director (an AHERA Designated Asbestos Coordinator) at 225-1020.

CHARGES FOR DISTRICT SERVICES

MSAD 52 provides a number of services requiring direct payment to the District by those availing themselves of the programs offered, including but not limited to summer school and Adult Education.

Cost for short-term services such as Adult Education classes or summer school must be paid in full with registration.

FUND-RAISING ACTIVITIES

The MSAD 52 School Board believes that reasonable control must be exercised over student distribution of non-school sales campaigns to finance school activities.

A school-sponsored organization is defined as any group recognized by MSAD 52 and/or its administrators as eligible for tax-exempt status through the District.

All proposed fund-raising activities which involve school-sponsored organizations must be submitted in writing for approval in advance by the building principal at the school involved. The Superintendent will be informed of approved fund raisers. If an organization's request for approval is denied, the decision may be appealed to the Superintendent. The Superintendent's decision is final. Requests for District-wide

fund-raising activities sponsored by any MSAD 52 school-sponsored organization must be submitted to the superintendent.

Applications for any fund-raising for outside organizations must be submitted to the Superintendent and will require School Board approval. Participation by students in any fund-raising project will be voluntary.

VOLUNTEERS IN OUR SCHOOLS

The Board supports the use of community resources, including volunteers, to complement and support instructional programs and extracurricular activities in the schools. Volunteers work in partnership with, under the supervision of, and at the request of school administrators and staff.

The purposes of the volunteer program are to:

1. Assist teachers in providing more individualized instruction and enrichment opportunities for students; assist staff with school projects; supervise or chaperone student activities; and perform clerical work;
2. Build an understanding of and support for school programs among interested citizens; and
3. Strengthen school/community relations.

Prospective volunteers must complete an application form and confidentiality agreement. Background checks will be performed for all prospective volunteers who have direct contact with students and chaperone academic field trips or extracurricular trips/events. The superintendent will review all background checks obtained and approve or deny volunteer status. The superintendent's decision is final.

The school principal must approve all volunteer assignments before volunteers begin work. The supervising staff member is responsible for giving volunteers a clear understanding of the duties, procedures and expectations necessary to perform their assignments.

All volunteers who are approved to work with students and/or in support of school programs are expected to comply with the following requirements:

1. Volunteers shall attend any required volunteer orientation/training sessions provided by the school department.
2. Volunteers will work with students under the immediate supervision and direction of authorized school staff.
3. Volunteers shall perform only such duties and tasks specifically approved and assigned by an administrator or supervisory staff member.
4. Volunteers must keep all student and staff information strictly confidential.
5. Volunteers will conduct themselves in a professional manner and comply with all Board policies, school rules and directions from school personnel.

6. In accordance with Maine law, a member of the Board or a member's spouse may not serve as a volunteer when he/she has primary responsibility for a curricular or extracurricular program or activity and reports directly to the Superintendent or a school administrator.

If you are interested in being involved in our schools, call the office at the four elementary schools, Tripp Middle School or Leavitt Area High School. Volunteers need to complete an application annually and must submit it before they begin volunteering.

ADULT / COMMUNITY EDUCATION

The School Board, administration and staff of MSAD 52, and the Adult and Community Education program believe that education is a necessary lifelong process. We see our mission as providing all of our citizens the opportunity to pursue lifelong learning through a responsive, flexible, and accessible educational program. We will strive to assist them in improving their personal and career choices, their quality of life, and their ability to participate as informed members of our society in the areas of family, work, and community affairs. To facilitate this policy, the MSAD 52 Adult and Community Education Program provides three distinct components:

1. The MSAD 52 Diploma Program offers high school completion classes, tutoring and small group instruction for adults in basic reading, math and writing skills. Classes are provided free of charge for those enrolled in the High School Completion Program. Individuals who are at least seventeen years of age and no longer attending a day school program may participate in the program. This requirement may be waived by the Superintendent of Schools if deemed to be in the best interest of the student.
2. HiSET, the High School Equivalency Exam preparation classes are also offered free of charge as is the HiSET Examination. Individuals wishing to sit for the HiSET Examination must be 18 years of age, or 17 years of age and out of school for one year. Exceptions are also made to the age requirement when a compelling reason to complete the HiSET is documented, such as approved enrollment in a post-secondary institution, or acceptance in the military pending a satisfactory score on the HiSET.
3. Community Education operates on a fee per service or tuition basis with varied fees depending on the length of the course. Courses include enrichment and quality of life issues, sports, and seminars of interest to our citizens. Efforts are made to include offerings in all towns of our district and to conduct a needs survey of the district at least every three years.

For more information, please call the Adult Education Director, at 225-1010, Ext. 2103.

NO CHILD LEFT BEHIND HIGHLY QUALIFIED TEACHER REQUIREMENT

Under the No Child Left Behind Act, teachers in Title 1A schools must meet general qualifications as well as specific requirements in the subjects they are teaching to be deemed “Highly Qualified”. All of our teachers are currently certified to teach under Maine’s strict certification requirements and the vast majority have already met the federal definition of “Highly Qualified”. Those teachers who do not currently meet this federal standard are working to do so by engaging in additional professional development or by passing a test.

Additional information on the No Child Left Behind Act, as well as on the qualifications of your child’s teacher is available on request. Please contact the superintendent’s office at 225-1000 if you have questions or would like further information.

SCHOOL LUNCH

Lunch and breakfast are available to all students in the District in grades Pre K - 12.

Parents are encouraged to review the yearly application form for free or reduced price breakfast, lunches and/or milk. These forms are sent home with the students the first week of school. Every effort is made to ensure the anonymity of students receiving free or reduced lunch.

Elementary students (grades Pre-K - 6) are encouraged to pay by the week for breakfast, lunch and/or milk. At grades 7-12 a daily payment is required. The menus are posted in each school and forwarded to the newspaper weekly.

Each school has established its own lunchroom procedure. Generally, students are expected to pick up their own trays and food, display acceptable manners while eating, clean their table areas before leaving the lunch room, and return their trays and utensils to designated areas. Should students choose unacceptable behavior in the lunchroom, offenses will be dealt with individually. Repeated offenses may result in the loss of lunchroom privileges.

MSAD 52 SCHOOL LUNCH CHARGES

MSAD 52 School Board supports the School Lunch Program in all of its buildings. Free lunches and reduced price lunches are available for those students who qualify under federal guidelines.

The Board recognizes that it may be necessary occasionally to allow a student to charge the cost of a lunch meal. Therefore, students in Pre K thru grade 6 will be allowed to charge a limited number of lunch meals. Parents will be notified in writing by mail after the equivalent of five lunch meal charges so as to have an opportunity to

bring the account out of a negative balance.

After the first notice has been mailed home, the student will not be allowed to charge or purchase milk or snacks, or other ala carte items. If the negative account balance reaches the equivalent of ten lunch meal charges, a second notice will be mailed. This second notice will include a transaction report and a free /reduced lunch application. It will serve to inform parents that their child's access to regular school lunch services may be affected until the account balance is paid in full. Subsequent notices will include only the negative account balance. If full payment is not received after receipt of the second notice, the building principal will be notified to inform the student that they will be receiving a modified menu.

The modified lunch menu will consist of a sandwich, milk, and proper accompaniments. The cost of these modified lunch meals will continue to accrue to the student's lunch account. The student will not be able to access regular menu items, charge or purchase milks, snacks, or other ala carte items until the account balance is paid in full.

Students in grades 7-8 will receive a verbal charge notice after one meal charge. In the event of a second meal charge, the student will be issued a written charge notice to be brought home to his/her parent or guardian. A copy of this written notice will be retained for documentation for the Food Service Manager and building administrator. In the event of a third meal charge, the student will meet with a building administrator for the purpose of contacting the parent or guardian. Failure to make payment after three meal charges will result in denial of school lunch services until payment is made in full.

Students in grades 9 thru 12 will receive a verbal notice after a first and second meal charge. Failure to make payment after two meal charges will result in denial of school lunch services until payment is made in full.

Balances from the previous year are carried forward. Checks submitted for school lunch account payments that are lacking sufficient funds for coverage after bank processing, including bank fees, will be debited from the student school lunch account and returned to the issuer by mail with appropriate notification as outlined by the above guidelines. The District reserves the right to take legal action to collect funds on delinquent student school lunch accounts.

REQUESTS FROM PARENTS THAT STUDENTS STAY INDOORS DURING RECESS IN THE ELEMENTARY SCHOOLS

If your child comes to school, he or she should be healthy enough to take part in the complete school program; therefore, it should not be necessary to request your child remain indoors during recess due to illness. Parents should use their own discretion as to whether or not their child is well enough to attend school. Exceptional

circumstances should be brought to the attention of the school nurse or the principal for review.

