

T. W. Kelly Dirigo Middle School

Student Handbook 2023-2024



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RSU56



Mission:	The mission of RSU56 is to prepare our students to become purpose-filled, skilled members of the local and global communities.
Vision:	In RSU56, our vision is to be a nationally recognized, innovative, learning district where students, staff, families, community members and supporters are excited to work, learn and grow together.
Core Values:	<ol style="list-style-type: none"> 1. We do what's right for all kids. 2. We are proud of our Cougar community. 3. We value integrity.

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RSU 56 policies and curriculum documents are available at rsu56.org

Mission Statement of T. W. Kelly Dirigo Middle School

The mission of T.W. Kelly Dirigo Middle School is to foster the full development of each child's intellectual, emotional, cultural, creative, and physical capabilities and to educate each child to live and work effectively and cooperatively with others.

We believe that middle school is designed for educating students who are making the transition from childhood to adolescence. We further believe that the curriculum and other programs should be designed to bridge the gap between the elementary classroom and the specialized subject field of the high school and that the curriculum and programs should center on the developmental stages of the early adolescent.

T.W. Kelly Dirigo Middle School is dedicated to educating each child by providing a program that is relevant to the student's individual needs and to the demands of society in this world of constant change with a rapidly expanding body of knowledge. The instructional program of the middle school is designed to help students understand themselves as unique individuals with personal needs and shared social responsibilities.

We seek to provide a challenging curriculum with flexibility to meet the needs of each student. We believe that to be effective; education must be founded on secure mastery of basic skills, taught not only in isolation but also in integration with one another. We place a strong emphasis on reading, personal expression of ideas through speaking and writing, and the mastery of computational and problem-solving skills. We also encourage scientific exploration, artistic creativity, physical activity, career examination, technological investigation, and the exploration of practical life skills.

Our high expectations for academic achievement are balanced with fostering a growing awareness of others. We seek to develop in our students a broader sense of the world and to value not only their own beliefs but also those of others.

Our school atmosphere is informal and friendly. Although the styles of teaching vary, we recognize and respect different learning styles and are united in our commitment to reach each child. Our faculty is excited about education, and they are constantly learning and growing. They show children a caring community by working together and respecting one another.

Superintendent of RSU #56

Pam Doyen, Superintendent of Schools

Dirigo Middle School Administration

Jason Long

Lisa Sanborn

Nicholas Karavas

Principal

Administrative Assistant

Athletic Director

Note to Students and Parents/Guardians

Students and parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of RSU #56 policies. In case of a conflict between a board policy and the rules in this handbook, the board policy will prevail. RSU #56 reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students, and parents, and RSU #56, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

A copy of the Board's Policy Manual is available in the Superintendent's Office, and each school office and many policies are available on the district's website.

Equal Educational Opportunities

RSU #56 is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of race, sex, color, national origin or ancestry, religion, disability, or sexual orientation. Students or parents/guardians should direct any questions or concerns to Nick Karavas, Affirmative Action Officer, 562-4300 extension 3103.

Staff Conduct with Students

The RSU #56 Board of Directors expects all staff members, including teachers, coaches, counselors, administrators, school volunteers, and others, to maintain the highest professional, moral, and ethical standards in their conduct with students. Students and/or their parents/guardians are encouraged to notify the appropriate administrator if they believe a teacher or other staff member may be engaging in conduct that violates this policy. The full RSU #56 policy is available in the appendix of this document for printing, or you may [click here for the full policy](#).

TWKDMS Bell Schedule 23-24

Monday, Tuesday, Thursday & Friday

8th Grade

Period 1	8:00-8:45
Period 2	8:45-9:30
Period 3	9:30-10:15
Period 4	10:15-11:00
Lunch	11:00-11:25
Period 5	11:25-12:10
Period 6	12:10-12:55
Period 7	12:55-1:40
Period 8	1:40-2:25

7th Grade

Period 1	8:00-8:45
Period 2	8:45-9:30
Period 3	9:30-10:15
Period 4	10:15-11:00
Period 5	11:00-11:45
Lunch	11:45-12:10
Period 6	12:10-12:55
Period 7	12:55-1:40
Period 8	1:40-2:25

6th Grade

Period 1	8:00-8:45
Period 2	8:45-9:30
Period 3	9:30-10:15
Period 4	10:15-11:00
Period 5	11:00-11:45
Period 6	11:45-12:30
Lunch	12:30-12:55
Period 7	12:55-1:40
Period 8	1:40-2:25

Wednesday

8th Grade

Period 1	9:00-9:40
Period 2	9:40-10:17
Period 3	10:17-10:54
Lunch	10:54-11:19
Period 4	11:19-11:57
Period 5	11:57-12:34
Period 6	12:34-1:11
Period 7	1:11-1:48
Period 8	1:48-2:25

7th Grade

Period 1	9:00-9:40
Period 2	9:40-10:17
Period 3	10:17-10:54
Period 4	10:54-11:32
Lunch	11:32-11:57
Period 5	11:57-12:34
Period 6	12:34-1:11
Period 7	1:11-1:48
Period 8	1:48-2:25

6th Grade

Period 1	9:00-9:40
Period 2	9:40-10:17
Period 3	10:17-10:54
Period 4	10:54-11:32
Period 5	11:32-12:09
Lunch	12:09-12:34
Period 6	12:34-1:11
Period 7	1:11-1:48
Period 8	1:48-2:25

