

Parent/Student Handbook 2023-2024



Mt. Vernon Elementary School

1507 North Road

Mt. Vernon, Maine 04352

REGIONAL SCHOOL UNIT #38

"A Caring School Community Dedicated to Excellence"

Dear Parents,

We are pleased to welcome your child to another year of education at the Mt. Vernon Elementary School. It is important for parents and the school to have an open avenue of communication so we can all work together to benefit our students. Through this handbook, we hope that you will be better informed about both the staff and the programs offered to your children.

We invite you to visit the school often during the year to view first-hand the outstanding educational opportunities provided to the students of Mt. Vernon. In addition, please feel free to call at any time. Our phone number is 293-2261. For your information, the office is open from 7:15-3:15 and classes are in session from 8:00-2:30. The following is a roster of current staff.

Sincerely,

Janet Delmar, Principal

	Central Office Staff	
Superintendent	Jay Charette	685-3400 ext 1205
Special Education Director	Ryan Meserve	685-3400 ext 1207
Finance Manager	Mandy Fitzgerald	685-3336 ext 1210
Director of Curriculum, Instruction and Assessment	Karen Smith	685-3336 ext 1209
School Psychologist	Suzanne Gardiner	685-4923 ext 1126
Technology Director	Diane MacGregor	622-2949 ext 318
Operations & Transportation Director	Shawn Drinkwater	685-3621 ext 1015
Transportation Manager	Kelly Thompson	685-3621 ext 1220
Food Service Director	Jen Hall	685-4923 ext 1085

School Committee Members

Tyler Dunn
Christine Gatto-Shea
TBA

Mt. Vernon Staff Members

Principal	Michelle Hood
Administrative Assistant	Sarah Plante
Pre-Kindergarten/District ELL	Katie Reed
Kindergarten	Colleen Walsh
Grade 1	Melanie Hall
Grade 2	Elaine Swimm
Grade 3	Carolyn Watkins
Grade 4	Sarah Ouellette
Grade 5	Leslie Boyce
Special Education Teacher	Cathy Hanscom
Literacy Specialist	Kerry Welch
Math Interventionist	Deb Hatt
Guidance	Tara Wicks
School Nurse	Jennifer VonDeesten
Music Teacher	Kylie Temple
Art Teacher	Nicole Blake
Physical Education	Mary Jo Hodgkin
Custodian	Amy Pond
Kitchen Staff	Janet Ladd
Librarian	Heather Chalmers
Librarian Educational Technician	TBA
Computer Lab/Educational Technician	Cynthia Spar
Educational Technician	Michelle Bickerman
Educational Technician	Diane Hopkins
Educational Technician	TBA
Gifted & Talented	Caroline Karnes
Speech Pathologist	Jen Black
Occupational Therapy	Julie McFarlane
Physical Therapy	Darcy Sekerak

Reservation Clause

Mt. Vernon Elementary School's administration reserves the right to change the terms of the handbook at any time, without notice.

NCLB Compliance

Under NCLB (No Child Left Behind) law, every parent who has a student at Mt. Vernon Elementary School has a right to request the qualifications of their child's teacher(s). Requests should be directed to the school principal.

Handbook Purpose

The purpose of this handbook is to inform the entire school community about programs, procedures, and policies that we support and adhere to. This handbook should serve as your guide throughout the school year.

The RSU #38 Board, made up of members from all four towns meets monthly to discuss issues related to our schools. All meetings are posted in advance. If you would like to place an item on the agenda, the Superintendent's Office needs to be notified 10 days in advance of the meeting date. All are welcome to attend.

The following section includes information about several important policies and procedures in place in our RSU 38 elementary schools.

Affirmation of Positive Discipline

The RSU 38 School Committee recognizes and supports the measures taken by staff and administration to resolve disciplinary issues in a positive and productive manner. There has been a concerted effort to address affirmatively all matters that affect the safety and general well-being of our students.

We are continually working to create an environment that honors respect, responsibility and high academic achievement. Our high expectations for excellence and good citizenship are reflected in our Belief and Vision Statements. To that end, the School Committee is committed to doing its part to provide our students with a school that encourages intellectual and social growth and prohibits acts of disrespect and intolerance.

Who To See About What

At *Mt. Vernon Elementary School* the Principal is responsible for the day-to-day operation of the School. The Superintendent of Schools is responsible for the day-to-day operation of the District. The School Committee is the policy-making body.

In order to address questions regarding any situation in an organization, it is best to address the person who had direct supervision over the activity. If the issue is not resolved at that level, it may be appropriate to go to the second level. Often, the person at the second level will consult or involve the primary person in resolving the question or concern.

Buses:

- 1st Driver
- 2nd Transportation Director
- 3rd Principal

Classroom:

- 1st Classroom teacher
- 2nd Principal

Other school concerns:

- 1st Person in charge of the duty for the activity or event
- 2nd Principal

Special Services:

- 1st Classroom teacher
- 2nd Case Manager
- 3rd Principal
- 4th Special Education

Director Health Related Issues:

- 1st School Nurse
- 2nd Principal

Facility/Building use Requests:

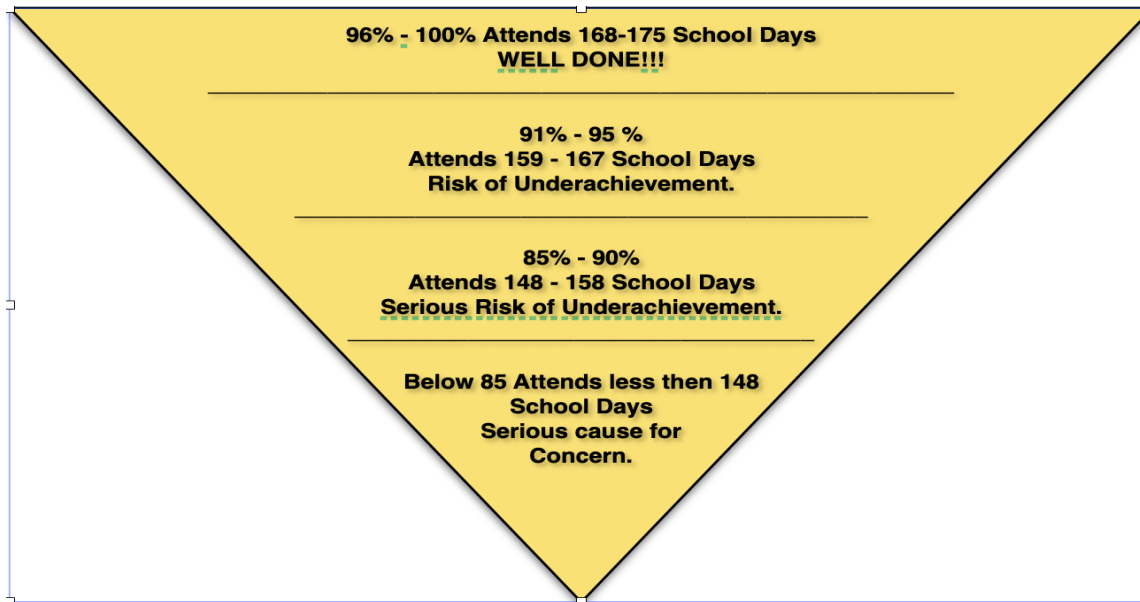
School Secretary (Please note RSU #38 Facilities Use Policy KF/KF Attachments must be completed and approved prior to use. Proof of insurance is required and fees may apply).

Students are expected to be in school every day unless they have an illness that requires them to stay at home or have an important family commitment that is unavoidable during school time. By the same token, children who are ill **should not** be sent to school. If a student becomes ill during the school day, we will call you and ask you to make arrangements to pick up your child. As you know, many illnesses affecting children are contagious and we ask for you to consider this when making the determination whether or not to send your children to school.

Elementary school administrators are now required to enter habitual truancy data into the State of Maine Database. A student who is at least 6 years of age is truant if they have the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. Additionally, frequent absences do affect the progress of your child's educational program. We ask you to make every attempt to maintain consistent attendance of your children. As students get older, it is expected that they will make up the work missed. If you call prior to **11:00 a.m.**, we can make arrangements to have the homework assignments from your child's teacher(s). You can either pick it up at the close of school or have it sent home with another child.

In all cases, please call the office prior to 8:30 a.m. to let us know if your child will be absent from school. By doing so, we can all be assured that each student is exactly where he/she is supposed to be. If we do not hear from you before 8:50 a.m., you will receive an automated phone call requesting verification of your child's absence.

Please note that the morning drop-off is at 7:30-7:55 am and the instruction time begins at 8:00 a.m. We would appreciate it if students can be here by that time so lessons are not interrupted by late arrivals.



ATTENDANCE COUNTS

Important facts from www.attendanceworks.org

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10% (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- Attending school regularly helps children feel better about school and themselves. Start building this habit.

IT'S THE LAW

"Persons 6 years of age or older and under 17 years shall attend a public day school during the time it is in regular session".

TRUANCY – UNEXCUSED ABSENCES

According to State Law, if a student is at least 6 years old and has not finished 6th grade, (s)he is habitually truant if (s)he misses 5 school days in a row or 7 school days in one school year. If a student has finished 6th grade and is not 6 years old, (s)he is habitually truant after missing 7 school days in a row or 10 school days in one school year.

WHAT HAPPENS IF A STUDENT IS TRUANT?