ATTENDANCE

This policy was adopted by MSAD 52 and it also reflects the Maine State Law.

The Board of Directors for MSAD 52 believes it is the shared responsibility of the school and home to assist students to develop desirable habits of punctuality and attendance. Furthermore, the Board of Directors believes that the success of school learning programs is directly related to regular school attendance. Therefore, every child who is within compulsory school age shall attend school during the time it is in session. Absences of 1/2 day or more shall be deemed in violation of this requirement.

Compulsory education is essential to the preservation of the rights and liberties of people and the continued prosperity of our nation. Maintaining regular student attendance is necessary to achieve the goal of an educated citizenry.

Compulsory Attendance Ages:

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

Excusable Absences from School:

A person's absence from school is excused when the absence is for one of the following reasons:

- A. Personal illness;
- B. An appointment with a health care provider 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 which 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 superintendent's student transfer agreement.

"Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for a planned hospitalization or recovery.

If parents find it unavoidable to take students on extended trips for personal or educational purposes it is the responsibility of the parents to notify the school, in writing, prior to the departure date. If possible, assignments will be given prior to the departure date; however, the teachers may require that students make up the assignments upon their return.

Absences for reasons other than those specified above are unexcused absences and will be treated in accordance with State of Maine Laws relating to public schools.

Dismissals From School:

When it is necessary for a student to be dismissed before the end of school, a note indicating the approximate time for dismissal and signed by parent, guardian, or other legally responsible person, should be sent to the school. For the safety and well being of the students, the parent, guardian, or responsible designated person is expected to (1) report to the office, and (2) sign the student out. It is of the utmost importance that students be in school during instructional time. Please take notice that teachers will not dismiss students from their classrooms. The student may leave during school hours only after checking with appropriate school personnel as determined by the building principal.

Notes of Excuse or Dismissal:

Any student absent from school shall, upon returning to school, present a note that contains the following information:

1. Date or dates of absence.
2. Reason for absence.
3. Signature of parent, guardian, or other legally responsible person.
4. Parents are requested to call the school in advance to give reason of why your child will not be in school.

Notes must be presented in advance in cases of planned absences for personal or educational purposes.

Where to Find More Information on This Topic:

For more information on how respective schools address attendance issues and make up work, please consult the individual school's student handbook.

We ask parent cooperation with each of the above attendance-related policies, and encourage you to call your school if you have any questions. Complete policy on attendance may be found on the district's website.

ADMISSION OF RESIDENT STUDENTS

Students of legal school age who live within MSAD 52 with their parents or guardians with legal custody will be eligible for admittance/enrollment in MSAD 52 schools if their parents or guardians with legal custody “reside” in the school unit. “Reside” is defined as living in and maintaining a “residence” in the school unit during the year for which a student’s admittance/enrollment is sought.

“Residence” means bona fide residence, one’s actual residence maintained in good faith, the place where important family activity takes place – the place where the family eats, sleeps, relaxes and plays. While it is possible for an individual to maintain property and pay taxes in more than one location, “residence” means the place where the parent or legal guardian maintains his/her and the student’s home. “Residence” does not include a temporary or superficial residence in the school unit such as, for example, a “winter rental” or a lease during the school year for the purpose only of attending school in the school unit while the student’s parent or guardian with legal custody maintains a home elsewhere.

Adequate proof of residency, when seeking admittance and thereafter, will be required in all cases, the burden of proof of residency in the school unit being with the student’s parent or guardian with legal custody. The Superintendent is authorized to verify and determine residency in all cases. Retroactive tuition will be assessed for any enrolled student who is determined to be ineligible for continued enrollment under or in violation of this policy. The Superintendent’s determination that a student is not eligible for admittance or enrollment under this policy shall be final, subject to appeal by the student’s parent or guardian with legal custody in writing to the Board within ten (10) days of that determination.

Guardianship shall be substantiated by a copy of a court order or probated will appointing a person the guardian of the student, i.e., a person who has all parental rights with respect to a minor child. No student shall be entitled to admittance or enrollment on the basis of a guardian’s residency in the school unit if the guardianship is a limited guardianship (such as a guardianship for education purposes) or a guardianship established by a power of attorney.

Resident students entering school for the first time shall be admitted upon presentation of an original birth certificate to the principal, along with a record of required immunizations and pertinent health records.

New resident students who are transferring into the school unit shall be admitted on the basis of age, health, academic and discipline records received from the previous school. Original documentation may be required if deemed necessary to appropriately determine a student’s eligibility for enrollment and assignment.

STUDENT EDUCATION RECORDS AND INFORMATION

The MSAD 52 School Department shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

The MSAD 52 School Department designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). MSAD 52 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

Military Recruiters/Higher Education Access to Information:

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the MSAD 52 School Department 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.

Information on the Internet:

Under Maine law, the MSAD 52 School Department shall not publish on the Internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names, without written parental consent.

Transfer of Student Records:

As required by Maine law, the MSAD 52 School Department 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).

Administrative Procedures and Notices:

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

STUDENT SURVEYS AND MARKETING INFORMATION

From time to time, the MSAD 52 School Department may administer surveys to students in the course of developing and evaluating programs and services offered in the schools. The school unit will comply with the Federal Protection of Student Rights

Act and applicable regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in this policy.

Parental Consent to Surveys:

No student shall be required to participate in a survey receiving funding under U.S. Department of Education programs that reveals the following information without prior notice to and the written consent of parents/guardians:

- Political affiliations or beliefs of the student or the student’s parent;
- Mental or psychological problems of the student or the student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations or beliefs of the student or the student’s parent;
- or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

In the case of surveys not funded under U.S. Department of Education programs, parents/guardians will receive prior notice of the survey and their right to opt-out. Parents/guardians may request that their child not participate in a particular survey by submitting a written request to the Superintendent or building principal within ten days of receiving the notice.

Notice to Parents Regarding Surveys:

Parents/guardians will be provided with a copy of this policy at the beginning of each school year, and within a reasonable time if the Board makes substantive changes to the policy. If actual or expected dates of surveys have been scheduled when the policy is distributed, parents/guardians of affected students will be notified at that time. If surveys are scheduled after the start of the school year, parents/guardians will be provided with reasonable notice before the survey is administered.

Procedure for Inspection of Surveys/Instructional Materials:

Parents/guardians have the right to inspect any survey created by a third party before it is distributed or administered to students. Parents may also inspect any instructional materials, including teacher’s manuals, films, tapes, or other supplementary material, which will be used in connection with any survey.

Parents/guardians may request to inspect surveys or related instructional materials by submitting a request in writing to the Superintendent or building principal within ten days of receiving notice that a survey is to be administered. The Superintendent or building principal shall make arrangements for the parent/guardian to inspect the

survey and/or materials within a reasonable time prior to the scheduled date for the survey.

Use of Student Personal Information for Marketing Purposes:

The School Department does not collect, use or disseminate personal information about students for marketing or commercial purposes.

This policy does not prevent the collection, use or dissemination of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions (including but not limited to tests and assessments, sale by students of products or services to raise funds for school-related purposes, student recognition programs and book clubs or magazines).

Protection of Student Privacy:

The Superintendent shall be responsible for ensuring that appropriate measures are taken to ensure that student privacy is protected when surveys are administered or personal information about student is collected, disclosed or used for marketing purposes.

Students Over 18/Emancipated Students:

In the case of emancipated students or students over the age of 18, the parent/guardian rights described in this policy transfer to the student.

Complaints:

The United States Department of Education maintains an office that handles complaints about alleged violations of the Protection of Student Rights Amendment by local school units. Complaints regarding violations may be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

STUDENT HEALTH SERVICES Pre-K - 12

The district has four school nurses: Paula Aldrich (Greene Central School and Turner Elementary School), Maria Giffune (Turner Primary School), Christina Cloutier (Leeds Central School), and Mary Jones (Tripp Middle School and Leavitt Area High School).

The school health program is designed to improve, promote, and protect the health of our students. Parents and guardians are encouraged to contact the school nurses about any health concerns.

Maine State Law requires each student in grades Pre-K-12 to have the following:

1) at least five Diphtheria-Pertussis-Tetanus (DPT) or Diphtheria-Tetanus (DT) immunizations 2) at least four Polio immunizations 3) two immunizations for Measles, Mumps, and Rubella given after the student's 1st birthday and 4) Varicella immunization.

Distance vision screening is done annually in Pre-K, kindergarten and grades 1, 3, 5, 7, and 9. Near vision is screened in kindergarten and grades 1, 3, and 5. Vision muscle balance is tested in Pre-K, kindergarten, and grades 1, 3, and 5. Hearing screening is done annually in Pre-K, kindergarten and grades 1, 3, and 5. A teacher or a parent may make a screening referral at any grade level. Parents will be notified of any problem found during these screenings. Heights, weights and body mass indexes (BMI) are checked annually in Pre-K, kindergarten and grades 1, 2, 3, 4, 5, 6, and 9.