2023-2024 TWKDMS Full Staff List

Arsenault, Kristin	Library Educational Technician	karsenault@rsu56.org
Blaisdell, Sonia	Kitchen	sblaisdell@rsu56.org
Boucher-Ladd, Michelle	Special Education Teacher	mladd@rsu56.org
Bragdon, Sarah	Grade 7 & 8 Science Teacher	sbragdon@rsu56.org
Carpenter, Camerson	Social Studies Teacher	ccarpenter@rsu56.org
Carver, Rob	Custodian	rcarver@rsu56.org
Couture, Earl	Math Interventionist	eacouture@rsu56.org
Cyr, Tess	Grade 7 Social Studies & Grade 8 Capstone Teacher	tcyr@rsu56.org
Dority, Diana	Grade 7 & 8 Art Teacher	ddority@rsu56.org
Duguay, Morgan	Special Education Educational Technician	mduguay@rsu56.org
Finnegan, Elaine	Grade 7 & 8 ELA Teacher	efinnegan@rsu56.org
Gilbert, Stacey	Grade 7 & 8 Math Teacher	sgilbert@rsu56.org
Hamalainen, Jim	Chorus & Band Teacher	jhamalainen@rsu56.org
Hamalainen, Yamile	Grade 6 PE/Health & Social Studies Teacher	yhamalainen@rsu56.org
Hodgkins, Jared	Technology	jhodgkins@rsu56.otg
Holman, Lexi	Special Education Educational Technician	lholman@rsu56.org
Holmquist, Kristi	Grade 6 ELA & Writing Teacher	kholmquist@rsu56.org
Horne, Judy	Special Education Educational Technician	jhorne@rsu56.org
Johnson, Abby	ELA Interventionist	ajohnson@rsu56.org
Karavas, Nicholas	Athletic Director	nkaravas@rsu56.org
Kimball, Ellen	Kitchen	ekimball@rsu56.org
Knight, Kathy	Special Education Teacher	kknight@rsu56.org
Long, Jason	Principal	jlong@rsu56org
MacFarlane, Meg	Grade 6 Math & Science Teacher	mmacfarlane@rsu56.org
Merchant, Heather	Special Education Educational Technician	hmerchant@rsu56.org
Nutt, Katrina	Kitchen	knutt@rsu56.org
Ramu, Philip	School Social Worker	pramu@rsu56.org
Rickards, Carole	Special Education Educational Technician	crickards@rsu56.org
Robbins, Bob	Head Custodian	rrobbins@rsu56.org
Roberge, Scott	Custodian	sroberge@rsu56.org
Sanborn, Lisa	Administrative Assistant	lsanborn@rsu56.org
Thurston, Sara	Grade 7 & 8 PE/Health Teacher	sthurston@rsu56.org
Tuell, Kate	Special Education Educational Technician	ktuell@rsu56.org
Van Lieu, Jim	Custodian	jvanlieu@rsu56.org
Wilcox, Kathryn	School Nurse	kwilcox@rsu56.org
Wood, Abby	Social Studies and GT Teacher	awood@rsu56.org
Woollam, Kaitlynn	Special Education Educational Technician	kwoollam@rsu56.org

Academics

Grading and Reporting

Report cards will be issued to all students three (3) times each year following a trimester schedule, and eligibility checks happening generally once every two weeks throughout the year. There are three schoolwide categories for all assignments: Summative, Formative, and Habits of Work and Learning.

Types of Assignments

Formative assessments at TWKDMS are mini-projects, quizzes, constructed response answers, and other assignments intended to determine student progress toward understanding within the progression of a unit of study. There tend to be many of these assessments per trimester. All assessments within this category are collectively valued as 50% of a student's traditional grade. It is common that formative assessments start during class time and are completed as homework. Opportunity for corrections and improvement of formative assessments is permitted at teacher discretion until the conclusion of the unit of study and must be resubmitted no later than seven days after entry of the grade into PowerSchool. Students with a failing grade in a course at the end of a trimester will have their next opportunity to improve formative assessment scores during summer school.

Summative assessments at TWKDMS are projects, tests, major papers, and other assignments intended to determine overall student understanding at the conclusion of a unit of study. There tend to be only a few of these assessments per trimester. All assessments within this category are collectively valued as 50% of a student's traditional grade. Opportunity for improvement of summative assessments is uncommon but permitted at teacher discretion until the conclusion of a grading period and must be resubmitted no later than seven days after entry of the grade into PowerSchool. Students with a failing grade in a course at the end of a trimester will have their next opportunity to improve summative assessment scores during summer school.

The Habits of Work and Learning include informally assessed assignments (like practice work) and student performance regarding school-wide expectations for respect, responsibility, and cooperation. Performance in this category is reported by class once a trimester using a rubric separate from the traditional academic grade.

Types of Grade Reports

TWKDMS uses the same dual-reporting approach used at Dirigo High School: Traditional Report Cards and separate standards-based Benchmark Progress Reports.

Traditional Report Cards at TWKDMS include an overall grade on a 100-point scale for each course as well as teacher comments.

Benchmark Progress Reports at TWKDMS include summative scores for Benchmark Standards on a 4-point scale (with .5s) for each course as well as Habits of Work and Learning scores.

Summer School

All students with a failing trimester grade in any class and/or a Benchmark Standard score below a two will be required to attend summer school. Except for extreme circumstances, grades truly close at the end of each trimester, and students with work remaining will need to complete what is required to "pass" in the summer.

Grade Level Benchmark Standards

Although courses attempt to provide instruction on the full scope of the standards identified in the curriculum documents adopted by RSU 56, certain standards have been identified by instructional staff as most important for a successful progression through the grades and in life. These most important standards, called Grade Level Benchmark Standards, are assessed on a standards-based 4-point scale (with .5s).

At TWKDMS, a valid summative score for a Benchmark Standard is either the average of the three most recent formative assessments or the score of a single standards-based summative assessment. These summative scores in PowerTeacher Pro can be adjusted using professional judgment by the teacher prior to reporting.

Feedback and Grading

Staff are expected to complete and enter into PowerTeacher Pro formative assignment grades within 7 days from the published due date or student submission (whichever is later). Staff are granted 14 days to provide feedback on summative assignments in the same manner. It is best practice that assessments are created with a published due date in PowerTeacher Pro when they are first assigned. It is especially important that grades be updated and accurate in time for each eligibility check.

“Late” Work and Makeup Procedures

All students are expected to complete all work by teacher-published due dates. Although circumstances may arise where a student is absent or struggling and thus falling behind on assignments, it is important for TWKDMS to have a make-up policy that realistically manages late work and “redo” opportunities so that students remain primarily focused on current assignments and not constantly “playing catchup.”