When a student is truant, the administration will request a conference to discuss the student's unexcused absences. If this conference does not work or if the parent/guardian does not attend, the school will develop and implement interventions that will best address the student's truancy. These interventions may include:

- Frequent communication between teacher and family

- Changes in the learning environment
- Student counseling
- Evaluation of alternative educational program
- Attendance contracts
- Referral to other agencies for family services

If the student is still truant, the school will attempt to arrange a second meeting. This meeting will review the plan and a new plan may be written. If a student is still truant, the superintendent or designee will serve the parent/guardian with a written notice. The letter will say that:

- The student is required to attend school,
- Parent/guardian has the right to review their child's attendance record,
- Failure to get a student to school may be a civil violation,
- Local law enforcement or Maine DHHS can be contacted, and
- A plan was developed, including the specifics of the plan and the steps that have been implemented to improve a student's attendance.

ATTENDANCE ELIGIBILITY

Attendance

- Students must be in the school by 9:00 a.m. to be eligible to participate in an after-school event (i.e., school concerts).
- Students must be present on the days in which after-school events are taking place. A student who is unable to attend school and classes on the day of an after-school event will not be eligible to participate in that activity on that day unless permission is granted by the school administration in advance.
- Students who leave school early due to illness will not be eligible to participate in an after-school event on that same day.

Bomb Threats

The RSU 38 School Committee recognizes that bomb threats are a significant concern to our school. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The RSU 38 School Committee directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

Calls to Students

Students will not be called from class to accept phone calls except in an emergency. However, parents may call the school to leave a message that we will gladly get to the student. Students are expected to take care of planning after-school activities at home before arriving at school.

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

The Board recognizes that many students possess cell phones and other electronic devices. These devices may not be used in any manner that disrupts the instructional process or violates Board policies or school rules. RSU #38 shall not be responsible for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation. See page 46 for the full policy.

Deliveries to Students

Flowers...Balloons...It's a nice thought but it can disrupt class time and also may cause an issue with transportation home after school. We ask parents to refrain from having flowers, stuffed animals, candy, and/or balloons delivered to students during school hours.

Distributing Invitations at School

In order to prevent hurt feelings, invitations to home parties should not be distributed at school.

STUDENT DRESS

1. Students should be dressed for the weather. All students are expected to go outside during recess time, weather permitting. Only written medical excuses from the student's physician will be accepted.
2. Students should maintain an appearance that is appropriate to the setting that promotes a positive and healthy school experience. We do not allow clothes that have inappropriate slogans or those that advertise tobacco or drug products.
3. Students should not wear clothing or accessories that will cause injury to themselves, or other students, or damage school property.
4. For safety purposes, students may not wear open-toed shoes or sandals on our playground. If they wear them to school, they should also have a pair of sneakers to change into when they go outside.
5. Students who wear boots should bring shoes to wear while in the building. Wearing heavy boots all day is a poor health practice.
6. Please put your child's name on all outer clothing, backpacks, lunch boxes, and boots.

Students and staff are expected to dress in a manner that does not distract from the learning environment. Unacceptable dress includes but is not limited to:

- * clothing/accessories that exhibit inappropriate language/messages about tobacco/chemical substances, hate messages, or sexual innuendo
- * Clothing that reveals any private body parts

- * clothing/accessories that have any sharp objects
- * undergarments that are showing
- * not wearing footwear

*The student may be asked to turn an inappropriate article of clothing inside out or change clothes. The student may be asked to call home for a change of clothing. Repeated offenses will result in a parent notification of a discipline meeting with the Principal.

Emergency/Crisis Team

All schools in our district have active Crisis Teams that have been trained to respond to emergency situations. The team usually consists of 7-8 members who come from a variety of staffing positions within the school. The Principal of each school is the chair of the school's Crisis Team. This team assembles a couple of times a year to review and practice procedures. Staff members are updated annually on procedures.

Emergency Information

Emergency information forms are on file for each child at the school. Parents need to contact the office if any changes in phone numbers, addresses, or employment take place. Accurate information is necessary for the sake of efficient response to an emergency that may affect your child.

Evacuation Drills

We practice evacuation procedures many times during the year to ensure that everyone is well versed in primary and secondary routes of evacuation from different places of the building. Some drills are not announced in advance. Attendance is taken during the evacuation drill to ensure the safety of every person within the school building. During Fire Safety Week, our local fire departments and rescue personnel organize activities to reinforce good fire safety practices.

Facilities Use

The community may use the school facility for public functions when such use does not interfere with the school program or the activities of school-sponsored organizations. Please see **RSU #38 Facilities Use Policy KF/KF** Attachments. Forms must be completed and approved prior to use. Proof of insurance is required and fees may apply. Call the school secretary at each school to make any such arrangements. Building use must be that which involves a community meeting or athletic event. Personal or individual use is not allowed.

Field Trips

Field trips are scheduled in order to provide our students with enriching experiences that complement their education. You will receive one permission slip in the fall for all field trips scheduled within the district during the year. All other field trips outside the district require an individually signed permission form that should come home with the students a week in advance of that planned trip. Please look in the newsletters for information about upcoming events. If you have a question or concern about a specific field trip, please call the school for further information.

Students are expected to ride the bus on all school field trips. with their classmates on the bus. Classroom teachers will decide how many parent or guardian volunteer chaperones will be needed for the safety of our students. Our field trips are planned to enhance the instruction that is taking place in the classroom, therefore, it is not appropriate for younger siblings to attend due to safety and liability reasons.

FOODSERVICE

School meals will continue to be free to all students, regardless of income eligibility. There will be a charge of \$0.50 for milk when purchased as an a la carte item and not part of a meal.

The Maranacook Food Services program operates on a debit system. Accounts must be in positive standing to make any a la carte purchases. Parents/Guardians may monitor account balances by visiting our website: mcms.maranacook.org Click on the menu icon and select PowerSchool Parents & Students. Here you will be able to log in using your individual username and password.

Negative lunch balance alerts will be automatically sent each Sunday at 6:30 PM through the District's alert system. If a student's balance reaches -\$10 the account will be frozen until it's been paid in full and is, once again, in positive standing. Please make checks payable to RSU #38 Food Service. Payments may be given directly to food service staff or school secretaries. Credit card payments can be made using E-Funds which can be accessed through our website or you may mail payments to: RSU #38 Food Service % Jen Hall 2250 Millard Harrison Drive Readfield Maine, 04355. *Menus are published monthly on the Maranacook website for your meal-planning convince.*

Jen Hall
School Nutrition Director
207-685-4923 x 1085

Holiday Recognitions

To Support the RSU #38 **5-2-1-0 initiative**, and keep our students safe from life-threatening allergies, we require that any food/beverage intended to be shared with other students be pre-approved through the school nurse, per **Student Wellness Policy JL**. Pre-approval will need to take place two (2) weeks in advance by completing the JO-Parent form. You may obtain a form from your classroom teacher or the school Nurse.

RSU #38 Homework Guidelines

Homework is an extension of the instructional program and thereby helps students to practice and internalize concepts and skills taught in class. Meaningful homework, assigned by teachers and supported at home, helps provide opportunities for students to develop responsible work habits. A successful homework program will motivate a child to want to learn, as well as help to create a lifelong learner. *Please see Homework Guidelines Policy IKB (3/15/2017)*

Guiding Principles

- In order for a level playing field to be maintained, any assigned projects should be assessed carefully so that differences in family resources do not greatly affect the outcome.

- As a means of communication among parents, teachers, and children, homework enhances the school-home connection.
- With independent practice, homework is intended to reinforce classroom learning. There needs to be a balance between school (homework), family life, and other activities, including free play and exercise.
- The most effective homework meets the individual needs of the student. Homework receives consistent follow-up, recognition, and response.

The Superintendent shall hold each school responsible for developing fair, reasonable, and consistent time parameters for homework. Teachers will inform parents what role homework plays in the classroom and the expectations they have for parents as it relates to homework.

Ten (10) minutes of homework per grade level per night supports the teaching-learning process, e.g., Grade 1 (1 x 10 minutes = 10 minutes of homework); Grade 9 (9 x 10 minutes = 90 minutes of homework.) This model is a guide for homework assignments.

Legal Custody

According to the Family Rights and Privacy Act of 1974, "Custody or other residential arrangements for a child do not, in themselves, affect the rights of the child's parents under the Family Education Rights and Privacy Act." Parents who have custody orders should file a copy of the court order with the school. Unless the school has such an order on file, we cannot deny either parent from requesting the child be dismissed into his/her custody. Should you have further questions about this matter, please contact the school office.

Medication Policy

It is the responsibility of the parent and/or student to administer all medication. However, as a convenience for parents, the school will, upon written request, keep medication available for a period of time. Parents shall notify the school in writing (form provided for long-term medication) when it is necessary for their child to take medication including the type of medication, amounts, and times to be administered. In addition, it must be in the original pharmacy container and brought into school by the parent or another adult. Students may not transport medications. Please call our school Nurse if you have questions regarding medication or any other health-related issues.

Morning Student Arrival and Afternoon Dismissal

Students may be dropped off at school **no earlier than 7:30 a.m.** School is dismissed at 2:30 pm. Parent pick-up is between 2:30 until 2:45 pm. Only students riding the buses are allowed on the playground until the buses arrive.

In the event of a late start of school, the school's doors will be unlocked and opened at the following time(s): **9:00 for a 1-hour delay and 10:00 for a 2-hour delay.** We do not have student supervision prior to these times.

Parent/Teacher Community (PTC)

The Mt. Vernon PTC raises money for enrichment programs and field trips to benefit the Mount Vernon Elementary students. They are always looking for new members with new ideas to come to a meeting.