Students will be permitted to take medically necessary medications at school under the direction of the school principal or designee. For both non-prescription and prescription medications, a parent or guardian must submit in writing specific instructions and permission for the medication to be given. This may be in the form of the "MSAD 52 Request For Administration Of Medication In School" or in the form of a letter. If a student must carry an emergency medication such as an inhaler or Epi-Pen, a copy of the "MSAD 52 Health Care Provider Permission Form for A Student To Carry Emergency Medication" must also be submitted. A "MSAD 52 Parental and Health Care Provider Permission Form for Students with Cystic Fibrosis in Grades 7-12 to Carry and Self Administer Prescribed Digestive Enzymes" is also available. All forms are available on the MSAD 52 Website under "Nurses" and at all schools.

All medication must be in the original container and be properly labeled as to student name, name of medication, dosage, time, and doctor's name. Medications for students in grades Pre-K - 6 must be transported to school by parents. Students in grades 7-12 may, with parental permission, transport medication to school. All medications transported to school must be brought directly to the school office or designated area. Parents should instruct their children as to the time during the school day that their medication should be taken. School offices will work cooperatively with parents to ensure that student needs are met.

If your child has a contagious disease, please notify the school so that we may be on the alert for other possible cases. To help reduce illness at school, please remind your child or children to cover their mouths and noses when they cough or sneeze. Teach them to wash their hands well (have them sing the Happy Birthday song to themselves so they will know how long to wash) after they use the bathroom, after they cough or sneeze, and before they eat anything. "Cover your Cough" posters will be posted at our schools.

Please do not send your child to school if:

- He/she has a fever of 99.6 or more orally (by mouth). Do not send a child back to school until he/she has been fever free without a fever reducing medication for 24 hours.
- He/she is vomiting or having diarrhea. Children need to remain home for 24 hours after vomiting or having diarrhea.
- He/she has a constantly runny nose or frequent cough.

- He/she has an unexplained rash.
- He/she has a red eye or eyes.

Keeping your child home when he/she is sick will help other children stay healthy.

On the day/days a Heat Health Advisory for Androscoggin County is declared, parents/guardians should decide whether to keep students at home based on individual situations.

Students at Tripp Middle School and Leavitt Area High School who compete in interscholastic athletics, are required to have a yearly medical clearance from a medical doctor, doctor of osteopathy, nurse practitioner, or a physician's assistant. The medical clearance needs to have been completed within one year of the first day of your student's tryout for his/her sport.

When a medical situation occurs at school, parents/guardians will be contacted, so that additional medical attention may be sought. In a critical situation, an ambulance will be called, and the student will be transported to the hospital.

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 athletic activities, including but not limited to interscholastic sports.

TRAINING

By August 1 of each year, the athletic director will identify the school-sponsored athletic activities that pose a risk of concussion or other head injury. A list of these activities will be distributed to school administrators and coaches.

All coaches, including volunteer coaches, must undergo training in the identification and management of concussive and other head injuries prior to assuming their coaching 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 every two years or when protocols and/or forms have been revised.

STUDENT AND PARENT INFORMATION

Annually, at the beginning of each school year, students and parents of students who will be participating in school-sponsored athletic activities will be provided information regarding

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

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

MANAGEMENT OF CONCUSSIONS 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.

Any student suspected of having sustained a concussion or other head injury during a school-sponsored athletic activity including but not limited to competition, practice or scrimmage, must be removed from the activity immediately. The student and his/her parent(s) will be informed of the need for an evaluation for brain injury, and shall be prohibited from further participation until he/she has been evaluated and received written medical clearance from a duly licensed medical doctor, physician assistant, or nurse practitioner who is qualified and trained in concussion management.

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. Students who have been diagnosed with a concussion and released to return to play by a duly licensed medical doctor, physician assistant, or nurse practitioner who is qualified and trained in concussion management must then complete the five step gradual return to play protocol.

Coaches and other school personnel shall comply with the student's health care provider's recommendations in regard to gradual return to participation. No student will be permitted to return to full participation (competition) until cleared to do so. More than one evaluation by the student's health care provider may be necessary before the student is cleared for full participation.

If at any time during the student's return to school activity program, signs or symptoms of a concussion are observed, the student must be removed from the activity and referred to his/her health care provider for re-evaluation.

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, and 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 or designee will appoint a concussion management team including a school administrator to be responsible, under the administrative supervision of the Superintendent, to make recommendations related to implementation of this policy. 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 and such other school personnel or consultants as the Superintendent deems appropriate.

GIFTED AND TALENTED SERVICES

The MSAD 52 Board of Directors establishes a program for gifted and talented students. That program operates with the belief that each student in our PreK-12 system is an individual with unique learning needs. Some of these students excel or have the potential to excel beyond their grade level peers. In accordance with state law, the top 3-5% of the student population will be identified for gifted and talented programming. The MSAD 52 program assists these students to recognize, develop, and expand their capabilities and talents, while at the same time addressing their affective needs.

The schools in MSAD 52 will work together to create a continuity of programming to provide the students with experiences that are practical, sequential, and challenging based on the standards set by the Maine Learning Results and Common Core Standards. Instructors of the Gifted and Talented Program will work cooperatively with classroom teachers and other appropriate staff to develop challenging educational experiences that are appropriate for each student's unique needs and abilities. Differentiation of instruction will take place in the regular classroom to serve the needs of the gifted at the same time enriching the curriculum offerings for everyone.

TITLE IA

Title IA is a federally funded program designed to help those students that are in need of special help in the areas of reading and math. Students become eligible for Title IA help by screening criteria that involves the following three factors:

1. Scores on the Achievement tests given by the District.
2. The student's current reading level.
3. Teacher recommendation.

These factors are used to make a priority list. Generally, students in the program are working at a level considered to be one or more years behind the ideal level for the child's grade placement.

The educational technicians in the District's primary/elementary schools, custom design programs that meet the needs of identified students.

Title IA is a supplemental service and is provided in addition to a child's regular reading or math classroom instruction. It is designed to provide additional help. Classroom teachers are responsible for the child's basic program. Eligible children are not required to be in the program.

Policies regarding Parent Involvement in Education (Policy KB) and Parent Involvement in Title One Programs (Policy KBF) are available on the District website or please contact Turner Primary School, Leeds Central School, Greene Central School, or Turner Elementary School for copies.

E.L.L. (English Language Learner)

Services for students who are learning English as a new language are available in the schools of MSAD 52. Newly arrived students are assessed in terms of their language proficiency, and are assigned to appropriate E.L.L. instruction.

Eligible students may receive instruction and/or support in all subject areas, but it is primarily given in literacy.

Testing of students' English proficiency is completed in the fall of every year or when students arrive. Post testing of their proficiency is done in the spring of each year. Students are appropriately placed in classes, and instruction is differentiated as needed. There is frequent monitoring of student programs and modifications are made as needed.

Parents wishing to have more information regarding the E.L.L. program may contact the Assistant Superintendent at 225-1000.

SPECIAL EDUCATION SERVICES

A continuum of special education services is offered in the District with programming options in each of the six schools. The staff includes special education teachers, speech pathologists, social workers, occupational therapists, school psychologists, physical therapists, and educational technicians.

A student who qualifies for special education:

1. has a documented exceptionality, and
2. requires those services in order to benefit from an educational program.

The areas of exceptionality include: intellectual disability, hearing impaired, deaf, speech and language impairment, visual impairment, emotional disturbance, orthopedic impairment, other health impairment, autism, traumatic brain injury, specific learning disability, deaf/blind or a combination of these.

If an exceptionality is suspected, the student is referred to the Individual Education Program (IEP) Team to determine if the student meets the qualification criteria. Parents may make referrals to the Individual Education Program (IEP) Team independently and can request the appropriate forms from their children's classroom teachers. Parents wishing to have more information regarding special education services may contact the Special Education Director at 225-1025.

SECTION 504

Section 504 is the section of the Rehabilitation Act of 1973 that applies to persons with disabilities. This is a civil rights act that protects the civil and constitutional rights of persons with disabilities. Section 504 prohibits organizations which receive federal funds from discriminating against otherwise qualified individuals solely on the basis of their disability. Section 504 is enforced by the US Department of Education Office of Civil Rights (OCR).

A person is considered eligible under 504 if he/she:

1. Has a physical or mental impairment, which substantially limit one or more major activities. (Major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.)
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment.