Due date extensions will be granted for excused absences and other valid reasons at the discretion of the teacher up to 7 days after the original due date. For example, something originally due 09/04/23 could be accepted for credit up until 2:25 on 09/11/23 with teacher permission. If a student is absent for an extended period of time, that student is still expected to follow and complete assignments in the Google Classroom. Students unable to complete late or failing assignments within the allowable 7-day window will have an opportunity to complete the assignment and/or meet the standard during summer school if necessary. This is not meant as punishment, but rather to prevent creating unrealistic “mountains” of make-up work.

Exceptions to this school practice may be made for extenuating circumstances and/or to follow the specifications of an IEP or 504 plan. It is the student’s responsibility to obtain all make-up work from his/her teachers. Failure to obtain or check online for work is not an excuse for not doing work missed. Students missing school due to extra-curricular activities or planned trips are responsible for getting their work ahead of time and completing work within the allotted 7-day window of time.

Homework

Homework is considered a necessary part of the student’s scholastic life. Therefore, students should develop effective study habits. Homework may be recorded or accounted for as Practice Work and will also influence the Habits of Work and Learning grade. When in doubt, all students have IXL that they can work on. Formative or Summative Assessments may be completed at home and counted for a grade, but simple “checkmark” practice assignments should not be included in the academic grade calculation.

Academic Honesty

Academic cheating is any attempt to gain an unfair advantage in grades through dishonesty in the performance on an assignment or examination. Examples of cheating include copying (or allowing to copy) assignments, unauthorized use of notation aids, looking at another student's work during a test situation, procuring, previewing, or supplying examinations ahead of time, and plagiarism. Plagiarism is the use of another's words without clearly giving credit to the original author.

T.W. Kelly Dirigo Middle School expects students to maintain the highest academic integrity. Students found to be cheating will be dealt with by the teacher and/or principal in one or more of the following manners:

1. Redoing of assignment
2. An incomplete/no credit on the assignment requiring an additional alternative assignment
3. A parent/guardian conference
4. Suspension from school

Assignment Accessibility and Google Classroom

All classroom teachers at TWKDMS will support their classroom by hosting a Google Classroom for students to access instructional materials and assignments. Teachers will create a separate Google Classroom page for each trimester of their course and must, at a minimum, post daily classwork expectations on the stream of their Google Classrooms before the start of each school each day. A separate Google Classroom Standard Operating Procedure (SOP) will be posted. Teachers will also provide via their Google Classroom access to Trimester Overviews and/or Syllabi that provides the basic scope and sequence of content and units covered.

Controversial Topics and High-Quality Education

As stated in RSU 56 Policy IMB, Teaching About Controversial/Sensitive Topics, "American academic tradition stresses the free contest of ideas as a vital element both in the development of curriculum and in classroom teaching." Staff are strongly encouraged to review Policy IMB for the direction and principles therein.

The following expectations are provided by RSU 56 Policy IMB:

1. The teacher, in selecting both the content and the method of instruction, is mindful of the maturity level of the students.
2. The teacher has assured him/herself that the controversial subject to be discussed belongs within the framework of the curriculum to be covered, that the subject is significant as well as meaningful for the students, and that through the discussion, students will have the opportunity to grow.
3. The teacher handles the classroom presentation in ways that will ensure a wide range of information and interpretation for the students' consideration and strives to present a balance among many points of view.
4. The teacher does not use the classroom as a personal forum. He/she does not employ the techniques of the demagogue or the propagandist for attention, for control, or simply for color. The teacher has the right to identify and express his/her own point of view in the classroom as long as he/she indicates clearly that it is his/her own.
5. The teacher emphasizes keeping an open mind, basing one's judgment on known facts, looking closely at facts to evaluate them in terms of the subject under discussion, and being ready to change one's opinion should new facts come into light.
6. The emphasis always is on the method of forming an opinion as much as on the opinion formed.

Attendance

General Absence

The following conditions apply to all absences:

1. Despite the fact that an absence is excusable by law, it still counts toward a student's total absences.
2. A student must be present for 3 or more hours in Maine to be counted as present, even if dismissed.
3. School administrators are responsible for determining whether an absence is excused or unexcused. Because Maine School Law is specific, parental permission for an absence does not guarantee that it will be an excused absence.
4. School Administration may request documentation for medical-related absences.

Excused Absence

Under Maine law, there are only five reasons why a school may excuse a student's absence:

1. Personal illness
2. An appointment with a health professional that must be made during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during the school day.
4. A family emergency (approved by the school)
5. A planned absence for personal or educational purposes that has been approved by the school. (Approval must be secured in advance. Forms are available in the main office.)

Unexcused Absence from School

An unexcused absence is any absence that does not conform to the five excusable reasons for absences under Maine Law. Grade 7 or 8 students with seven consecutive unexcused absences or ten total unexcused absences are considered truant. Grade 6 students with five consecutive or seven total unexcused absences are considered truant. TWK Dirigo Middle School will work with the home, attendance intervention personnel, outside agencies, and law enforcement to ensure truant students and parents re-engage with the school and improve attendance.

Tardiness

Arriving at school after 7:55 am is considered tardy in the morning. If you bring a note explaining the reason for being late, your tardiness will be "excused" based on the reasons listed below. Students with three unexcused tardies within a trimester will be issued a detention. On the day of an unexcused tardy, a student-athlete may not participate in practice and/or play in a game on that same day.

Excused absences:

1. Personal illness;
2. An appointment with a health professional that must be made during the regular school day; please bring in a note from a doctor's office;
3. A family emergency;
4. A planned absence for a personal or educational purpose, which has been approved;
5. Observance of a recognized religious holiday when the observance is required during the regular school day.

Procedure for Absences

The school is responsible for determining the whereabouts of all of its students on a daily basis. Parents are expected to report all student absences. Parents can report absences by calling the school on the morning of the absence. Dirigo Middle School will call the parents of all students reported absent from their first class of the day unless the student has already been reported absent by a parent. If the school is unable to reach a parent by phone, the school will leave a message (if able to do so). The parent may return the call to the school or send a note with the student when the student returns from the absence. Because Dirigo Middle School is required to track and record student absences according to state statutes, we will ask parents for the reason why a student is tardy, absent, or dismissed. Students are expected and allowed to make up work for excused absences.