Newsletter

The newsletter for the following week is sent home on Fridays (either via electronic format to the email you have provided us, or **hard copy per parent request**). In the newsletter, there is a calendar section that gives you important upcoming dates about school and district events. Please review this each week because it contains important information about upcoming events and programs. We also attach a number of important notices each week. Therefore, you and your children should get into the habit of reviewing these notices weekly.

No School Announcements

The Office of the Superintendent makes decisions about school cancellations, delays, or early dismissals, and announcements are made in the following manner. We are currently using the Apptegy system to help notify parents via phone or text message of snow days, and/or emergency early release days. Closing, delays, and unplanned early releases are also listed on our district's website, www.maranacook.org. Listen and watch for announcements about schools in RSU 38. Occasionally, it is necessary (due to an impending storm, power or water loss, etc.) to close the school before the regular release time. Please have a clear understanding with your child(ren) as to what he/she is supposed to do (or where to go) in the event of an early dismissal.

Notes for Alternative Transportation

If your child is going to visit a friend after school or be transported in a way other than the usual manner, a request should be made in the form of a written note signed by the parent. We would also appreciate a note if you are picking up your child(ren) after school so we'll know not to send them on their regular bus run. If you forget the written note, please call the office by 11:00 a.m. Without either a written note or a phone call from parents, students will be sent home on their regular bus run. Please be aware that requests to travel on a different bus may be denied if there is not room enough for any additional students. Students will be released to parents only during and after school unless the parent has authorized the school to release them to someone else.

Open House/Curriculum Night

Open House gives parents the opportunity to become familiar with their child's classroom program and the teacher's expectations for the school year. This is usually held during the first few weeks of school in September.

Parent/Teacher Conferences

Parent/Teacher Conferences are held twice a year after the first and second trimesters to discuss your child's academic development. This is an excellent opportunity to discuss programming, student behaviors, and homework, and to review your child's progress. Your child's report card will be sent home a few days before the conference to allow you time to look over this important document and discuss this with your child. Conferences are scheduled for twenty minutes. Though the dates and times for these conferences may vary by school, they are generally held towards the end of November and March. We use the web-based *Pick-A-Time* program to schedule your conference time. Please note that although these dates are scheduled around the marking periods, you may contact your teacher at any time to discuss concerns.

Physical Exams and Health Screenings

All kindergarten students will have a physical exam before entering school. Our school nurses will screen for vision and hearing as required by state law. Health records are maintained as part of each student's cumulative folder. Concussions, communicable diseases, operations, broken bones, etc., should be reported for the records. If a student has an injury limiting one's physical activity (ex: PE class, playground) we do require a signed doctor's note and communication with the school nurse.

Playground Rule

Outdoor recess is a time to release/expend energy, get fresh air, and engage in outdoor activities. We expect children to show respect for school property, teachers on duty, and each other. Playground Rules are primarily safety-driven. We strive to be consistent in our enforcement of the rules so students will follow the rules regularly.

RSU #38 Playground Rules

1. During school hours, the principal/designee will determine who has access to the area. (School Board Policy, KFC).
2. During school hours, the principal/designee has the authority to prohibit access to anyone.
3. During school hours, the staff will provide adequate supervision of the playground area for students.
4. Responsible adults are expected to accompany all children during their use of the playground outside of school hours. All persons who use the playground do so at their own risk. RSU #38 is not liable for injuries sustained during non-school use. The Playground is closed to the community during school hours (7:30-3:00).

Please refer to Board Policy KFC (2/23/21).

The following activities are PROHIBITED on the playground

- Going beyond the playground boundaries that are established by each school.
- Using equipment improperly, such as twisting the swings, jumping off the slide or swings, playing tag or
- rough games on the slide or climbing equipment.
- Games involving rough physical contact or unwelcome behavior.
- Playing with sticks of any shape and kind.
- Excluding other students from a game or activity.
- Throwing snowballs.
- Damaging trees on school property, breaking off or hanging from branches.
- **At the conclusion of recess, students are expected to:**
- Line up immediately when the bell rings.
- Bring in all equipment that was taken out.
- Wipe feet when entering the building, ESPECIALLY on muddy days

Powerschool

Powerschool is an online, student information system set up for you to view various aspects of student information such as attendance, food service account balances, school bulletins, demographics, and current grading for grades 4-12.

To access Powerschool, type in this location in the address field of your browser:

<http://powerschool.maranacock.org>.

Type in the Student ID and password that have been mailed home to you. If you can't remember this info check with your school secretary in person. We will not send this information via e-mail or over the phone due to confidentiality.

If you don't have Internet access at home and would like to log in, contact the school to make arrangements to use the school computers. Our goal is to promote positive communication between school and home which ultimately leads to more effective student programming and outcomes. We hope we have achieved this goal and would appreciate your feedback.

Preschool Programs for students age 4 by October 15

RSU 38 Preschool Programs for students age 4 by October 15. It provides an educational program that supports the social-emotional, cognitive, language, and physical development of our four-year-old children through child-centered activities that recognize that children learn individually, sequentially, and at their own pace. It connects parents to schools in a partnership to establish a foundation for success through early childhood education. It supports parents' education for developing skills that will enable parents to help their children be successful in school.

Registration

Parents provide a copy of the child's birth certificate and current immunization records with the application to the program.

Screening: Staff will conduct vision, hearing, and developmental (ESI-P) screenings with parent permission.

Staffing: A certified teacher with a Bachelor's degree and experience teaching young children will manage the program with assistance from an experienced and qualified co-teacher.

Program: For the 2022-2023 school year Pre-K will be 4 days per week from 7:30-10:30 am, Monday-Thursday. No school on 1/2 days or early release.

Transportation: RSU #38 offers transportation to all PRE-K students.

Response to Intervention/Student Assistance Team

Mount Vernon Elementary has an RTI Team. The purpose of this team is to provide a forum for teachers to come and discuss ways to improve programming for students. During these meetings, we discuss the issues that are getting in the way of student success in the classroom and brainstorm strategies to improve programming for that student. The RTI Team has attended training to become familiar with this process. Other staff members may be invited if they are involved with the child or can share some expertise with team members. When we meet to discuss a child's program, one of us will call you to discuss some ideas we might have to improve your child's program. We then will work together to monitor your child's progress to see if the steps that have been implemented have been successful. This process does not replace the special education procedures that are already in place for students identified with special needs. As is required by State and Federal laws, those procedures remain intact with all the rights and privileges that go along with that protection. The RTI process is meant to be more inclusive so teams can meet and discuss the needs of all children. If you have any questions about this process, please do not hesitate to contact the school office for more information.

School Visits

All parents and community members are welcome to visit the school, however, appointments need to be made through the office. Should you feel the need to meet with a teacher, please schedule a time with the teacher in advance of your visit.

Policy: KI

REGIONAL SCHOOL UNIT NO. 38 VISITORS TO THE SCHOOLS

The School Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The following general guidelines shall be incorporated into all building-level administrative procedures concerning visitors.

A. The term "visitor" shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.

B. All visitors shall report to the main office upon arrival at the school. (This section shall not apply to parents or citizens who have been invited to the school for an open house, performance, or other preplanned school program.)

C. All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance with the building administrator. Teachers and other staff may not use instructional time to discuss individual matters with visitors.

D. Individual School Board members shall follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connection with Board duties, as outlined in Policy BHC.

E. Visitors shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.

F. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but not be limited to, the news media, profit-making businesses, fundraisers, and other organizations seeking access to students and/or staff.

G. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.

H. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

I. If there exists a court order containing restrictions on access to a child by a parent or other person, and a parent or legal guardian wishes the school to act in a manner consistent with that order, it is the responsibility of the custodial parent or legal guardian to provide a certified copy of such order to the school authorities.

J. A student will be released only to parents, legal guardians, or persons authorized in writing by parent(s)/legal guardian(s) to pick up the student. When school personnel have reason to question the authenticity of written authorization, they shall make appropriate efforts to telephone the student's parent(s)/legal guardian(s) to confirm the authority of the person seeking to pick up the child. Administrators may institute other appropriate procedures regarding the release of students to parents, guardians, and authorized persons.

The school reserves the right to question the authenticity of any written or verbal communication and to deny the release of students to unauthorized or unknown persons.

Cross References:

BCA – Board Member Code of Ethics

BHC – School Board Staff Communications

EBCA – Comprehensive Emergency Management Plan JJE – Student Fundraising Activities

JLF – Reporting Child Abuse and Neglect 02/09/11

KHB – Advertising in the Schools Revised Date: 06/06/18

Section 504 Child Find Notice

RSU#38 has a duty to locate, evaluate and identify any child residing in the District, and any child attending the public schools, who may require Section 504 accommodations or services.

Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity.

If you suspect your child has a disability and may need 504 accommodations, or if you would like additional information, please contact your child's teacher, or their building principal or call the 504 Coordinator, Karen Smith (207) 685-3336.

Smoking Policy

The School Board has adopted a policy that prohibits smoking anywhere on school grounds, inside or outside. This includes evening and weekend activities. This policy went into effect on August 31, 1994.

Snacks

Students have the opportunity to have a mid-morning snack each day. We strongly encourage students to bring healthy, nutritious snacks for the energy boost they need to get them through the morning. Please reference Student Wellness Policy JL for more information. Classroom teachers and the MTVES office are not allowed to provide students with snacks (due to allergy considerations).