The school system has specific responsibility under the Act, which includes the responsibility to locate, identify, evaluate and to afford access for free appropriate educational services if a child is determined to be eligible under Section 504. If a parent, guardian, adult student or staff member believes such an impairment exists he or she may contact the building 504 Coordinator:

Greene Central School	Jennifer Simmons
Leavitt Area High School	Heidi Poulin
Leeds Central School	Danielle Harris
Tripp Middle School	Gail Marine
Turner Elementary School	Jane Campbell
Turner Primary School	Christie Grant

If in the opinion of the parent or guardian there is a question regarding discrimination with regard to any aid, benefit or services, he/she has a right to request a hearing. If there are questions, please feel free to contact Deborah Alden, 504 Coordinator for MSAD 52 at 225-1025.

GRADE PLACEMENT OF STUDENTS

Statement of Philosophy: It is the intent of MSAD 52 to offer appropriate instruction to all students in a developmental, progressive, and sequential way. Therefore, the grade placement of each student will be made on an individual basis and promotion will be tied to the attainment of academic and developmental criteria at these grade levels. We believe that parents, teachers, and administrators should be involved as early as possible in identifying areas of weakness and possible remedial activities. Decisions on special education students will be made through the Student Evaluation Team process.

ASSIGNMENT OF STUDENTS TO CLASSES:

In MSAD 52, the school principal shall determine the placement and assignment of all students to classes. Placement shall be based on general achievement, consideration being given to the mental, physical, emotional and social maturity of the child. The principal may consider the recommendations of teachers of current grade level, those at the following year's grade level and parents.

STUDENT PROGRESS THROUGH THE GRADES:

MSAD 52 offers a planned program of instruction designed to assist students in meeting the content standards of the system of learning results for each grade span through grades Pre K-2, grades 3-4, 5-8 and 9-12. In general, students will progress annually from grade to grade, but the Board recognizes that some students may require a shorter or longer time to meet the content standards and other instructional goals. Therefore, the grade placement of each student will be made on an individual basis. The Board expects school administrators and teachers to provide students with the instructional support needed to progress from grade to grade in the regular sequence whenever possible.

Effective communication with parents is critical to a student's success in school. The Superintendent, school administrators and teachers are responsible for ensuring that parents/guardians are kept informed of their child's progress through report cards, parent-teacher conferences and other appropriate means. Parents/guardians are encouraged to keep themselves informed regarding their child's progress and to inform their child's teacher(s) of any information that may impact the child's school performance.

School administrators, teachers and guidance counselors shall consider all the following factors in making decisions concerning promotion, retention or acceleration of students:

- A. Student Achievement – This factor considers the student's academic progress as measured by report card grades, skills attained, achievement data, and teacher observation.
- B. Attendance – This factor considers the student's attendance at school during the year.
- C. Health – This factor considers health issues as they relate to the student's achievement.
- D. Chronological and Developmental Maturity in Relation to Grade Placement – This factor considers the student's age, grade placement, social, physical, and emotional maturity as measured by one or more of the following factors: psychological examination, testing, observation, previous retentions and documentations.
- E. Out-of-School Influences- This factor considers those out-of-school influences such as divorce, family problems, substance abuse related issues, death in the family, etc., as they relate to student achievement.
- F. Program Options - This factor considers the options available at the school to effectively serve the student so that another year in a given grade may be productive. Tutoring, if available, may be an option to make up a student's academic deficiencies.

PROMOTION AND RETENTION OF STUDENTS (REGULATION)

The following process will be used in decisions on promotion and retention of students Pre-K-8:

- A. Preliminary steps

1. Difficulty in key subject areas should be brought to the parent's attention as it occurs.
 2. Teachers should then contact parents/guardians to arrange for parent conferences to discuss ways to improve student performance and to discuss the possibility of retention.
 3. Teachers should then submit to the principal and guidance counselor a listing of students who are considered for retention.
- B. Parents/guardians will be notified as early as possible in the school year if their child is being considered for retention, and except in very unusual circumstances, no later than February 1.
- C. Insofar as possible, retention will be decided through conferences involving the parents/guardians, principal, teachers and the guidance counselor (where applicable). Decisions concerning special education students shall be in consultation with the Individual Education Program Team.
- D. If no agreement can be reached among the parent(s), teacher(s), and the principal, the principal will be responsible for making the decision as to grade placement. A decision on retention will be made by May 1 and a written notification made to the parents/guardians.
- E. Parents/guardians dissatisfied with the building administrator's decision may appeal to the superintendent in writing within 14 calendar days. The superintendent shall review the matter and request further information if appropriate. The superintendent's decision shall be final.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)

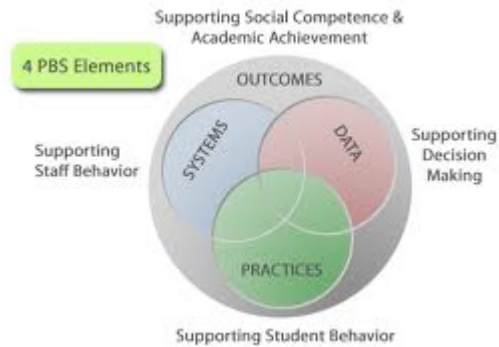
MSAD 52 has determined to be a PBIS district Pre k-12.

"PBIS" is short for Positive Behavioral Intervention and Supports. This language comes directly from the 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA).

PBIS is based on principles of applied behavior analysis and the prevention approach and values of positive behavior support.

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

PBIS is not a packaged curriculum, scripted intervention, or manualized strategy.



PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students.

PBIS supports the success of ALL students in MSAD 52.

SYSTEM-WIDE STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of the schools in MSAD 52. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents/guardians and the community. This code defines 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 state-wide standards for ethical and responsible behavior:

- Respect
- Honesty
- Courage
- Compassion
- Responsibility

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 schools.

Article 3 – General Behavior Expectations:

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

Respect -

- Treat others as you wish to be treated.
- Accept people for who they are.

- Be considerate of yourself, others and property.

Honesty –

- Be truthful in words and actions with yourself and others.
- Seek the truth.
- Admit when you don't agree and ask for help when you don't understand.

Courage –

- Follow all school rules and District policies, even when it is not popular.
- Ask for help when making difficult decisions.
- Take appropriate risks.

Compassion –

- Treat all people with kindness.
- Help those in need.
- Care about others.

Responsibility –

- Follow through with commitments.
- Own your behaviors, attitudes and words.
- Accept consequences for your actions.

Along with the above mentioned general behavior expectations, the Student Code of Conduct outlines additional expectations for student behavior in Article 4 of this policy.

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

Student Discipline:

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

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

- A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on

providing a school environment where students are engaged in constructive learning and interactions with others.

- B. Expectations for student behavior should be clear and communicated to school staff, students and parents.
- C. Consequences for misbehavior should be in proportion to the offense, fairly and consistently enforced.
- D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Physical force and corporal punishment shall not be used as disciplinary methods. However, the Board recognizes that certain extraordinary circumstances may require the use of force as provided by state law. The law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance.”

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

Suspension of Students:

The School Board delegates to the principals or designee the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. Suspensions longer than 10 days may be imposed by the Board.

Prior to the suspension, except as hereinafter provided:

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

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

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

The parents/guardians and the student may be required to schedule a conference with the building administrator/designee within the suspension period and prior to readmittance to school.

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

During the suspension period, students shall not be on school property. This includes school or non-school sponsored activities.

Expulsion of Students:

The MSAD 52 Board of Directors recognizes that in some cases expulsion may be required in order to maintain a productive and safe learning environment in its schools. Such action may be taken based on a single act or in the event of chronic disobedience.

Therefore, following a proper investigation of a student's behavior and due process proceedings, if found necessary for the peace and usefulness of the school, a student may be expelled:

- A. Who is deliberately disobedient or deliberately disorderly;
- B. For infractions of violence;
- C. Who possesses on school property a firearm as defined in Title 17-A, section 2, subsection 12-A or a dangerous weapon as defined in Title 17-A, section 2, subsection 9 without permission of a school official;
- D. Who, with use of any other dangerous weapon as defined in Title 17-A, section 2, subsection 9, paragraph A, intentionally or knowingly causes injury or accompanies use of a weapon with a threat to cause injury;
- E. Who, has violated the school district policy on weapons at a level requiring expulsion;
- F. Who has violated the district policy on drug abuse; or
- G. Who is repeatedly disobedient.

A student may be readmitted on satisfactory evidence that the behavior that was the cause of the student being expelled will not likely recur.