Planned Absences

Students who will miss school for a multi-day planned absence for personal and/or educational purposes and wish for the absence to be excused must secure permission in advance. This is done by completing and submitting the Planned Absence form to the main office. Completion of the form does not guarantee that absences will be considered excused by the school administration. This form is not required for school-sponsored events and field trips.

Closed Campus

T. W. Kelly Dirigo Middle School operates on the closed campus policy, which means that all students will remain at the school for the entire school day, including lunchtime. No students will be allowed to leave the school grounds unless dismissed for a valid reason, such as a doctor's appointment, etc. No one will be allowed to go home or to the store for lunch.

Bicycles, Snow Machines, and Skateboards

Students who ride bicycles, snow machines or skateboards to school should know the rules of the road or trails for safe riding. Please note that the bicycle rack is at the end of the practice field. All bicycles should be placed there and should not be ridden beyond that point during school hours. Snow machines can be parked where the bicycle rack would be. Skateboards should be placed in a locker or classroom. For your own protection, you are not to ride around the school, as many cars and buses bring students to and from school.

Bicycles, snow machines, and skateboards are personal property. Do not use anyone else's bike, snow machine, or skateboard unless the owner has given you permission. This is stealing and will be dealt with as such.

Students transporting themselves by foot or other means must respect the private and personal property of residents surrounding the school. Students waiting for transportation must remain respectful and follow school rules while still on school property.

Student Conduct

All school and district policies are in effect throughout the school day and at any and all school-sponsored functions and events.

Behavioral Expectations

Dirigo Middle School expects all students to be Respectful, Responsible, Compassionate, and Cooperative.

The students at Dirigo Middle School are expected to conduct themselves in such a way as to reflect pride and respect in their school, community, and themselves. Students are expected to display good sportsmanship and courtesy at assemblies, field trips, and extracurricular functions.

In the classroom, Dirigo Middle School students are expected to maintain a school environment that promotes respect and consideration for one another. Students are expected to abide by the classroom expectations set by individual teachers.

Positive Behavior Intervention and Support (PBIS)

Our school is always working to find successful ways to encourage children to be respectful, responsible, compassionate, and cooperative across all school settings. Dirigo Middle School is one of the many schools implementing a Positive Behavior Intervention and Support (PBIS) system in the nation.

The basic components of PBIS are: 1) a data-driven approach to addressing student behavior, 2) focuses on explicitly teaching, modeling, practicing, and recognizing appropriate behavior, 3) a proactive system of supports that strives to acknowledge appropriate student behaviors, 4) addresses classroom, school-wide, and district-wide behavior issues, and 5) consistent and clearly defined in all settings.

Students will help to define what these expectations look like in various settings and then practice in each area the appropriate procedures with staff. We will then be able to support students as they make connections to the common expectations, learn to model appropriate behaviors and take responsibility for their choices in meaningful ways.

Student Success Team:
Jason Long, Principal
Stacey Gilbert, Teacher
Abby Wood, Teacher
Lisa Sanborn, Administrative Assistant

Contact information:
jlong@rsu56.org
sgilbert@rsu56.org
awood@rsu56.org
lsanborn@rsu56.org

Behavioral Records

Dirigo Middle School a School-Wide Information System (SWIS). SWIS is a web-based software system for collecting and summarizing school office discipline referrals. The purpose of SWIS is to provide schools with accurate, efficient, practical information for decision-making about school-wide discipline.

Acknowledgment for Positive Behavior

Students receive recognition throughout the year for making good choices and upholding the values of Dirigo Middle School. Staff can complete “Good News Postcards” when they observe students demonstrating behavior deserving recognition. Classroom Behavioral Expectations must be visible in every classroom.

Technology Expectations

Students are expected to focus on positive school-related activities during the school day. Cellular devices may NOT be used during the school day. Students who MUST use a personal device to contact home must have permission to do so. Students must honor the appropriate use agreement they agreed to when receiving a school laptop. A school device can be subject to random searches by the administration. Students MAY NOT use electronic devices for recreation (games, social media, etc.) during the school day unless there is a special exception made by the administration. Violent and weapons-based games are strictly prohibited. The use of music is at the teacher’s discretion, although students must use streaming services such as Spotify or personal libraries like iTunes. Using YouTube or other video services for this purpose is not allowed.

The following is directly from School Board Policy JICJ: “Students are prohibited from using privately-owned electronic devices including but not limited to cell phones, “smartphones,” iPods, MP3 players, handheld computers/PDAs, and electronic games at school or during school activities except when the teacher or building principal authorizes use for a specific educational, health or safety purpose.”

General Campus Conduct

Throughout the Dirigo campus, at all times, students are expected (but not limited) to:

1. Students are not to threaten, intimidate, or cause bodily harm to any students or school employees.
2. Students are not to throw dangerous or inappropriate objects.
3. Students should always have the teacher's permission to leave classrooms.
4. Students should walk in halls and classrooms, and noise should be kept to a minimum level.
5. Students will not use, possess, or distribute tobacco, alcohol, or drugs on school property.
6. Students are not to have in their possession matches, lighters, knives, or weapons of any type.
7. Students are not to leave the school grounds at any time without office permission.
8. Students are to refrain from using inappropriate language and gestures.
9. Students will refrain from damaging school or private property.
10. Students are to refrain from inappropriate displays of affection.
11. Students are expected to attend and be on time for all classes unless excused.
12. Students are to do their own work. Cheating will not be tolerated.
13. Students are to follow the dress code.
14. No inappropriate material is allowed on any medium.
15. Students must refrain from consuming sugary and/or highly caffeinated drinks during the school day unless directed otherwise by a school nurse.
16. Use technology appropriately. Electronics should only be used for educational purposes during class. “Playing on the laptop” is not acceptable during academic time.
17. Be responsible with food. During the school day, food and drinks may be consumed at the discretion of the teacher/staff. During passing times, students should not have food out.