Student Conduct

We expect students, staff, and parents to share responsibility for promoting positive behavior. We emphasize courtesy, cooperation, honesty, responsibility, and respect for others. We believe that all children can develop the skills and attitudes which promote good choices. There are specific guidelines for behavior to ensure the health and safety of everyone. Violation of these rules will be dealt with by a progression of consequences.

It is the responsibility of each student to adhere to established criteria for behavior and of the school staff to enforce them. This responsibility extends to the student's conduct on buses, while on school grounds, and when attending any school function or sponsored activity.

In general, students are expected to conduct themselves in a manner that does not disrupt class routines or school programs. Additionally, they are expected to exhibit an attitude of cooperation and courtesy toward faculty and other students. Students are expected to maintain respect for school property and materials supplied by the citizens of Mount Vernon.

Infractions of these expectations will be dealt with on an individual basis. The type of consequence to be imposed will depend upon the nature, severity, and frequency of the violations. Repeated disregard or violation of school expectations may lead to suspension or expulsion from the school program. Our hope is to work closely with all parents to avoid recurrences of serious behavior that could lead to suspension or expulsion.

It is important to let students know when behavior is inappropriate for the school setting. Behaviors listed below are some examples of those that are unacceptable.

- * Hurtful Words (name calling, teasing, violation of civil rights, etc.)
- * Hurtful Actions (hitting, pushing, kicking, etc..)
- * Unacceptable Language (swearing, violation of civil rights, vulgar language, etc.)
- * Unsafe Behavior (throwing objects, climbing, tipping someone in a chair, etc.)
- * Disrespectful behavior (rolling eyes, rude gestures, etc.

Student Conduct Positive Behavior Support (PBS)

PBS is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption of long-term implementation of efficient and effective discipline throughout the school environment. PBS methods are research-based, proven to significantly reduce the occurrence of problem behaviors in schools, and supported by a three-tiered model.

PBS is a proactive approach. The primary goals of PBS are to prevent the development of inappropriate behavior, reduce ongoing patterns of problem behavior, and increase the likelihood of improved academic performance of all students through teaching and learning time gained when the number of inappropriate behaviors is reduced.

As staff members learn how to consistently embed the teaching and monitoring of appropriate social and behavior skills into the school day and curriculum, they also learn to anticipate how to structure school environments so that the appropriate skills will be utilized more often. Families can also benefit from learning how to use similar strategies for teaching and supporting their children's appropriate social and behavioral skills.

PBS first establishes strong prevention through employing school-wide systems of actively teaching and recognizing appropriate social skills and behavior, using consistent systems to discourage inappropriate behavior, and educating all staff on how to implement and participate in the process. In addition, staff members are taught how to collect and utilize data for effective decision-making related to the overall culture and climate of the school.

Student Code of Conduct

- Students Rights and Responsibilities

I have a responsibility:

- · To act with integrity (truthfulness)
- · To work hard and do my best
- · To be respectful of others
- · To be accepting of individual differences
- · To treat others with kindness
- · To act safely
- · I have a right:
- · To learn
- · To be respected
- · To be heard
- · To be safe

Student Educational Records and Information

RSU#38 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.

Directory Information

RSU#38 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. RSU#38 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 RSU #38 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, RSU #38 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, RSU #38 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 discrimination 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.

Legal Reference:

20 U.S.C. & 1232g; 34 C.F.R. Part 99

20 U.S.C. & 7908

20-A M.R.S.A. §§ 6001-B

Maine Department of Education Rules, Chapters 101 and 125

Cross Reference: JRA-E- Annual Notice of Student Education Records and Information Rights

JRA-R- Education Records and Information Administrative Procedures

ILD- Students Surveys and Marketing Information.

Student Records

All personally identifiable information on students will be held in confidence. Any parent or legal guardian of a student enrolled in RSU 38 may review their student's records by coming to the school office and making a request to inspect educational records. RSU #38 shall comply with the Family Rights and Privacy Act (FERPA).

Supplies

We supply our students with a wide range of supplies at the outset of the school year. However, we would appreciate it if parents would monitor the use of consumable supplies such as pencils, crayons, erasers, and notebooks and replace them as necessary as the year progresses. Students are also responsible for textbooks and library books provided to them and will be charged for books that are lost or damaged.

Student Transportation

The Transportation system places a high priority on safety and the well-being of all children. Safety considerations may include such factors as speed, visibility, road conditions, and flow. The driver is responsible for the safe operation of the bus and has the authority to govern the conduct of riders consistent with the administrative regulations. In emergency situations, the driver is authorized to deviate from regulations, subject to review by the administration of the action taken, but under no circumstances is the driver to leave the bus when there are students in it, except in accordance with Maine law. As another safety consideration, no buses shall drive on private roads or roads where the Transportation Director and/or the bus driver have determined that conditions are considered unsafe or impassable. In addition to safety, the transportation system shall also have a goal toward efficiency. Bus routes will be determined by the Director of Transportation. Bus stops will be consolidated for efficiency wherever possible. Students riding a regular afternoon bus run may be driven in the same route sequence as the morning pick-up run to ensure fairness to all students in terms of "time of transit." These decisions will be dictated by the characteristics of the individual routes and will be determined by the Director of Transportation.

Within the above consideration for safety and efficiency, the RSU #38 School Committee will provide transportation to the schools of RSU #38 for the following students residing within the boundaries of RSU #38 and in accordance with Maine Statutes:

- All resident students in **kindergarten through Grade 5** who reside more than one-quarter mile from the school to which assigned. However, these same students may be required to walk up to one-quarter mile to a regularly established school bus route or predestined bus pick-up before boarding the bus.

In addition, a designated adult must be in view to pick up or drop a Kindergarten child. Kindergarten children without a designated adult for drop-off will be returned to their school until a designated adult arrives.

- All resident students in **Grades 6-12** who reside more than one-half mile from the school to which they are assigned. However, these same students may be required to walk up to one-half mile to a regularly established school bus route or predestined bus pickup before boarding the bus.
- Students within these limits will be transported where the Superintendent of Schools has established routes due to unusually hazardous conditions. Such determinations may include, but need not be limited to, consideration of the age of the student, location, and safety of the bus stop, road conditions, and traffic speed. Exceptions to the established walking distance may also be made in cases of a child with a permanent or temporary disability.

- Limited late bus service to each town shall be provided following after-school activities to encourage co-curricular participation at the RSU #38 school. The School Committee authorizes the administration to suspend bus-riding privileges when behavior warrants. Action to suspend will be consistent with administration regulations. It is the intent of the School Committee that disciplinary measures taken be appropriate to the transgression, and that the severity of disciplinary measures shall increase for continued inappropriate behavior. Provided, however in cases of very serious behavior transgressions, the student may be immediately denied riding privileges and as appropriate, may be reported to or released to the custody of law enforcement officers by a bus driver, chaperone, or administrator. In these cases, the parent or guardian shall be notified as soon as possible.

Appeal Process

If any parent/guardian would like to appeal compliance with our Transportation Policy, they could put in their request in writing addressed to the Director of Transportation, RSU #38, Millard Harrison Drive, Readfield, Maine 04355. Please include a daytime phone number and address where you can be reached. Within 10 working days of our receipt of this request, the parent/guardian will receive an opportunity to present their position in person to the Appeals Committee. A final decision will be sent to the parent/guardian within 7 days of this presentation.

Guidelines for Bus Safety

Riding the school bus is a privilege. While on the bus, students are expected to conduct themselves in a manner consistent with established guidelines for student behavior. The bus driver is responsible for the safety and well-being of all who ride the bus; in this regard, students are expected to comply with the driver's requests at all times. To ensure that all students are safely transported to and from school, RSU #38 has established the following guidelines. Violations of these guidelines may result in the loss of the privilege of riding the bus. All students are assigned to a bus and should ride that bus to and from school unless the Transportation Department has been advised of other circumstances.

BUS PASS PROCEDURE

Students are assigned a bus number at the start of the school year based on their home address. Bus seating is at capacity. Bus passes (to ride a different bus) are only given out for emergency reasons (such as daycare) and require permission from the Parent/Guardian & Transportation Office. **If you wish to have your child go to a friend's house after school for a non-emergency reason, please arrange for parent pickup.**

Notify the Office by phone or note of any after-school transportation change that you have arranged. Students will not be released to an adult who is not authorized in writing to pick up the student.

Before Riding the Bus

- All students should be at the bus stop at least five minutes before the scheduled arrival of the bus.
- Students should stay off the road at all times while waiting for the bus.

- Students should wait for the bus to come to a complete stop and for the door to open before moving toward that bus to load.
- If it is necessary for students to cross the road to board the bus, the student must wait until the bus driver signals that it is safe to cross. Students must stay 10 feet in front of the bus at all times when crossing the roads.