Article 4 - Expectations

The following is a summary of additional MSAD 52's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents/guardians and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

A. Violence and Threats

Weapons, Violence, Bullying and School Safety:

The MSAD 52 School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff are required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

Prohibited Conduct:

Students 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, harass or bully 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 nun chucks or any other kind of weapon;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, harass or bully 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);
- C. Violent, threatening or bullying behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);

- D. Verbal or written statements including those made on or through a computer, which threaten, intimidate, harass, or bully others, which tend to incite violence and /or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Bullying behavior, including unwanted physical contact, acts or communications by any means (including by computer or other electronic device) that:
 - 1. damage a student's property; place a student in reasonable fear of physical harm and/or damage to his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or
 - 2. is so severe that it creates a hostile education environment for the student who is bullied.
- H. Lewd, indecent or obscene acts or expressions of any kind;
- I. Violations of the MSAD 52's school units 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.

Nothing in this policy shall prevent the Board from approving and offering instructional programs that involve firearms or other weapons (such as bows and arrows) or from allowing firearms or other weapons to be brought to school for specific instructional programs (such as archery or hunter safety). No weapons may be used in instructional programs or brought to school without the prior approval of the Superintendent or his/her designee and implementation of safeguards appropriate to the particular activity.

Disciplinary Action:

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 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 M.R.S.A. § 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.

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

Psychological Evaluation/Risk Assessment:

The Superintendent is authorized 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.

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.

Bomb Threats and Threats of any Other Toxic or Hazardous Substances:

The Board recognizes that bomb threats and threats of any other toxic and/or hazardous substances are a significant concern for MSAD 52. Whether real and carried out or intended as a prank or for some other purpose, such threats represent a potential danger to the safety and welfare of students and staff and to the integrity of school property. These threats disrupt the learning environment and place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any such 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 these threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, plan 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 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 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. Look alike toxic and/or hazardous substances or materials will also be considered a threat for the purposes of this policy.

B. Definitions

1. **Bomb** means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, Molotov cocktail or other destructive device.
2. **Look-alike bomb** means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. **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 on school premises.
4. **School premises** means any school property and any location where any school activities may take place.

C. Development of Procedures for the Threat of Bombs and/or Other Toxic and/or Hazardous Substances

The Superintendent/designee shall be responsible for implementing procedures specific to threats as part of MSAD 52'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 ;
2. Building evacuation and re-entry;
3. Incident command and control;
4. Communications contacts;
5. Parent/guardian notification process;

6. Training for staff and students;
7. Support services for students and staff;
8. Reporting incidents to state.

The Superintendent/designee will be responsible for overseeing a review or evaluation of threat procedures prior to the Board's required annual approval of MSAD 52's Comprehensive Emergency Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats, Toxic and/or Hazardous Substances, and other Threats.

A student who learns of a bomb threat, the existence of a bomb, the threat or actual presence of a toxic and/or hazardous substance, or any plan to make such threats on school premises must immediately report such information to any employee in a position of authority.

An employee of MSAD 52 who learns of such a threat or a plan to make such a 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 MSAD 52's threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All threats as defined within this policy shall be reported immediately to the local law enforcement authority, as provided in the threat procedures.

The Superintendent shall be responsible for reporting any bomb threat or threat of a toxic and/or hazardous substance 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 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 such a threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who violates this policy. Such violations 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 and/or other toxic and/or hazardous substance to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9A.) 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 and/or other Threats

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

G. Failure to Report a Bomb Threat and/or other Threats

A student who fails to report information or knowledge of a threat as defined within this policy or the existence of a bomb, other destructive device, and/or other threatening material as defined within this policy 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, plans or communicates a threat as defined within this policy 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 MSAD 52 employee who fails to report information or knowledge of a threat as defined within this policy or the actual existence of a bomb or other threatening substances as defined within this policy 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 threat as defined within this policy will be rescheduled at the earliest appropriate 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 this policy and its procedures and explain the educational consequences of these threats. In addition, student handbooks shall notify students and parents/guardians that these threats violate Board policy and civil and criminal law.

C. 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 MSAD 52, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of MSAD 52 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 MSAD 52 that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

Persons not associated with MSAD 52 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 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 as he/she carries out the provisions of this policy, that individual or organization may appeal to the MSAD 52 Board of Directors. The ruling of the Board with respect to the provisions of this policy shall be final.

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

D. Discrimination and Harassment/Sexual Harassment

Nondiscrimination/Equal Opportunity and Affirmative Action:

Discrimination against and harassment of school employees because of race, color, gender, religion, ancestry or national origin, age, disability, or sexual orientation are prohibited. Discrimination against and harassment of students because of race, color, gender, religion, ancestry or national origin, disability, or sexual orientation are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The MSAD 52 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 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.

The School District will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

Harassment and Sexual Harassment of Students:

Harassment of students because of race, color, gender, religion, ancestry or national origin, disability, or sexual orientation is prohibited. Such conduct is a violation of

MSAD 52 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, gender, religion, ancestry or national origin, disability, or sexual orientation. Harassment that rises to the level of physical assault, battery and/or abuse, and bullying behavior is also addressed in the Board policy JICIA – Weapons, Violence, Bullying and School Safety.

Sexual Harassment

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

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

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

E. Bullying

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

Bullying Prohibited

Bullying, including “cyberbullying,” is not acceptable conduct in MSAD 52 and is prohibited.

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

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

Definition of Bullying

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

Bullying

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

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

Cyberbullying

“Cyberbullying” means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

Application of Policy

This policy applies to bullying that:

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

Consequences for Policy Violations

Students

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

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

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

School Employees and Others

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

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

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

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

Please refer to JICK policy on the MSAD 52 website for more information.

F. Drug and Alcohol Use

Student Drug, Alcohol and Tobacco Use:

Philosophy

Alcohol, tobacco and drug use, abuse and dependency are major community problems resulting in tragedy for adults and children and economic loss for businesses and families.

MSAD 52 recognizes chemical dependency (the abuse of alcohol, tobacco and other drugs) as a treatable disease which can be permanently arrested and is completely preventable.

MSAD 52 believes that the optimal environment for quality learning is one in which both staff and students feel emotionally and physically safe and has a climate which is open and supportive. The misuse of alcohol or another drug can undermine the climate and endanger the physical and emotional safety of both staff and students.

MSAD 52 also recognizes that the use of alcohol drugs and tobacco by students is a violation of the law and will support the law by reporting all use and possession of illegal substances to the appropriate law enforcement agency.

Prevention and Intervention

MSAD 52 will provide students with information and activities focused on abstaining from the use of alcohol, drugs and tobacco. Such information and activities will address the legal, social and health consequences of drug, alcohol and tobacco use and will provide information about effective techniques for resisting peer pressure to use illicit drugs, alcohol and tobacco. MSAD 52 will work in partnership with students, parents/guardians and community organizations which share responsibility for addressing issues of preventing chemical dependency and addressing harmful involvement with chemicals.

MSAD 52 will provide non-clinical chemical health assessments, assist students in addressing their harmful involvement with chemicals and in continuing their educational program. Information will be provided, as appropriate, about drug, alcohol or tobacco counseling and treatment, and programs that are available to students.

Rules and Sanctions

The intent of this policy is to discourage the use of alcoholic beverages, tobacco and other drugs for all students and to foster healthy life habits by all students. MSAD 52 recognizes that chemical dependency is an illness often preceded by misuse and abuse. Because MSAD 52 wishes to intervene early in the disease process, contact with students showing signs of misuse or abuse will be made to both educate and aid them should they need help.

Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to an appropriate administrator immediately.

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances 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.

Prohibited substances include:

1. Alcohol;
2. Scheduled drugs (as defined in 17-A MRSA § 1101);
3. Controlled substances (as defined in the federal Controlled Substances Act, 21 USC § 812);
4. Tobacco products of any kind, including but not limited to cigarettes, e-cigarettes, chewing tobacco and snuff;
5. Prescription drugs not prescribed for the student and/or not in compliance with the Board's policy on administering medications to students (see Board policy JLCD);
6. Any substance which can affect or change a student's mental, physical or behavior pattern, including but not limited to volatile material such as glue, paint, bath salts, or aerosols (when possessed for the purpose of inhalation) or steroids;
7. Paraphernalia – implement used for distribution or consumption of a prohibited substance; or
8. Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. The appropriate law enforcement authority shall also be notified of violations of this policy. Students who participate in extra-curricular activities are subject to additional rules and sanctions (see Board JICI).

This policy shall be disseminated to students and parents/guardians through means selected by the administration.

G. Tobacco Use

For more information, please refer to section entitled: Student Drug, Alcohol and Tobacco Use

H. 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.

Transportation Program:

The driver of a school bus is charged with a heavy responsibility for the safety of the children in his/her care.

The right of students to ride in the school bus is dependent upon their behavior and observance of rules pertaining to proper conduct. Drivers are authorized to enforce these rules and to make suggestions in line with good citizenship. School principals and/or the Transportation Director are responsible for disciplinary action stemming from improper student behavior on school buses.