Detention

Teachers and administrators have the authority to detain students after school hours for infractions of classroom or school rules. Before assigning students to detention, the student will be informed of the reason for the detention, and the student will be given an opportunity to explain his/her version of the incident. Teachers and administrators have the discretion to substitute alternative discipline in cases where they deem detention inappropriate. A 24-hour notice is required before the detention is served.

The student's parents/guardians will be informed of the reason for the detention and requested to make arrangements for the student's transportation following the detention. The detention will not begin until the parents/guardians have been notified.

All students detained for disciplinary purposes will be under the direct supervision of a member of the professional staff or a person designated by the building administrator. Students in detention are expected to use the time constructively. Students who fail to serve scheduled detention may be subject to additional disciplinary measures, such as additional detentions or suspensions. Office detentions will be held on Wednesday from 2:30-3:30.

School Suspension Procedures

School suspension is administered for serious school offenses, including, but not limited to the following: violations of drug and alcohol policies, fighting, assault, harassment, theft, vulgarity or verbal abuse of a staff member, vandalism, insubordination, and disrupting the school setting. Also, repeated violations of lesser offenses may result in suspension. The length of suspension will be determined by the school administration and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken. It is the student's responsibility to make arrangements with individual teachers to make up all work and tests missed during the suspension. While suspended, students are ineligible to attend any school functions or be on school grounds, home, or away.

Interviews and Searches

Maine State Law grants police officials the right to meet with students at school. When police officials request to question or search RSU #56 students, the school administration will make every effort to be cooperative with them.

The following rules shall apply to the search of school property assigned to a specific student and the seizure of items in his/her possession:

1. There should be a reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation.
2. General searches of school property may be conducted at any time. School property may be recovered during such searches.
3. Illegal items or other possessions reasonably determined to be a threat to the safety and security of others will be removed from a student's possession.

The Board of Directors seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students in accordance with policy and procedures.

Tobacco Use and Possession

RSU #56 believes that tobacco use is the most preventable behavioral factor contributing to illness, disability, and death.

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Board prohibits smoking and the use of all other tobacco products, including smokeless tobacco products and products resembling tobacco products such as the e-cigarette, in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds by all persons, including students and employees. This means no tobacco use at any time, 24 hours a day, 365 days a year, by anyone on school property or at any school-sponsored functions.

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

The full RSU #56 policy regarding Tobacco Use and Prevention is available in the appendix of this document for printing, or you may [click here for the full policy](#).

Violation of the Tobacco Use and Possession Policy will be dealt with as specified within this procedure. The full RSU #56 policy regarding Tobacco Use and Prevention Administrative Procedure is available in the appendix of this document for printing, or you may [click here for the full policy](#).

Visitors

Students are not to have visitors other than parents or guardians in school. Parents are always welcome to visit the school and classes, though we ask that they make prior arrangements with the school administration and classroom teacher. A yearly RSU #56 Volunteer Registration Form must be completed and approved prior to a visit unless it is a guest speaker arrangement approved by the principal. Visitors must check into the office, secure approval, and sign the visitor record upon arrival and departure from the school building. A visitor's pass will be issued. Visitors are expected to respect school rules and expectations.

Emergency Forms

A personal record form is to be filled in at the beginning of each school year by the parent or guardian and returned to the office. This form provides necessary information for emergency use. The information is vital to the personal welfare of each student. Changes in employers' telephone numbers, email addresses, doctors, addresses, etc., must be kept current to safeguard the personal welfare of each student in an emergency.

School Emergency Evacuation Procedures/Fire Drills/Lockdown

Dirigo Middle School has a prescribed set of procedures for emergency evacuations and lock-downs. Students will be made aware of these procedures, and the procedures will be practiced throughout the school year. During any evacuation or lockdown, students are expected to obey all commands and requests of any and all adults.

Bus Rules

The safe transportation of students is a top priority in RSU 56. As such, a student's privilege to use district transportation services is conditional upon his/her behavior and observance of all bus rules. The bus driver and other accompanying adults are in charge and must be shown proper respect at all times. The following rules are to be followed, or students will be subject to the consequences outlined below:

Meeting the Bus:

1. Whether at home or at school, students should be visible and on time when waiting for the bus. The driver will stop for waiting passengers but is not required to wait for students who are running late.
2. Students should not run alongside or around the bus at any time and should wait until the bus has completely stopped before entering or exiting.
3. Students who must cross the road to meet or exit the bus must go in front of the bus and wait until the driver directs them to cross the road.

On the Bus:

1. Nothing is to be hung outside of the bus windows, including hands, heads, and other objects.
2. There is no pushing, shoving, or fighting (verbal or physical) allowed on the bus at any time.
3. Students will not touch the emergency door or roof exits unless directed to by the driver in an emergency situation.
4. Students who vandalize the bus in any way will be responsible for the cost of the damage and may be removed permanently from the bus.
5. Windows can only be opened with permission from the driver.
6. Students are not to shout out the windows or throw anything out of the windows.
7. Students must remain seated at all times and not exit the bus until it has come to a complete stop.
8. Students are not allowed to eat or drink on the bus unless given permission by the driver.
9. Students cannot possess drugs, alcohol, tobacco, or weapons of any kind on the bus.
10. DMS student use of personal electronic devices such as cell phones must not be a distraction to the driver. Students may use the devices only while in their seat and facing forward so that the light emitted from the device does not reflect in the driver's rearview mirror. Students who fail to comply with this expectation will be required to stop using and put away their device.

Arrival at School:

1. Students are to report directly to the school or student waiting area.
2. Students are NOT allowed to leave school grounds once they have arrived unless a school staff member grants permission.

Students violating these rules will face consequences from written warnings to a suspension from school and removal from the bus. Incidents such as fighting, insubordination, drug & alcohol offense, or multiple minor offenses will result in the student being removed from the bus for a minimum of three days and face potential additional disciplinary actions such as detention or suspension. Any student removed from the bus is responsible for finding their own transportation to/from school. Bus passes for social reasons are prohibited.