Riding the Bus

- When students exit school they should go directly to their assigned bus and load immediately, and remain on the bus unless given permission to exit by the driver.
- Students must obey the driver at all times. This is necessary to ensure the safety of all students. Students are not to engage the bus driver in a discussion or argument with respect to the driver's expectations or directions. Drivers are expected to be on time and maintain safety at all times. Therefore, students who challenge bus driver's decisions or argue with bus drivers will be dealt with in a serious manner.
- Students should go directly to their seats without crowding or pushing, and they should remain seated while the bus is in motion. Students are expected to remain seated and should not change seats unless given permission by the bus driver.
- Students shall not throw anything out the windows, or extend their arms, legs, heads, or feet out of the bus at any time. Because sudden stops cannot always be avoided, students should face forward while the bus is in motion to avoid injury.
- Students shall not damage any part of the bus. Payment for repairs will be the responsibility of the student/parents.
- Students shall not create safety hazards by actions such as tampering with fire extinguishers, emergency exits, or loosening seats.
- Students shall not create a disturbance on the bus, which may distract the driver. Those actions include but are not limited to: shouting gesturing, standing, spitting, throwing objects in or from the bus, etc.
- The aisles must be clear at all times. Storing backpacks, school bags, musical instruments, and other large objects under the seat, on their lap, or as otherwise directed by the driver. All athletic equipment must be secured in a container or travel bag.
- Littering on the bus is prohibited. It is the responsibility of all students to dispose of litter in the containers provided.
- Due to safety issues, glass containers, animals dead or alive, and the consumption of food on a regular bus run is not allowed.
- Alcohol, tobacco, drugs, or other substances, that are in violation of Maine State Law, are prohibited on the bus. No Tools
- No weapons, ammunition, explosives, knives, or other materials that may cause injury are allowed on the bus.
- Tools and sleds are prohibited on the bus.
- Physical abuse and verbal and emotional harassment of any kind will not be tolerated.
- Due to allergic reactions, NO spraying perfumes, deodorant, hairspray, etc., and/or using hand sanitizer on the bus.
- Cell phones or cameras will not be used for any purpose on the school bus unless the student has received permission from the bus driver.
- iPad & laptop use is prohibited on the bus.
- Students may use iPods responsibly while riding the bus; however, earbuds/headsets or devices may not be shared across the aisle. These devices are personal property. The school is not

responsible for loss, theft, or damage. Should safety issues arise with the use of any device, the driver has the authority to ask the student to discontinue use.

- Each student is assigned a seat on the bus and must sit in that seat until the driver has assigned a different seat. Students are responsible for that particular seat.

Leaving the Bus

Students must remain seated until the bus comes to a complete stop and the door has been opened.

1. Students should cross the road at least 12 feet in front of the bus, but only after the driver has given permission to do so.
2. Students who are not crossing the road shall move a safe distance away from the bus and remain there until the bus has left the area.
3. Students should not stop and pick up mail from roadside mailboxes when leaving the bus.
4. Due to school liability, students shall not be permitted to leave the bus at places other than their regular bus stop unless the parent and/or school officials have given proper written authorization in advance.

RSU #38 Bus Disciplinary Procedure

Step One: Written Warning: This warning is issued by the bus driver to the student. The purpose is to communicate to the student that his / her behavior is becoming a concern. Specific disciplinary action may not be taken at this time, depending on the incident. Copies of the warning will be given to each administrator and the white copy of the warning will be sent home with the student to be signed by the parent and returned to the bus driver the next day. If a copy is not returned to the bus driver the next school day, the parent will receive a call from the Transportation manager.

Step Two: First Bus Conduct Report: This report is issued by the bus driver to the building administrator regarding inappropriate behavior by the student. The administrator will meet with the student to discuss the problem and a written copy of the report will be mailed home to the parent. Consequences will vary depending on the incident.

Step Three: Second Bus Conduct Report: The procedure for handling this report is the same as step one, except the parent is notified of the incident by phone and in writing.

Step Four: Third Bus Conduct Report: With the third report, the student is automatically suspended from the bus for a period not to exceed two weeks. Additionally, a meeting must be held with the administrator, parents, student, transportation supervisor, and the bus driver before the student can return to the bus. This suspension includes all buses of RSU 38.

Step Five: Fourth Report: If a student receives a fourth bus conduct report, he/she will be removed from all RSU #38 buses for the remainder of the school year. Administrators will notify parents in writing and by phone when this occurs.

Toys

No Toys! We provide educational materials and opportunities for creative play. We request that you do not send toys to school with your child (ie, stuffed animals, Pokemon cards, dolls, cars and trucks, and games, to name a few examples).

Visitor Parking

To ensure the safety of our students, **parking is allowed in the designated spaces only....parking in front of the school is NOT permitted at any time.** If you are parking and coming into the school for any reason, you must park in these designated spaces in either the side parking lots. As safety of our students is one of our primary concerns. **The circle in front of the school will be for bus traffic only between the following times: 7:00-3:30.**

Volunteers

Please check with the school office regarding volunteering due to Covid restrictions.

Volunteers are an integral part of the overall instruction in our elementary schools. We encourage each of you to become an active partner in your child's education by volunteering whenever possible. If you would like to assist in any area of school programming, including field trips please complete the Volunteer Registration Form. For more information, you may also speak to your child's teacher. We greatly appreciate the time our volunteers give to our students. It is important to remember that, while working with our students, all individuals, both staff and volunteers, must abide by the regulations regarding **student confidentiality**. Prior to working in our classrooms, we are asking all volunteers to sign a form that speaks to this issue. The Volunteer Registration Form and Confidentiality Form are available on the school website or by contacting the school office.

You will find a sign-in station near the front office. After the morning bell, all other outside doors are locked so you must use the front entrance to gain entrance. We would like all volunteers and visitors to sign in and wear a badge during your stay at school. It is important that we all are aware of the purpose of adult visitors to our school and this sign-in station will assist us with this effort.

WEB SITE

Catch us on the Web <http://www.maranacook.org>

The new Maranacook Area Schools' website has been a top priority in recent years. Our goal is to create a website that is relevant, current, and informative. On our home page, you will find a pop-down menu to assist you with a variety of topics including: About us, school board, instruction, staff, parent/students, and schools. We also feature a "Snow Day" page. If school is canceled due to the weather, the homepage will show that information before you even hear it on the television or radio. TIP: if you visit our site often be

sure to click on refresh/reload or you might just load the start page that is cached (already stored in memory) on your computer.

Additional School Programming

In addition to regular classroom subjects, there are a variety of opportunities for students to study in many other areas. These other areas are often referred to as "specials" Students in Kindergarten and Grade 1 have 30-minute specials and students in grades 2 - 5 have 40-minute specials. Specials include Art, Library, Physical Education, Vocal Music, and Computer.

All students in grade four receive a full class pre-band experience. Additionally, students may elect to enter the instrumental music program in grade five. Students, if eligible, receive support services in the following areas:

Special Education

Literacy

Occupational Therapy

Physical Therapy

Math, Guidance Program, Gifted and Talented

Students in all grades participate in classroom guidance lessons. Discussions and activities are designed to help students understand themselves as individuals, acquire skills in developing interpersonal relationships, recognize and respond to difficult situations, and explore goals and aspirations. They also learn how to access assistance for their own specific needs.

Some children also receive guidance services while in small groups or in some cases, individually. Also, parents and staff members have the opportunity to collaborate with the guidance counselor when concerned about a child's physical, academic, social, or emotional development.

Support Services

Our special education personnel work with students, parents, and staff in the development of an Individual Education Plan (IEP) for every student identified through the special education process. There are innumerable reasons why a student might benefit from services outside the regular classroom. Some of them include remediation of academic difficulty, extension or enrichment activities, speech services, or physical therapy. These services are available to any student who needs them in order to successfully meet the goals outlined on his/her IEP. For more information about services in this area, please contact Cathy Hanscom at 293-2261 ext 1717.

Occupational therapy uses a holistic approach to looking at and treating the physical, psychological, cognitive, social, and sensory needs of the child. Functional skills and activities are used to remediate problems and help children participate and achieve in the regular classroom to the best of their ability. The evaluation process generally involves observation, screening, discussions with parents and teachers, and administration of standardized and non-standardized tests. Referrals for evaluations can come from teachers, parents, or other school staff.

Speech and Language

The Speech and Language Program serves students having difficulty producing speech sounds, understanding and using language, speaking clearly and fluently, and/or abusing their vocal structures. Speech/Language screening and rechecks occur for certain students each year. Evaluations and

individual programs are developed through the I.E.P. process. Students are seen individually or in small groups 1-4 times per week depending on the severity of their needs. Consultation with teachers and home.

Literacy support services are provided by Mrs. Boucher, our Literacy Specialist. She works with individuals or small groups providing extra reading opportunities. Her focus is to improve reading instruction to meet grade-level expectations. The major areas of teaching within her program include phonemic awareness, phonics, vocabulary, fluency, and comprehension. Mrs. Boucher also guides students to make connections between reading, writing, and oral communication. She enjoys choosing literature that encourages children to read material within their comfort range. Please feel free to contact Mrs. Boucher if you have any questions about her program.

Math support services are provided by Mrs. Hatt our Math Interventionist, to assist those who need math assistance. It is essential for students to understand and see how important math is as we experience it in our daily lives. Mrs. Hatt will try to make learning mathematics fun. The content will be simplified at first and built upon throughout the course of the school year. We feel that learning and understanding math content now will help them to be successful in school and in their personal lives later. Another area of service that might be considered is Occupational Therapy. Needs that are most frequently addressed by Occupational Therapy Practitioners in school systems are:

- fine motor/coordination skills
- handwriting and underlying developmental skills
- visual motor and perceptual skills
- sensory integration issues
- functional life skill
- adaptations, modifications, positioning, and equipment needs.
- assistive technology

Mt. Vernon Elementary also offers Gifted and Talented Instruction. Screening and identification of students for Gifted and Talented services are conducted annually for all students in grades 2, 5 and 8. The first step in the process begins in the month of February for all areas, including Academic, Visual (art), and Performing Arts (music). Application forms and directions are available on the RSU #38 website or can be obtained by contacting your child's school Principal. Parents, students, peers, and community members are invited to be part of the nomination process.