Students are assigned to their respective buses at the beginning of the school year. Changes in bus assignments cannot be made without permission of the Transportation Supervisor and/or Superintendent of Schools.

Secondary students (7th through 12th graders) wishing rides on buses other than the ones to which they are assigned must bring notes from home to the principal's office. The notes shall be signed by parents and shall state the date for the one ride and the location at which the students are to be dropped off. The office will issue passes that are good for one ride. No students will be permitted on buses other than the ones to which they are regularly assigned without bus passes. Riding other buses will be allowed only if there are available seats on the buses the students wish to ride.

Because of crowded conditions, elementary students will be allowed to change buses only on a one-time, emergency basis, and only if there is room on another bus.

Meeting the Bus:

1. All students must be on time.
2. Students walking on the highway to a stop should always walk on the left, on the shoulder of the road, facing traffic.
3. Students, when crossing the highway, should walk, not run.
4. Students shall not run along side of the bus when it is moving.
5. Students should stand well away from the shoulder of the road in an orderly group while waiting for their bus.

On the Bus:

1. Students shall obey the driver who has full charge of the bus.
2. Students shall not crowd or push while entering the bus, and shall go to their seats immediately.
3. ALL PASSENGERS WILL REMAIN SEATED WHILE THE BUS IS IN MOTION.
4. There shall be NO SMOKING allowed on buses.
5. Students shall refrain from talking with the driver except in an emergency, and shall never use profanity.
6. Students shall not tamper with the emergency door or any other part of the bus equipment.
7. Students shall not mar or deface the bus. Damage done to seats or other equipment must be paid for by the student.
8. There will be no weapons such as guns, knives, etc., allowed on the bus.
9. No pets, wild animals, insects, glass containers, or reptile-type projects are allowed on the bus.
10. Students shall not open windows without first getting permission from the driver.
11. Students shall not throw anything out of the windows, nor shall they extend arms, legs, or head out of the windows.
12. Students must not shout or wave to pedestrians or occupants of other vehicles, from the windows of the bus.
13. Students shall not fight or scuffle in the bus or create any disturbance to distract the driver's attention from driving.
14. Students shall not throw anything inside the bus.
15. There will be no gum chewing, eating, drinking soda, etc., on the bus except on activity trips; and then only with the activity advisor's/coach's permission. If a student has a medical condition that necessitates eating or drinking on the bus, he/she need to have a medical note stating such.

16. Students shall not place lunch boxes or other objects in the aisle of the bus.
17. Students shall remain seated until the bus comes to a complete stop before exiting from the bus.
18. If they must cross the highway, students, after exiting from the bus, shall go around to the front of the bus and wait until the bus driver directs them to cross the highway.
19. In the event of a road emergency, students shall remain in the bus unless/until the driver directs them to do otherwise.
20. Students should remain quiet when their bus is approaching railroad crossings.
21. Students shall not depart from buses at places other than regular bus stops unless proper authorization has been obtained from parents or guardians and school officials. Notes from the parents or guardians shall be given to principals or their designees. The principal shall notify the bus drivers of these changes.
22. Any students failing to obey these rules will be reported, in writing, to the school principal for discipline in accordance with the following guidelines:

Enforcement of Bus Rules

First Written Warning: The bus driver speaks to the student and then prepares a bus disciplinary form for the appropriate administrator*. The administrator* discusses the problem with the student. The administrator* takes an appropriate disciplinary action with the offending student. The administrator* notifies the parents in writing of the student's offense, the disciplinary action taken, and the consequences of further misbehavior.

Second Written Warning: The bus driver speaks to the student and then prepares a bus disciplinary form for the appropriate administrator*. The administrator* discusses the problem with the student. The administrator* takes an appropriate disciplinary action with the offending student. The administrator* notifies the parents in writing of the student's offense, the disciplinary action taken, and the consequences of further misbehavior.

Third Written Warning: The bus driver speaks to the student and then prepares a bus disciplinary form for the appropriate administrator*. The administrator* discusses the problem with the student. **The administrator* suspends the student from all bus-riding privileges including to and from home and the activity bus for up to 10 school days.** The administrator* provides the parents with written notification as to

the offense and disciplinary action taken. The administrator* arranges a meeting with parents, student, bus driver, and building principal or transportation director prior to the reinstatement of the student's bus-riding privileges.

Fourth Written Warning: The bus driver speaks to the student and then prepares a bus disciplinary form for the appropriate administrator*. The administrator* discusses the problem with the student. **The administrator* suspends the student from all bus-riding privileges including to and from home and the activity bus for the remainder of the school year.** When final suspension occurs, the administrator* notifies the parents by telephone and sends a letter indicating the offense and disciplinary action taken.

Severe violations of the aforementioned rules are subject to immediate revocation of bus-riding privileges.

*Building principal/transportation director

Video Cameras on Transportation Vehicles:

The MSAD 52 Board of Directors recognizes the continuing responsibility to maintain order on the school transportation vehicles to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with the students' interests in privacy, the Board supports the use of video cameras on the school transportation vehicles. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school and extra curricular 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 the established Board policy, administrative regulations, and established school practices.

Notice of use of video cameras for disciplinary purpose in school transportation vehicles will be provided to all students, parents and staff in appropriate handbooks on an annual basis. Moreover, notice that the video observation may take place will be posted in any transportation vehicle equipped with a video camera system.

Any recording used in a disciplinary proceeding will be retained as a part of the student's disciplinary record, being disposed of as other such documentation except when special circumstances warrant longer retention. In regard to such video recordings, MSAD 52 will comply with all applicable provisions of state and federal law concerning student records.

The Superintendent will be responsible for the development of regulations regarding review of video recordings made on school transportation vehicles. Such regulations will provide for procedures for review when significant violations of the student conduct code occur. Regulations will also address the retention of video tapes, the security of

video cameras and recordings, specifying the school official(s) to be responsible for purchase, installation, maintenance, and replacement of equipment, scheduling and placement of the cameras on transportation vehicles, requests for viewing and any necessary follow-up.

Field/Extra-Curricular Trips:

The District provides properly supervised buses for both extracurricular activities and field trips for educational purposes.

The majority of field trips start after school begins and end before school closes, so that students can travel to and from school on their regular bus run. Most extracurricular trips take place after school hours, and parents are responsible for bringing their children to school and picking them up at predetermined times. The School District feels a heavy responsibility for the safety and well being of students involved in trips of this nature. For this reason, students are expected to observe the following guidelines:

1. Students will respond to the direct supervision of the teacher or coach and are expected to behave at all times.
2. Following an activity, everyone is expected to return to school on the bus unless a parent speaks personally to the teacher or coach and obtains permission to take his/her son or daughter from the site of the activity.
3. Students are expected to stay with their group at all times as instructed by the teacher or coach in charge.
4. All bus regulations outlined in the transportation section are in effect.

I. Student Technology/Internet Use

MSAD 52 devices, networks, 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 laptops issued directly to students, whether in use at school or off school premises.

Student use of school devices, networks, and Internet services is a privilege, not a right. Compliance with MSAD 52 policies and rules concerning technology use is mandatory. Students who violate these policies and rules may have their technology privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

MSAD 52 computers and devices remain under the control, custody and supervision of the district at all times. The school unit monitors all technology activity by students. Students have no expectation of privacy in their use of school technology.

MSAD 52 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. MSAD 52 takes precautions to supervise student use of the Internet and also educates students about use of the internet and appropriate online behavior through integrated and direct instruction, but parents should be aware that MSAD 52 cannot reasonably prevent all instances of inappropriate technology uses by students in violation of Board policies and rules, including access to objectionable materials and communications with persons outside the school. MSAD 52 is not responsible for the accuracy or quality of information that students obtain through the Internet.

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

The Superintendent 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 MSAD 52 technology system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Educational Technology Coordinator and others as he/she deems appropriate.

J. Extra-Curricular and Co-Curricular Code of Conduct

Since participation in extra-curricular and co-curricular activities is a privilege, it is important that students, parents/guardians and other interested persons are aware of the following rules and regulations. As representatives of Leavitt Area High School and Tripp Middle School, students are expected to exhibit appropriate behavior at all times. These rules are adopted by the School Board in order to support the social, emotional and physical well-being of students and promote healthy, enriching and safe co- and extra-curricular opportunities for all students.

1. Students in good standing may participate in the co- and extra-curricular activities of their school. A student is considered in good standing if he/she is not the subject of any disciplinary action for violation of any policy or school rule and is currently academically eligible based on Maine Principals' Association (MPA) and school guidelines.
2. All participants are expected to come to school ready to learn on all scheduled school days. For the purpose of this policy, any student who misses any portion of the school day unexcused may NOT participate in co- and extra-curricular activities. Any exceptions to this requirement must be pre-approved by a building administrator.
3. Students suspended from school (including in-school and out of school suspension) shall not practice, participate, attend, or compete in extra- or co-curricular activities during the days of suspension.