Activity Bus

The RSU #56 Board of Directors has a policy regarding activity runs. By operating on a strict schedule, activity bus runs allow parents/guardians to pick up their child(ren) at a designated location at an approximate time each day. Students who reside along activity bus routes will be dropped off at their homes; otherwise, they will be dropped off at the stops communicated annually. Students must sign up for Activity Bus spots in advance.

Outdoor Guidelines

While outside the building before school, at lunch, or while waiting for a bus at the end of the day, students must remain visible within the designated supervised area. Teachers and students planning to hold class activities outside of the school building and/or off school grounds need prior approval from administrators. Students must also respect the property of the area residents.

Dress Code

At Dirigo Middle School, students are prohibited from wearing:

1. Garments that present a hazard to the health and safety of the student or to others in the school
2. Garments that materially interfere with school work, create disorder, or disrupt the education program
3. Garments that prevent students from achieving educational objectives because of blocked vision or restricted movement
4. Hoods covering heads
5. Pajamas
6. See-through garments, which are the only garment worn
7. Decorations and/or designs, symbols, mottos, words, or acronyms that convey offensive, vulgar, profane, violent, gang-affiliated, sexually explicit, or sexually suggestive messages shall be prohibited on any item or as part of any attire.
8. Symbols, mottos, words, or acronyms advertising or promoting tobacco, alcohol, or illegal drugs or drug paraphernalia shall also be prohibited.
9. Symbols, mottos, words, or acronyms that profess violence or hatred toward others shall also be prohibited.

At Dirigo Middle School, the following expectations are in place for upper garments:

1. Sleeveless garments must not expose undergarments or an area an undergarment would cover.
2. Strapless garments (armpit to armpit) are prohibited.
3. Two shoulder straps (2 fingers width) shall be required on all upper garments with no one shoulder or halter-tops permitted.
4. Bare midriffs; low-cut necklines that reveal cleavage or bare backs are prohibited. Garments must be of appropriate length to cover the midriff as well as cut and/or fit to meet these requirements while sitting and/or bending.
5. Off-the-shoulder shirts with sleeves are permitted as long as the above criteria are met. (Ex. The tank top is worn under the shirt)

Dress Code (continued)

At Dirigo Middle School the following expectations are in place for lower garments:

1. Lower garments must not expose undergarments or the area undergarments would cover.
2. Skirts or shorts must reach mid-thigh.
3. Appropriate shorts may be worn for physical education activities and athletic practices.
4. Excessively tight lower garments are prohibited.

At Dirigo Middle School, the following expectations are in place for other garments:

1. To comply with health and safety standards, no student is allowed to attend school or school functions barefooted. All students must wear footwear appropriate for their programs.
2. Spiked clothing, including, but not limited to, dog collars, wristbands, chains, or belts containing metal studs that pose a safety concern for the students or others, are prohibited.
3. The wearing of hats and caps shall be permitted as determined by the individual teachers within their classrooms as determined at the middle school.
4. Certain garments can be worn if prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

At Dirigo Middle School, students found in violation of the dress code may not return to class until the violation has been addressed and altered to meet expectations. In some cases, students may be asked to return home, and parents may be contacted. Students may face additional disciplinary consequences at the administration's discretion based on the violation's circumstances.

The full RSU #56 policy regarding Student Dress is available in the appendix of this document for printing, or you may [click here for the full policy](#).

Lockers and Backpacks

Lockers are school-owned property and will be assigned to students at the beginning of the year. Students will be expected to use only the lockers assigned to them. As these are school-owned lockers, students should have no reason to expect privacy rights from school officials. Backpacks are not to be brought to classes for safety and health issues. They are to be placed in your locker and left there until dismissal at the end of the day. Students may use their own locks as long as the combination or the extra key is given to the office.

Harassment, Sexual Harassment, Bullying, and Cyberbullying

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

Any person who engages in any of these prohibited behaviors that constitute bullying shall be subject to consequences. The full RSU 56 policies and definitions regarding these topics can be found on the RSU 56 website by [clicking this link](#). The full policy is distributed in paper copies to all students at the start of the year.

Hazing

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

Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this District are inconsistent with the educational process and shall be prohibited at all times.

The full RSU #56 policy regarding Hazing is available in the appendix of this document for printing or you may [click here for the full policy](#).

Bomb Threats

RSU #56 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.

No person shall make or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruptions of school operations, 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.

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.

A "bomb" means an explosive, incendiary, or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail," or other destructive devices.

A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive devices.

Dance Expectations

Dances have always been well attended with good student behavior. However, if the need arises, students who cannot behave will be asked to leave. In order to hold a dance, the following guidelines must be followed:

1. Dances are from 6:30 PM-9:00 PM.
2. Dates for dances are to be cleared with the building principal and a Fundraising Request Form.
3. School dress code and rules will be followed. If the dress code is not followed, the student will change his/her clothes if possible. If no clothes are available, a chaperone will call an emergency contact and stay with the student until a ride home is available.
4. If other rules are broken, a chaperone will call an emergency contact and have the student leave the dance.
5. A student must attend school and not have an unexcused tardy on the day of the dance, or he/she will not be admitted.
6. No one will be admitted after 7:00 PM.
7. Once a student leaves the building, he or she will not be allowed to re-enter or attend the next dance, and the parent/guardian will be called.
8. All students must be picked up by 9:15 PM, or they will not be allowed to attend the next dance.
9. The semi-formal dance held in the spring may have different restrictions and rules as determined by the administrator.
10. Unless exceptions are made by the building principal, students must be academically eligible to attend dances at TWKDMS.

In order to bring a guest, TWKDMS students must submit a written request to the building principal. Forms are available in the office, and they must be turned in by the Wednesday before the dance. Guests must be in grades 6, 7, or 8.