REGIONAL SCHOOL UNIT #38 STUDENT WELLNESS

Policy JL

The Maranacook Area Schools are committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. The Board believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults, practice healthy habits, and reduce the risk of obesity and other chronic diseases. The Board also recognizes and acknowledges the importance of all staff as role models for students and the impact of the example that

they set by making healthy lifestyle decisions. It is the Board's intent that each school makes progress toward achieving the goals of this policy and implementing the procedures that accompany them.

I. Nutrition Standards for School Meals and All Foods Available on Campus

The school unit will ensure that meals provided by its Food Services Program meet the nutrition standards established by federal regulations. This policy serves as an assurance that school unit guidelines for reimbursable meals are not less restrictive than regulations and guidance issued by the *Secretary of Agriculture pursuant to the National School Lunch Act and the Child Nutrition Act*. Sales of foods and beverages that compete with the school lunch program (and/or school breakfast program) must be in compliance with the Board Policy EFE, Competitive Food Sales – Sales of Foods in Competition With The School Food Services Program.

II. Food and Beverage Marketing Guidelines

School-based marketing and advertising of foods and beverages on school grounds including in buildings, textbooks, and on busses, scoreboards, message boards, uniforms, school supplies, book covers, cups, posters, vending machines, and other areas exposed to the student population shall be consistent with nutrition education and health promotion goals.

III. Nutrition Education and Promotion

Nutrition education will be integrated into the instructional program through the health education program and/or the curriculum as aligned with the content standards of Maine's system of Learning Results. Nutrition education will focus on skills students need to adopt and maintain healthy eating behavior. Nutrition promotion goals will ensure students receive consistent nutrition messages throughout the schools, including classrooms, cafeterias, and school-home communications that promote healthy eating behaviors and support overall local wellness policy goals.

IV. Physical Education

The school unit will provide all students with developmentally appropriate opportunities for physical activity through physical education classes, recess periods for elementary school students, and extracurricular activities (clubs, intramural and interscholastic athletics). The schools will encourage parents to support their children's participation in physical activities, including available before- and after-school programs.

V. Other School-Based Wellness Activities

The schools, with prior approval of the Superintendent/designee, may implement other appropriate programs that support consistent wellness messages and promote healthy eating and physical activity. The Board may approve policies, regulations, or guidelines for refreshments served at parties or celebrations during the school day or for food as rewards, or may delegate the responsibility for such regulations or guidelines to administrators at the district or school level. The school unit may develop programs that encourage staff to learn and engage in healthy lifestyle practices.

VI. Wellness Goals

The Board has identified the following goals associated with student wellness

- a. Engaging students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- b. Providing students in grades PreK-12 with opportunities, support, and encouragement to be physically active on a regular basis.
- c. Meeting at minimum, nutrition requirements established by local, state, and federal statutes and regulations and shall meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- d. Providing students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and providing clean, safe, and pleasant settings and adequate time for students to eat.
- e. Participating in available federal school meal programs including the School Breakfast Program and National School Lunch Program, to the maximum extent practicable.
- f. Providing nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and establishing linkages between health education and school meal programs, and with related community services.
- g. Encouraging parents, teachers, school administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active, in school, at home, and in the community.

The Board has identified the following goals associated with nutrition education

- a. Schools will provide nutrition education that focuses on the skills students need to adopt and maintain healthy eating behaviors.
- b. Schools' nutrition education will be provided in a sequential, comprehensive health education program aligned with the content standards of the Maine System of Learning Results.
- c. Nutrition education will be integrated into other subjects as appropriate to complement, not replace, the health education program.
- d. The school unit will provide foods that meet or exceed the federal nutrition standards, adequate time for students to obtain food and eat, and lunch scheduled at appropriate hours of the day (OR: as close to the middle of the school day as possible), adequate space to eat, and a clean and safe meal environment.
- e. Consistent nutrition messages will be disseminated throughout the school unit in the classroom, the cafeteria, and school-home communication.

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- f. Administrators and staff will be encouraged to model nutritious food choices and eating habits.
- g. Appropriate professional development will be provided for food services staff.

The Board has identified the following goals associated with physical activity

- a. The physical education program will provide students with the knowledge and skills needed to be physically fit and take part in healthful physical activity on a regular basis.
- b. Students will develop motor skills and apply them to enhance their coordination and physical performance.
- c. Students will demonstrate responsible personal and social behaviors in physical activity settings.

- d. The physical education curriculum and assessment will be aligned with the content standards of the Maine System of Learning Results.
- e. Physical education classes will keep all students involved in a purposeful activity for the majority of the class period.
- f. Physical education classes will provide students of all abilities the opportunity to learn.
- g. Schools will provide a physical and social environment that encourages safe and enjoyable physical activity and fosters the development of a positive attitude toward health and fitness.
- h. Schools will provide facilities adequate to implement the physical education curriculum for the number of students served.
- i. Schools will promote efforts to provide opportunities for students to engage in age-appropriate activities on most days of the week in both school and community settings.
- j. Schools will provide opportunities for physical activity through a variety of before- and/or after-school programs including, but not limited to, intramural sports, interscholastic athletics, and physical activity clubs.
- k. Appropriate professional development will be provided for physical education staff and other staff involved in the delivery of such programs.

The Board has identified the following goals associated with other school-based activities

- a. Goals of the wellness policy will be considered when planning school or classroom parties, celebrations, or events.
- b. Parents will be encouraged to provide nutritionally sound snacks from home and food for classroom parties or events.
- c. Schools will encourage maximum participation in school meal programs.
- d. Schools will encourage parents and students to take advantage of developmentally appropriate community-based after-school programs that emphasize physical activity.
- e. Schools will encourage parents to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- f. As feasible, school physical activity facilities will be made available after school hours for students, parents, and community use to encourage participation in physical activity.
- g. School administrators, staff, parents, students, and community members will be encouraged to serve as role models in practicing healthy eating and being physically active, both in the school environment and at home.
- h. Student organizations will be encouraged to engage in fundraising projects that are supportive of healthy eating and student wellness.
- i. School-based marketing of foods and beverages, such as through advertisements in school publications, school buildings, athletic fields, and other areas accessible to students should support the goals of the wellness policy.
- j. Schools are encouraged to cooperate with agencies and community organizations to support programs that contribute to good nutrition and physical activity.

VII. Appointment and Role of the School Health Leadership Council

The Board shall appoint a district-wide School Health Leadership Council led by one or more school administrators who have the authority and responsibility to develop, update, and review the policy. The committee shall be comprised of individuals invited to participate representing at least one of each of the following sectors (the first six sectors are required to be represented):

- Board member
- School administrator
- Food Services Director/designee
- Student representation
- Parent representative
- Community representative
- School nurse
- Teacher(s)
- Student Services Director/designee
- Guidance Counselor
- Social worker
- Community organization/agency representative
- Physical Education Teacher(s)
- School Health Professional(s)
- Other staff as designated by the Board
- Other persons, as designated by the Board

The School Health Leadership Council shall serve as an advisory committee in regard to student wellness issues and will be responsible for making recommendations related to the wellness policy, wellness goals, administrative or school regulations, and practices, or raising awareness of student health issues. With the prior approval of the Superintendent/designee, the School Health Leadership Council may survey parents, students, and the community and/or conduct focus groups or community forums. The School Health Leadership Council shall provide periodic reports to the Superintendent/designee and, as requested, to the Board to inform annual and triannual reporting requirements.

VIII. Implementation, Monitoring, and Communication

The Superintendent/designee(s) (Principals, Lead Teachers) shall be responsible for the compliance of the wellness policy, for monitoring efforts to meet the intent of this policy, for informing and updating the community about the content and implementation of the policy, and for reporting to the Board on an annual basis

Annual progress reports will include the website address for the wellness policy and/or information on how the public can access a copy:

A description of each school's progress in meeting the wellness policy goals;

- A summary of each school's local school wellness events or activities;
- Contact information for the leader(s) of the wellness policy team; and
- Information on how individuals and the public can get involved.

Triennial Assessments of the wellness policy will be conducted to determine

- Compliance with the wellness policy;
- How the wellness policy compares to model wellness policies;
- Progress made in attaining the goals of the wellness policy.

Record Keeping Required Demonstrating Compliance

- The written local wellness policy;
- Documentation demonstrating compliance with community involvement requirements;
- Documentation of the triennial assessment of the local school wellness policy;
- Annual local school wellness policy progress reports for each school within the district;
- Documentation to demonstrate compliance with the public notification requirements.

Legal Reference: Title 20-A Chapter 223 Subchapter 9 PL 2005, C. 435, §1 §6662. Foods outside school meal program.
Pub.L. 111-296 S. 3307 (111th): Healthy, Hunger-Free Kids Act of 2010.

Cross Reference: EFE – Competitive Food Sales – Sales of Foods in Competition With The School Food Service Program
Adopted: 6/1/06

Adopted by RSU #38 Board of Directors: April 27, 2009, Revised: 06/01/16

I'm a good citizen when I am:

Trustworthy

Responsible

Honest

Respectful

Tolerant

Compassionate

Hard Working

For a complete listing of Policies and Procedures with legal references, please refer to the Maranacook Website:

<https://www.maranacook.org/page/district-policies>

Policy AC – Nondiscrimination/Equal Opportunity and Affirmative Action

The school unit does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations. Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, disability or genetic information are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities. The school unit has designated and authorized an Affirmative Action Officer/Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination, including sexual harassment. The Affirmative Action Officer/Title IX Coordinator is a person with direct access to the Superintendent. The school unit has implemented complaint procedures for resolving complaints of discrimination/harassment and sexual harassment under this policy. The school unit provides required notices of these complaint procedures and how they can be accessed, as well as the school unit's compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents and other interested parties.