4. Students are required to abide by all Board policies, school rules and any additional rules, and/or guidelines imposed by coaches or advisors. Any additional rules and/or guidelines must be consistent with Board policies and be approved by the athletic director or building principal.
5. Student use of tobacco, alcohol and drugs is illegal and negatively affects student health, safety and performance. Students participating in co- and extra-curricular activities carry a responsibility to themselves, their fellow students, coaches/advisors, parents and school to set the highest possible example of conduct, sportsmanship and training, which includes avoiding any involvement with tobacco, alcohol and drugs. Therefore, students participating in co- and extra-curricular activities may not engage in the prohibited behaviors and activities described in Policy JICH (Student Drug, Alcohol and Tobacco Use) at any time or place from the beginning of the student's first co- or extracurricular activity of the school year through the end of the school year. In addition to the prohibited conduct outlined in Policy JICH, it is also a violation of the extra/co-curricular student code simply to be knowingly present where prohibited conduct is taking place. For the purposes of this policy, "knowingly present" means being present at a party or any location where drugs are being used or underage drinking is taking place and not leaving when the student becomes aware of such activities.
6. Students are expected to conduct themselves so as not to discredit themselves, their team or organization, their coach or advisor, and their school. If a student is charged with a crime, he or she may be suspended from participation in co- or extra-curricular activities until the case is adjudicated. A student who is convicted of a crime may be suspended from participation in activities for a period of time to be determined based upon the facts of the particular case.
7. Students shall be responsible for all equipment and uniforms issued to them by the school. The cost of replacing damaged or lost equipment /uniforms will be the responsibility of the student.
8. Students and their parents/guardians are required to sign the Co-Curricular/Extracurricular Contract as a condition of participating in co-curricular and extra-curricular activities. Students participating in fall sports (and their parents/guardians) must sign the contract at the beginning of pre-season. All other students who plan to participate in other co- or extra-curricular activities at any time during the school year (and their parents/guardians) must sign the contract at the beginning of the school year (or upon enrollment in school if transferring to the school).

Disciplinary Action:

Improper conduct, as determined by the Athletic Director, coach, advisor and/or administration shall result in disciplinary action up to and including suspension and or removal from the team or activity (in addition to any discipline imposed under applicable Board policies or school rules). The principal (or designee), athletic director

and coaches/advisors are expected to enforce all policies and school rules at all times and to use their best judgment in applying penalties for violations. The advisor or coach shall consult with the athletic director and/or principal prior to suspending a student from an activity or team.

For infractions involving drugs, alcohol and/or tobacco, disciplinary action will be taken as specified below (in addition to possible discipline imposed under JICH and JICH-R). Coaches/activity advisors may not impose additional disciplinary consequences. Repeat or extreme violations will warrant administrative review and additional sanctions. Violations are cumulative during a student's middle school career, but do not carry over to the high school. Violations during a student's high school career are cumulative.

• Drug and alcohol, tobacco violations - Consuming, Possessing, Receiving, Being Under the Influence of a Prohibited Substance or Being Knowingly Present Where Prohibited Conduct is Taking Place

First violation: Students may not participate in games, performances, exhibitions, or contests for 14 calendar days but must still practice and attend required team/organizational activities. If there are not 14 calendar days remaining in the particular activity when the suspension takes place (including banquets or other end of event activities), then the suspension carries over to the student's next activity.

For violations that occur between seasons or activities, the consequence will be enforced during the next season or activity in which the student participates.

If a violation occurs near the end of the school year, the suspension shall carry over to the next school year.

Second violation: No participation in athletic and/or co-extracurricular activities for one calendar year. The student and his/her parent must participate in a meeting with an administrator and the K-12 Substance Abuse Counselor/ Coordinator prior to returning to the activities.

• Drug and alcohol, tobacco violations – Furnishing, Selling, Buying or Manufacturing a Prohibited Substance

Any such violation will result in suspension from all athletic and co/extracurricular activities for one calendar year.

Self-Reporting of Violation:

A student who violates Policy JIC1 has the opportunity to report his/her violation to the athletic director or principal by the first period of the day of the following school day. In such a case, the disciplinary action specified in the preceding section may be reduced. This provision cannot be used to avoid discipline under this policy for a violation that is already under investigation or to avoid discipline for violations of Policy JICH, Student Drug, Alcohol and Tobacco Use.

Appeal of Suspension/Removal from Extra Curricular or Co-Curricular Activity:

A student who wishes to appeal a suspension or removal from an Extra Curricular or co-Curricular activity may do so in writing to the superintendent within three school days of his/her notification of the suspension. The superintendent, or designee, may conduct whatever further investigation he or she deems advisable and shall render his or her decision in writing to the student within ten school days of receiving the appeal. If the appeal is made at the conclusion of the school year, this period may be extended if necessary to complete an appropriate investigation. The superintendent's decision, or that of the superintendent's designee, shall be final. A student remains under suspension during the appeal process.

Article 5 - Removal of Disruptive/Violent/Threatening Students

1. Students who are disruptive, violent, or threatening death or bodily harm may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke MSAD 52's crisis response plan if appropriate.

Article 6 - Special Services

1. **Referral.** The District has adopted policies and procedures for determining when a student shall be referred for special services.

Referral/Pre-Referral Policy:

It shall be the policy of MSAD 52 to refer all school-age students suspected of having a disability that requires special education to the Individualized Education Program (IEP) Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP Team may be made by parents at any time, and by professional school staff

and by other persons knowledgeable about the child's education needs. Any such referral should be made in accordance with procedures that may be approved by the Superintendent of Schools.

Regardless of the source of the referral, a referral will be considered received by the school unit on the date that the written referral is received by the office of the Special Education Director. It shall be signed and dated by the special education director or designee, thereby indicating the date of the receipt of that referral.

The superintendent of schools, in consultation with the special education director, may develop procedures for referral and the use of pre-referral interventions within the local unit, and may from time to time amend those procedures as necessary.

Child Find Policy:

MSAD 52 seeks to ensure that all students 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 and home schools, incarcerated students, children who have the equivalent of 10 full days of unexcused absences or seven consecutive days of unexcused absences during a school year, highly mobile children (including migrant and 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.

MSAD 52's Child Find responsibility shall be accomplished through a District-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 Individualized Education Program (IEP) Team.

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. MSAD 52 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 prior to school entry, the District will refer the child to the regional Child Development Services 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/guardians, 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 District's pre-referral and referral policy.

2. **Review of Individual Educational Plan.** The school shall schedule an IEP 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;
 - c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

Disciplinary Removal of Students with Disabilities:

When removing students with disabilities from their regular school programs, whether as a result of a suspension, an expulsion, or any other removal covered by state and/or federal special education laws, it shall be the policy of MSAD 52 to comply fully with all applicable state and federal special education laws that govern such removals.

The Superintendent of Schools, in consultation with the Director of Special Education and other school administrators, may develop and promulgate procedures for implementing this policy, and may from time to time amend those procedures as necessary.

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 risk of injury or harm to the student or others.

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

I. **DEFINITIONS.**

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 inducing a student to walk to another location, including assisting the student to the student's feet in order to be escorted.
 2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
 3. Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.
 4. A brief period of physical contact necessary to break up a fight.
 5. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
 6. 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.
 7. 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.
 8. Restraints used by law enforcement 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 procedure JKAA-R, that may be found on the district's website.

III. ANNUAL NOTICE OF POLICY/PROCEDURE.

MSAD #52 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. MSAD #52 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 twenty (20) business days, if practicable.

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

Article 7 - Referrals to Law Enforcement Authorities

The Superintendent and administrative designee 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/administration 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 or his/her designee must be reported to law enforcement authorities.**Article 8 - 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.

STUDENT DRESS CODE

Students are expected to adhere to standards of cleanliness and dress that are compatible with a safe and respectful school learning environment. The MSAD 52 Board has established the following specific restrictions and requirements for student dress. In addition, school administrators are authorized to impose additional restrictions when, in their judgment, a student's dress disrupts the educational process or poses a threat to health or safety.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of MSAD 52 to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing which promote the use of tobacco, alcohol or other drugs may not be worn on school grounds or at school functions.
- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs), or violate any Board policies or school rules.
- D. Clothing which exposes the body inappropriately is prohibited (e.g., mesh or see-through clothing, shirts which bare the midriff).
- E. Sunglasses may not be worn in classrooms.
- F. Clothing that is destructive of school property (e.g., cleats) is not permitted.
- G. Appropriate footwear must be worn in the building and on school grounds.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular

activities, work with or around machines or other activities. However, no particular brand may be required.