Emergency Procedures

TWKDMS is a certified ALICE school. ALICE is a protocol and acronym for Alert, Lockdown, Inform, Counter, and Evacuate as an emergency response. TWKDMS trains staff and students following the ALICE guidelines, and conducts drills (including drills in conjunction with the Oxford County Sheriff's Office, Oxford County Emergency Management, and other local agencies and district departments). The TWKDMS Comprehensive Emergency Plan is reviewed annually and approved by the School Board, as well as shared with law enforcement and other appropriate agencies. ALICE training and drills NEVER "pretend" in a manner that would make students believe there is a threat. We use age-appropriate and well communicated protocols to prepare our school without intimidating our students. Additional information is available upon request by contacting the office, as well as available on the district website www.rsu56.org.

Additionally, TWKDMS has invested in interior and exterior camera surveillance to help encourage a safe and secure learning environment. All exterior doors are locked during school hours. Students, parents/guardians, and community members with safety concerns regarding the school should contact the office at 562-7552. In the event of an emergency or imminent threat of violence, students, parents/guardians, and community members should also call 911 to report credible concerns to law enforcement as quickly as possible.

School Services

Food Service

DMS offers a choice of healthy meals each school day. All students will have free breakfast and lunch available to them this school year. All meals are served to meet nutrition standards established by the U.S. Department of Agriculture.

TWKDMS will participate in the USDA FFVP program during the 2023-2024 school year. Fresh fruits and vegetables will be offered throughout the school year. These may be offered mid-morning at no charge to your child. TWKDMS is also awaiting a new snack vending machine that will be available during and after school, connected with student accounts. More information will be provided as that project progresses.

Health Services

Students with a diagnosed communicable disease or with symptoms of a communicable disease or an undiagnosed skin rash will be temporarily excused from school. The parent/guardian or emergency contact will be notified and asked to take the student from school whenever possible. While the student is waiting at school, the student will be isolated from other students.

Students who have a fever of 100 degrees or higher, are experiencing vomiting, or have diarrhea, will be sent home. Students returning to school after a diagnosed communicable disease should be symptom-free for at least 24 hours unless the primary care provider provides written documentation approving school attendance before symptoms have abated.

Medication

Dispensing of medication on school premises is discouraged. Whenever possible, the schedule of medication administration should be altered to allow a student to receive all prescribed doses at home. The first dose of a newly prescribed medication must be given at home, not at school. School personnel will dispense no medication unless written permission has been granted by the child's parent/guardian. An annual written request for prescription medication to be administered throughout the school year is to be submitted by the parent/guardian AND health care provider.

All medications must be delivered to and picked up from the school in their original container by the student's parent/guardian. Students shall not be permitted to carry and self-administer prescription medicine in school except under very special circumstances, i.e., students with asthma, diabetes, and severe allergic reactions. The physician and the school nurse will coordinate this.

Technology

The RSU #56 School Board believes that the use of the Internet and computer technology in instructional programs facilitates communication, innovation, resource sharing, and access to information.

RSU #56 has a Web Filtering Service to “block” information and materials that are not in keeping with these beliefs. However, skilled individuals can occasionally circumvent this system. Therefore, RSU #56 makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. RSU #56 will not be responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student’s own risk. RSU #56 denies any responsibility for the accuracy or quality of information or software obtained through its services.

In order for a student to gain access to the Internet, the student and the student's parent(s)/guardian(s) must sign a Student Computer/Internet Acceptable Use Form.

RSU #56 maintains an official website to provide general information about the school system and educational programs, extracurricular activities, school events, and student and staff achievements.

Directory Information

During the year, RSU #56 may release information related to students and their activities. Such information will be in the category of Directory Information as determined by the RSU and permitted in the Family Education Rights and Privacy Act of 1974. Parents of students may refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. Such refusal must be stated in writing to the Principal of the school within two weeks of the distribution of each handbook.

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

Extra and Co-Curricular Activities

Athletics

The following sports programs will be held during the school year: soccer, girls' basketball, boys' basketball, Unified basketball, wrestling, softball, baseball, field hockey, cross country, nordic skiing, and track & field. Please refer to the Student-Athlete Handbook for more information, participation requirements, and policies.

Eligibility for Extra and Co-Curricular Activities

A student's primary responsibility in school is to be successful in schoolwork and related studies. In order to participate in co/extracurricular activities (including school dances), scrimmages, exhibition games, performances, competitions, or tournaments, students **must be passing all subjects** to be eligible. Eligibility is monitored following the schedule below. More information is available on the Ineligibility Warning Notices.

Trimester One		
Ineligibility Warning Date	Eligibility Check for Clearance	Probation Period (ineligible for competition)
Monday, September 18, 2023	Friday, September 22, 2023	2:25 pm 09/22/23 thru 2:25 pm 10/05/23
Monday, October 2, 2023	Thursday, October 5, 2023	2:25 pm 10/05/23 thru 2:25 pm 10/20/23
Monday, October 16, 2023	Friday, October 20, 2023	2:25 pm 10/20/23 thru 2:25 pm 11/03/23
Monday, October 30, 2023	Friday, November 3, 2023	2:25 pm 11/03/23 thru 2:25 pm 11/17/23
Monday, November 13, 2023	Friday, November 17, 2023	2:25 pm 11/17/23 thru 2:25 pm 12/01/23
Monday, November 27, 2023	Friday, December 1, 2023	2:25 pm 12/01/23 thru 2:25 pm 12/15/23
Trimester Two		
Eligibility Warning Date	Eligibility Check for Clearance	Probation Period (ineligible for competition)
Monday, December 11, 2023	Friday, December 15, 2023	2:25 pm 12/15/23 thru 2:25 pm 1/12/24
Monday, January 8, 2024	Friday, January 12, 2024	2:25 pm 01/12/24 thru 2:25 pm 1/26/24
Monday, January 22, 2024	Friday, January 26, 2024	2:25 pm 01/26/24 thru 2:25 pm 02/09/24
Monday, February 5, 2024	Friday, February 9, 2024	2:25 pm 02/09/24 thru 2:25 pm 03/01/24
Monday, February 26, 2024	Friday, March 1, 2024	2:25 pm 03/01/24 thru 2:25 pm 03/14/24
Monday, March 11, 2024	Thursday, March 14, 2024	2:25 pm 03/14/24 thru 2:25 pm 03/29/24
Trimester Three		
Eligibility Warning Date	Eligibility Check for Clearance	Probation Period (ineligible for competition)
Monday, March 25, 2024	Friday, March 29, 2024	2:25 pm 03/29/24 thru 2:25 pm 04/12/24
Monday, April 8, 2024	Friday, April 12, 2024	2:25 pm 04/12/24 thru 2:25 pm 05/03/24
Monday, April 29, 2024	Friday, May 3, 2024	2:25 pm 05/03/24 thru 2:25 pm 05/17/24
Monday, May 13, 2024	Friday, May 17, 2024	2:25 pm 05/17/24 thru 2:25 pm 05/31/24
Tuesday, May 28, 2024	Friday, May 31, 2024	2:25 pm 05/31/24 thru 2:25 pm 06/14/24
** Probation Periods are designed to be the closest possible equivalent to two full school weeks, therefore some Probation Periods include additional calendar days due to a school vacation not counting as part of that period. Warning dates are not clearance dates. Once a student has failed to meet a clearance date, they are on probation the full period.		