Policy ACAA – Harassment and Sexual Harassment of Students

Harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct. Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and sexual harassment of students by other students are 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.

Harassment includes but is not limited to, verbal abuse and other offensive conduct based on race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse, and/or bullying behavior are also addressed in Board Policies JICIA – Weapons, Violence and School Safety and JICK – Bullying.

Sexual harassment is addressed under federal and state laws/regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

1. Title IX Sexual Harassment - Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit's education programs and activities:
 - “Quid pro quo” sexual harassment by a school employee: Conditioning a school aid, benefit, or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;
 - “Hostile environment” sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the school unit's education programs and activities; or
 - Sexual assault, dating violence, domestic violence, and stalking as these terms are defined in federal laws.
2. Sexual Harassment Under Maine Law - Under Maine law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
 - Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
 - Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive environment.

Reports and Complaints of Harassment or Sexual Harassment - All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. Failure to report such incidents may result in disciplinary action. Students, parents/legal guardians, and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. The Affirmative Action Officer/Title IX Coordinator is also available to answer questions and provide

assistance to any individual who is unsure whether harassment or sexual harassment has occurred. All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R).

Policy ACAD – Hazing

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

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

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

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

In the case of an organization affiliated with this school unit that condones hazing, penalties include revocation of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

Persons not associated with this school unit who fail to abide by this policy are subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy are subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

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

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

Policy ADAA - School System Commitment to Standards for Ethical and Responsible Student Behavior - Code of Conduct (For the entire policy and procedures please refer to the Maranacook Website)

Standards of Student Responsibility for Behavior

I have a responsibility:

1. To act with integrity (truthfulness);
2. To work hard and do my best;
3. To be respectful of others property,
4. To be accepting of individual differences;
5. To treat others with kindness; and
6. To act safely.

I have a right:

1. To learn;
2. To be respected;
3. To be heard; and
4. To be safe.

Unacceptable Student Behavior

1. Inappropriate use of language (bullying, harassment - civil rights)
2. Making others feel unsafe through confrontation, anger, fighting, and bullying
3. Disruptive classroom conduct that impedes learning opportunities
4. Complete disregard for rules
5. Lack of academic focus/progress due to lack of work ethics
6. Lack of respect for others and property of others
7. Any hurtful behavior – either physical or emotional

Consequences for Violation of the Student Code of Conduct

1. Consequences should be a positive learning experience
2. Consequences should be logical

3. Consequences should focus on the choice that was made

When a student is not meeting the school community's expectations, natural and logical consequences will be used as much as possible as the first step to improve the behavior. Consequences are directly related to the behavior in question, balance firmness with sensitivity to student dignity and respect, are not humiliating, and lead the child to reflect on the behavior and why it was inappropriate. Consequences may involve the following: after-school detention, removal from class, suspension from school, expulsion from school, restitution, oral and written acknowledgment of wrongdoing, and community service.

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Revised 07/27/2022

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

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

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

CONSEQUENCES FOR VIOLATION

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

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

Policy EBCC – Bomb Threats

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

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

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

B. **Definitions:**

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

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

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

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

D. **Reporting of Bomb Threats** - Any student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, School Resource Officer, or other employee in a position of authority. An employee of RSU #38 who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the RSU No. 38 bomb threat procedure, as developed under Section C, and inform the Superintendent of the

threat. All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures. The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

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

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

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

H. Staff Disciplinary Consequences – see website

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

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

Policy GBEBB – Staff Conduct With Students

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

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

- 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 personal attention and friendship beyond the normal teacher-student relationship; (It is understood that staff members and their children may interact with and have friendships with the families of students outside the school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.)
- Engaging in sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, current employment concerns, or other private matters to one or more students, except for educational or curricular purposes to facilitate the student/teacher relationship across all grades including the advisor/advisee program;
- Addressing students in a disrespectful manner; and
- "Friending" students or engaging in any other interactions on social media or through digital applications, that are personal in nature outside of any school-approved activity, excluding professional or curricular endeavors (such as the advisor/advisee program);
- Should the following activities occur, staff members are expected to review the activity with their building principal or supervisor, as appropriate. (It is understood that staff members and their children may interact with and have friendships with the families of students outside the school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.) (Applies to H-L)
- The best practice is to not be alone with individual students out of the view of others;
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- Driving students home or to other locations for school-related activities with written parent permission (email or text acceptable);
- Inviting or allowing students to visit the staff member's home (unless the student's parents/guardians approve of the activity, such as when a student babysits or performs chores for a staff member), including advisor/advisee activities or official school activities;
- Visiting a student at home or in another location, unless on official school business known to the parent/guardian;
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities, with parental permission) outside of school-sponsored events except as participants in organized community activities.

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

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

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

Policy JEA – Compulsory Education

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

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

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

B. A person who has:

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

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

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

Policy JICB – Care of School Property by Students

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

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

Policy JIH – Questioning and Searches of Students

The Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure. Students, their personal property, and their vehicles may be searched upon suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school. When a potential threat to safety is identified, including but not limited to a suspected ongoing violation of the Board’s drug/alcohol

or weapons policies, school administrators may search groups of students or the entire student body without individualized suspicion. Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. School administrators have the authority to inspect and search storage facilities and their content on a random basis, with or without reasonable suspicion, and authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used.

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

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

Policy JICH – Drug and Alcohol Use By Students

The RSU #38 School Board and staff support a safe and healthy learning environment for students that is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement, and organizations concerned with the use of drugs and alcohol by school-aged youth.

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

A. **Prohibited Conduct** - No student shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use, or be under the influence of any bath salts, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance. This prohibition also applies to substances that may be obtained legally but are used improperly, including but not limited to over-the-counter drugs, inhalants, and drugs legally prescribed to other persons, including drug paraphernalia. These prohibitions apply to any student who is on school property (including school vehicles), who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

B. **Disciplinary Action** - Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Parents/Guardians of the student will be notified. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

C. **Prevention/Education** - The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the misuse or illegal use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social, and health consequences of drug and alcohol abuse.

D. **Intervention** - The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referrals, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Substance Use/Abuse Procedures (JICH-R)

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

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

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

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

First Offense:

The administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.

If verified or confiscated then:

1. The administrator or designee will meet with the student.
2. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population.
- 3 Law enforcement and the superintendent are notified.
4. Student, administrator, guidance counselor or advisor (optional) and parent/guardian meet within 2-3 days of the incident to discuss what happened and the following options for consequences: (This meeting could take place when the parent comes to school to pick up their child.) The group will attempt to reach a consensus, but in the event that it is not possible, the administrator will make the final decision based on the discussion, as well as the following factors:
 - Substance abuse treatment history
 - Level of involvement in school activities and academics
 - History of other discipline problems
 - Student attitude and responsibility for actions
 - Parental support for options
 - History of legal problems/current involvement with legal system

A. Suspension up to 5 days OR

Student takes part in an educational experience around substance abuse OR

B. Student participates in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.

A plan for consequences B or C needs to be created within 2 weeks of the offense and carried out within 12 school weeks. If the plan is not created within the 2 weeks or if the plan is not carried out within 12 weeks, the suspension will be enforced.

1. Student meets with guidance counselor within 3-5 days of the offense for a substance use screening. The results of that screening will determine whether or not a full clinical use evaluation is needed. Failure to do this in the specified time frame will result in the suspension being enforced.
2. Based on the results of the screening, the student will develop a change plan within 3-5 days. The student will present the change plan to an administrator and advisor to demonstrate that they are safe to be in school.

Second Offense:

The administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.

If verified or confiscated then:

1. The administrator or designee will meet with the student.
2. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population. The student is sent home with a parent.
3. Law enforcement and the superintendent are notified.
4. Student, administrator, guidance counselor or advisor (optional) and parent/guardian meet within 2-3 days of the incident to discuss what happened and the following options for consequences: (This meeting could take place when the parent comes to school to pick up their child.) The group will attempt to meet consensus, but in the event that it is not possible, the administrator will make the final decision based on the discussion as well as the following factors:

- Substance abuse treatment history
- Level of involvement in school activities and academics
- History of other discipline problems
- Student attitude and responsibility for actions
- Parental support for options
- History of legal problems/current involvement with legal system
- Input from substance abuse professional
- Response to first offense interventions
- Overall impact to the safety and well being of the students and staff at the school

There will be a mandatory suspension for 5 days. Upon return to school, one of the following additional consequences will be agreed upon:

- i. Participating in a Risk Reduction Program such as SIRP
- ii. Students will participate in an educational experience around substance abuse
- iii. Student will participate in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.

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

Third Offense:

The administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.

If verified or confiscated then:

1. The administrator or designee will meet with the student.
2. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population.
3. Law enforcement and the superintendent are notified.
4. Minimum 10-day suspension with a mandatory recommendation from the administrator to the school board for consideration for expulsion.
5. If the school board decides against expulsion then, upon return to school, one of the following additional consequences will be agreed upon:

- A. Participating in a Risk Reduction Program such as SIRP
- B. Student will participate in an educational experience around substance abuse
- C. Student will participate in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.

A plan outlining the details of choice A, B or C above will be created within 2 weeks of the offense and carried out within 12 school weeks.

7. Student referred for clinical substance use evaluation if this has not already taken place. Students will meet with a certified substance abuse counselor to develop a Substance Abuse contract.