Students who come to school dressed inappropriately will receive a warning, and depending upon the infraction, may be sent home to change. Any school time missed must be made up after school. Administrators have the authority to suspend students for severe and/or repeated infractions of the dress code. Infractions that directly interfere with the operations, discipline or general welfare of the school may be disciplined in accordance with other applicable Board policies.

QUESTIONING AND SEARCHES OF STUDENTS

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

Students, 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. 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.

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.

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

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

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

Questioning and Searches of Students Procedures:

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with Board policy. Law enforcement authorities will not participate in searches except under exceptional circumstances.

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

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

A. Questioning by School Administrators

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

B. Searches of Students, Personal Property in Students' Immediate Possession

1. School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.

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

C. Searches of Lockers, Desks, and Other School Storage Facilities

1. School administrators shall consult with the Superintendent prior to conducting random searches. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.
2. Searches of individual student lockers, desks, or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.
3. Any search which discloses evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in

school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

D. Patrolling of Parking Lots and Searching Vehicles

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

STUDENT ON STUDENT HARASSMENT

It is the policy of MSAD 52 to provide a learning environment which is free of harassment. In order to establish such an environment, the following types of student behavior are prohibited:

- A. Spoken or written ridicule, bullying, slurs, derogatory action or remarks;
- B. Threats, including but not limited to spoken, written, or physical threats;
- C. Offensive jokes;
- D. Unwelcome sexual advances, gestures, comments, or contact; and
- E. Reprisals or retaliations towards an individual who makes a good faith report of harassment.

All students will be given training annually by district guidance counselors and/or other school personnel on the definition, appropriate response, and consequences of such harassment. Any incident of student harassment will be reported to the building principal for investigation and action. Parents of any child exhibiting such behavior will be contacted. If such harassment by an individual is repeated, it will be reported to the MSAD 52 District Affirmative Action Officers for investigation and recommendation of appropriate action.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

MSAD 52 recognizes its statutory obligation to provide a free public education to homeless children and youth. Homeless students will not be segregated or stigmatized on the basis of their homelessness. In cooperation with other school units, MSAD 52 will provide homeless students with suitable programs which assure equal access to education. Such education shall be provided according to the best interests of the homeless student, meaning that, to the extent feasible, the student's education shall continue in the school the student last attended before becoming homeless, unless doing so is contrary to the wishes of the student's parents or guardian.

MSAD 52 shall file with the Maine Department of Education as part of its annual Title I plan, a description of services that will be provided to homeless children. The Superintendent will designate a liaison for Homeless Children and Youth who will coordinate the school unit's services for homeless children. The liaison will be responsible for identifying and enrolling homeless students so they receive the educational services for which they are eligible.

The Superintendent is authorized to develop and implement any administrative procedures necessary to carry out this policy, consistent with applicable statutes and regulations.

McKinney-Vento Homeless Education

MSAD 52 follows the provisions of the federal McKinney-Vento Homeless Assistance Act, which aims to minimize the educational disruptions experienced by homeless students.

Under McKinney-Vento, homeless students are guaranteed the right to a free, appropriate, public education. When students become homeless, they can remain enrolled in the schools they have been attending, although they might no longer meet residency requirements. McKinney-Vento also guarantees homeless students the right to enroll in a public school even if they lack the typically required documents and immunizations. In addition, homeless students are guaranteed the transportation they need to attend school.

According to McKinney-Vento, "homeless" can be defined as an individual who lacks a fixed, regular and adequate nighttime residence, including children and youth:

- Sharing housing due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate housing
- Living in emergency or transitional housing
- Abandoned in hospitals
- Awaiting foster care
- Having a primary nighttime residence that is a public or private place not

- designed for, or ordinarily used as, regular sleeping accommodations
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory students meeting the descriptions above

Contact if you have questions:

Your child's guidance counselor

Your child's principal

Heidi Poulin, MSAD 52 Homeless Liaison, Leavitt Area High School

PUBLIC CONCERNS AND COMPLAINTS

Parents, students or other citizens with complaints or concerns regarding any aspect of the MSAD 52 or an employee thereof should seek a resolution at the lowest possible level. This begins with discussing the concerns directly with the person(s) involved first to see if the matter can be resolved. The only exceptions are complaints that concern School Board actions or operations. Such complaints should be addressed to the Board Chair.

If the complaint cannot be resolved at the lowest level, the person initiating the written/verbal complaint may turn to the next level (i.e., Director of Facilities and Transportation, Principal, Special Education Director, Assistant Superintendent, Adult Education Director). For example, a concern with a teacher that cannot be resolved between the individual and teacher can be taken up with the building principal.

If the complaint cannot be resolved at any lower level, it may be taken to the Superintendent. If the complaint remains unresolved at the Superintendent's level, the person making the complaint may request that the matter be placed on the agenda of the next regular School Board meeting. The Superintendent/Board Chair shall determine whether the complaint should be placed on the agenda.

All written/verbal responses should be filed/conducted in a respectful tone. The District will not respond to sarcastic, intimidating, threatening or rude communications. The District will refer all threats against any District personnel to law enforcement. Persons who engage in inappropriate or disruptive communications may be required to cease such communications. Persons disrupting or interfering with school operations may be ordered to leave school premises and if they do not, may be subject to law enforcement and legal action.

This policy shall not be utilized by employees for matters or grievances relating to any term or condition of the employment. Such matters shall be addressed through established channels for grievances.

STAFF CONDUCT WITH STUDENTS

The MSAD 52 School Board expects all staff members, including teachers, coaches, counselors, administrators, and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the school.

It is understood that staff members may interact with students' families outside of school, provided that professional boundaries are maintained at all times.

Prohibited Conduct:

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to, the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for a personal attention and friendship beyond the normal teacher-student relationship;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance.
- Sexual banter, allusions, jokes or innuendoes with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner; and
- Permitting students to address you by your first name, nickname, or otherwise in an overly familiar manner.
- "Friending" students on social networking sites (outside of any school-approved activity)
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means.

Before engaging in the following activities, staff members will review the activity with their building principal or supervisor, as appropriate:

- Being alone with individual students out of public view;
- Driving students home or to other locations,

- Inviting or allowing students to visit the staff member's home; (unless the student's parent approves of the activity, such as when a student babysits or performs chores for a staff member);
- Visiting a student's home or in another location, unless on official school business known to the parent;
- Maintaining personal contact with a student outside of school by telephone, e-mail, Instant Messenger or Internet chat rooms, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals, or movies, shopping, traveling, and recreational activities) outside of school-sponsored events except as participants in organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Reporting Violations:

Students and/or their parents/guardians are strongly encouraged to notify the principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

VIDEO SURVEILLANCE ON SCHOOL PROPERTY

The School Committee recognizes the school district's continuing responsibility to ensure the safety of staff and students and to maintain order in and around school. After carefully balancing the need for maintaining safety, student discipline, order in and around school property with students' and staffs' interests in privacy, the School Committee supports the use of video surveillance cameras on school grounds and in areas of common use within buildings. Areas of common use include but may not be limited to parking lots, school entrances, hallways, cafeterias, libraries and gymnasiums. In an effort to maintain school safety, order in and around school property, and reduce student behavior violations, the cameras may be used to monitor student behavior and monitor activities in and around the school property at any time.

Notice of use of video cameras for safety, maintaining order in and around school property and student disciplinary purposes will be provided to students, parents and staff in appropriate handbooks and on the District's website on an annual basis.

Student violations of Board policies/procedures and school rules viewed or recorded on the video surveillance system shall be addressed in accordance with the applicable Board policies and/or school rules. In addition, evidence of illegal activities may be referred to law enforcement authorities. When surveillance recordings are used as a basis for discipline, parents/guardians will be given the opportunity to view the portion of the tape pertaining to the alleged violation.

Any recording used in a disciplinary proceeding will be retained as part of a student's disciplinary record, being disposed of as other such documentation except when special circumstances warrant longer retention. In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning student records. The Superintendent is responsible for the development of administrative procedures regarding the use of the video surveillance system. Such procedures will provide a process for review when significant violations of the student discipline/conduct code occur. Procedures will also address monitoring of cameras, requests to view video recordings, and retention of video recordings.

MSAD 52 PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS

The MSAD 52 Board of Directors recognizes that structural and landscape pests can pose significant problems for people and school property, but that use of some pesticides may raise concerns among parents, students, and staff. It is therefore the policy of MSAD 52 to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests. A copy of this policy is available in every school and available upon request to staff, parents, students, and the public.

The objective of MSAD 52'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 of 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.

When required by regulations, the school will notify staff 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 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.

For complete policy, see ECB: MSAD 52 Pest Management in School Facilities and on School Grounds.