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

First Offense:

1. Verification and confiscation;
2. Administrator meets with student;
3. Parent/guardian notified, student sent home;
4. Student, guidance counselor, administrator, advisor (optional), parent/guardian meet;

5. Superintendent and Law Enforcement notified;
6. Suspension (minimum of 10 days) with a recommendation to the school board for expulsion;
7. Student referred for clinical substance use evaluation (if one has not already been done);
8. If a student should return after the completion of the evaluation, s/he will meet with designated school personnel to develop a Substance Abuse Contract.
9. Student will follow the terms of the Substance Abuse Contract which is monitored by a certified Substance Abuse Counselor and designated school personnel.

Second Offense:

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

Policy JICIA – Weapons, Violence, and School Safety

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

The RSU #38 Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats, and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

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

PROHIBITED CONDUCT

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

- Possession and/or use of articles commonly used as weapons or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person, regardless of possessing a concealed weapons permit. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, and nunchucks;
- Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);

- Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- Verbal or written statements (including those made using computers or other electronic communications devices or technologies) which threaten, intimidate, or harass others, or which tend to incite violence and/or disrupt the school program;
- Willful and malicious damage to school or personal property;
- Stealing or attempting to steal school or personal property;
- Lewd, indecent or obscene acts or expressions of any kind;
- Violations of the school unit's drug/alcohol and tobacco policies;
- Violations of state or federal laws; and
- Any other conduct that may be harmful to persons or property.

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JICK – Bullying and Cyberbullying Prevention in Schools

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

I. Introduction

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

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

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

II. Prohibited Behavior

The following behaviors are prohibited:

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

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

III. Bullying and Cyberbullying Defined

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

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

1. Have, or a reasonable person would expect it to have, the effect of:
 - (a) Physically harming a student/staff or damaging a student's or staff's property; or
 - (b) Placing a student/staff in reasonable fear of physical harm or damage to the student's or staff's property;

OR

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

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

OR

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

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

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including
but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as the use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student or staff, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;

5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

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

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

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

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

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

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

IV. Application of Policy

- This policy applies to any student, school employee, contractor, visitor, or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy. Administrators, professional staff, and all other employees who violate this policy will be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.
- This policy applies to bullying that:
 1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased, or used

by a school for a school-sponsored activity, function, program, instruction, or training. "School grounds" also includes school-related transportation vehicles;

2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction, or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student/staff at school as set forth in this policy's definition of bullying.

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

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

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

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

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

The school principal or a superintendent's designee will:

- A. Initiate investigation within 2 school days and respond to allegations of bullying behavior;
- B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the superintendent;
- C. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made within 2 school days;
- D. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;

E. Inform parent(s) or guardian(s), in writing, of the students involved in the findings of the investigation and actions to be taken;

F. Communicate with local or state law enforcement agencies if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

VII. Remediation (*Refer to the Remediation Form – JICK-E3*) The school principal or a superintendent's designee will:

A. Identify the specific nature(s) of the incident.

B. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

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1. Meeting with the student and the student's parents/guardian;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between parties, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills-building and resolution activities, such as social-emotional cognitive skills-building, resolution circles, and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school, or on weekends.

C. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

VIII. Appeal

Notification shall be provided to parent(s), guardian(s), and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking remedial action in accordance with this policy. A student or his/her parent/guardian who is dissatisfied with a decision of the Superintendent or designee related to the taking or not taking of disciplinary action in the course of implementing this policy may appeal, in writing, to the Superintendent within 14 calendar days of notice of the decision. The Superintendent's decision shall be final.

IX. Assignment of Responsibility

A. The School Board is responsible for:

1. 1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff
2. Posting this policy and related procedures on the RSU #38 publicly accessible website; and

3. Including in student/staff handbooks a section that addresses in detail this policy and related procedures.

B. The superintendent is responsible for:

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

Policy JJIF – Management of Concussions and Other Head Injuries

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

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

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

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

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

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

Policy JKAA – Use of Physical Restraint and Seclusion

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

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

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

1. Definitions

The following definitions apply to this policy and procedure:

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

Physical restraint does not include any of the following:

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

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

Seclusion does not include:

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

2. Procedures for Implementing Physical Restraint and Seclusion

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

3. Annual Notice of Policy/Procedure

RSU No. 38 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee.

Training Requirements

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

B. RSU No. 38 will ensure that there are a sufficient number of administrators/designees, special education, and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office, and in the school unit's Comprehensive Emergency Management Plan.

1. 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.

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ELECTRONIC DEVICES/WEB SITE/TECHNOLOGY Policy IJND – Web Site and Social Media
(Refer to separate handout for policy, guidelines, and media release form)

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

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

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

The Board recognizes that many students possess cell phones and other electronic devices. These devices may not be used in any manner that disrupts the instructional process or violates Board policies

or school rules. RSU #38 shall not be responsible for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation. The following provisions apply to student use of cell phones and other electronic devices:

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

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

Policy JLCD – Administration of Medication to Students

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

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

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

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

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

I. DEFINITIONS

"Administration" means the provision of prescribed medication to a student according to the orders of a health care provider. "Health care provider" means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

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

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

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

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

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

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

II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Parental Request - In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgment and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication. Requests shall be valid for the current school year only.

B. Health Care Provider's Order - All parental requests must be accompanied by a written order from the student's health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. Such order must include:

1. The student's name;
2. The name of the medication;

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

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

C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders - Written parental permission requests/forms and health care provider orders must be renewed at least annually. Healthcare provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication - The student's parent shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

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

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

The parent is responsible for notifying the school, in writing, of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

E. Record keeping - School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills, or tablets, and/or the volume of other medications brought to school shall be recorded. School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given. The school nurse shall oversee all procedures in maintaining records, including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered. Records shall be retained according to the current State schedules pertaining to student health records.

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

G. Administration of Medication - Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses. The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so. Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent pertaining to the authorization of unlicensed persons to administer medication.

H. Administration of Medication During Off-Campus Field Trips and School-Sponsored Events - The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or IEP, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, Section 504, and the Americans with Disabilities Act (ADA).

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

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

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

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

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

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

J. Delegation and Implementation - The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy. Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school by parent/guardian;

2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications;
6. The procedure to follow, as prescribed by standing orders by the school physician, in the event of anaphylaxis;
7. Access to emergency medications, including school emergency bags, in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.
- 10.

III. SELF-ADMINISTRATION OF MEDICATIONS

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

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.
2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, the frequency with which it may be administered, and the circumstances that may warrant its use.
3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.
4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler as deemed necessary by the school nurse.
5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually. A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parent if the student demonstrates the inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student. Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

JLCDA – Medical Marijuana in Schools

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

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

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

- The student’s parent/legal guardian/legal custodian must request the school unit’s “Request to Administer Medical Marijuana at School” form and a copy of the Board’s policy JLCDA, Medical Marijuana in Schools from the school nurse.
- The parent/legal guardian/legal custodian and the student’s medical provider (physician, certified nurse practitioner, or physician assistant) must complete and sign the Request form, to be submitted to the school with a copy of the student’s current written certification for the use of medical marijuana. The parent/legal guardian/legal custodian must present the original certification to the school employee responsible for processing the request. A copy of the certification will be retained by the school.
- The parent/legal guardian/legal custodian must designate a caregiver who will administer medical marijuana to the student in school (including a student who is 18 years of age or older). The designated caregiver must be registered with the Maine Medical Marijuana Program. The original registry identification card and caregiver designation form must be presented to the school employee processing the request. Copies will be retained by the school.
- If the designated caregiver is a person other than the student’s parent/legal guardian/legal custodian, the designated caregiver must also provide verification that he/she is authorized by the State of Maine to administer marijuana to the student on school grounds.
- An arrangement will be made between the school administration and the designated caregiver to schedule the administration of medical marijuana in a manner that will minimize disruption to the student’s educational program, other students, school personnel, and the operations of the school.
- Medical marijuana may be administered only at the school nurse’s office. The designated caregiver must sign in at the school office on arrival at school and proceed directly to the location where the medical marijuana will be administered. The designated caregiver must comply with all Board policies and school rules while on school grounds.
- Medical marijuana administered in school must be in a non-smokeable form. Vaporizers are not permitted.
- Only the designated caregiver may bring medical marijuana to school. It may not be held, possessed, or administered by any person other than the caregiver. The student may only hold or possess the medical marijuana during the process of administration and under the supervision of the caregiver.
- The designated caregiver must sign out at the school office after the administration of the medical marijuana, taking any remaining medical marijuana with him/her.

SPECIAL EDUCATION

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

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

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

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

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

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

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

ACCESS TO STUDENT RECORDS

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

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

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TITLE I – (Mt. Vernon, and Wayne Elementary Schools) Policy KBF – Parent Involvement in Title I

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

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

I. DISTRICT-LEVEL PARENT INVOLVEMENT POLICY

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

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

II. SCHOOL-PARENT INVOLVEMENT POLICY

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

The "School-Parent Compact" shall:

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

III. PARENT INVOLVEMENT MEETINGS

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

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

These meetings shall be used to provide parents with:

A. Information about programs the school provides under Title I;

B. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;

C. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

D. The opportunity to submit comments to the district level if they are dissatisfied with the school-wide Title I program. Title I funding, if sufficient, may be used to facilitate parent/guardian attendance at meetings through the payment of transportation and childcare costs.

IV. PARENT RELATIONS

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

V. DELEGATION OF RESPONSIBILITY

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

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