Co-Curricular Activities

- **8th Grade Class:** The 8th-grade class fundraises and plans class events as the start of the class activities that will continue throughout high school. Interested students should speak with Mrs. Katie Houghton.
- **Band and Chorus:** This is open to anyone who would like to join during period 7 or 8 every day on a rotating basis. Interested students should speak with Mr. Hamalainen.
- **Civil Rights Team:** Interested students should speak with Mrs. Danielle Williams, Mrs. Michele Araujo, or Ms. Ella Couture.
- **Drama Club:** Drama is open to anyone who wants to join. There is an application. Interested students should speak with Mr. Jim Hamalainen or Ms. Abby Johnson.
- **Craft Club Club:** An arts and craft club that will also involve community members willing to share their talents. Interested students should speak with the office.
- **Positive Cougar Club:** This anti-bullying club meets on Thursdays during period 8 and is sponsored by River Valley Rising. Interested students should speak with Ms. Allie Burke or Ms. Melissa Harding.
- **Speech and Debate Club:** This is a competitive middle school club for speech and debate. This club meets weekly after school. Interested students should speak with Mrs. Elaine Finnegan.
- **Student Council:** Student Council focuses on putting on school dances and other fundraising events throughout the school year. These funds are used to support events such as Mt. Blue Day and Field Day. Students must run and be elected to participate in Student Council. Interested students should speak with Mrs. Tess Cyr.
- **Technology/Robotics Club:** Technology is open to anyone who wants to join. Interested students should speak with the advisor Mrs. MacFarlane.
- **Yearbook Club:** Assist with the production of the school yearbook. Please see Mrs. Stacey Gilbert.

Library

TWKDMS's library is the research center for the school. The following rules ensure its efficiency.

1. The library is a quiet place for reading, browsing, studying, and research.
2. Food, drink, or gum is not allowed in the library.
3. Most books may be signed out for a two-week period.
4. Some books may circulate overnight only.
 - a. These should be returned before the first period of the next day.
5. Overdue books should be returned or renewed.
 - a. Overdue books are checked on a monthly basis. Students will be billed for lost books.
6. Using the library is a privilege that may be revoked at any time a student behaves irresponsibly.

Pest Management of School Grounds

Pests can pose significant problems to people, property, and the environment. Pesticides pose similar risks. Children spend a great deal of time in schools and face a greater potential for health effects resulting from pest and pesticide exposure. By reducing reliance on pesticides and incorporating low-risk control options, Integrated Pest Management (IPM) reduces both pests and pesticide risks. It is, therefore, the policy of this school to apply IPM techniques for controlling pests in school buildings and on school grounds.

Parents' Right to Know

We at RSU #56 are sending you this information as one way to fulfill our obligations under the "Parent's Right to Know" requirements of the federal *No Child Left Behind Act* (NCLB). Under these requirements, teachers must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we will be informing parents whenever a child is taught for four consecutive weeks by a teacher who does not meet the federal definition of "Highly Qualified".

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to ensure that every class has a teacher with the appropriate background, experience, and credentials for this or her current teaching assignment.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all our teachers to be fully qualified for their positions. All of our teachers are currently entitled to teach under Maine's strict certification requirements. All of our teachers have college degrees, and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities, and our teachers go through an evaluation process to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet the federal definition of "Highly Qualified". Those teachers who do not meet this federal standard are presently on "action plans" to accomplish meeting the standard by the current school year.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher, is available on request. Please contact the Central Office at 562-4300 if you have questions or would like further information.

Third-Party Complaints Concerning RSU 56 Personnel

RSU #56 welcomes and encourages your interest and participation in education matters. The successful fulfillment of our educational goals is dependent upon school and community cooperation and support. The RSU #56 Board and Teacher Association have outlined procedures to follow to ensure that all complaints and criticisms are handled in a timely and satisfactory manner. For further information, please contact Mr. Long.

POLICY APPENDIX

Appendix/POLICY AC

NON-DISCRIMINATION/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 actual or perceived race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, familial status, disability or genetic information are prohibited.

Discrimination against and harassment of students because of actual or perceived race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability are prohibited.

For the purpose of this policy, “race” includes traits associated with race, including hair texture, Afro hairstyles, and protective hairstyles, including braids, twists, and locs.

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.

Appendix/POLICY ACAA

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

HARASSMENT

Harassment includes, but is not limited to, verbal abuse, slurs, demeaning comments or behavior, or other unwelcome verbal, written or physical conduct directed toward a student or students based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of

physical assault, batter and/or abuse and bullying behavior are also addressed in the Board Policy JICIA – Weapons, Violence, Bullying and School Safety.

SEXUAL HARASSMENT

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

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

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

Appendix/POLICY ACAA-R

STUDENT DISCRIMINATION AND HARASSMENT

COMPLAINT PROCEDURE

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies

AC-Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA-Harassment and Sexual Harassment of Students.

Definitions

For purposes of this procedure:

- A. A "Complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability; and
- B. "Discrimination or harassment" means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.

How to Make a Complaint

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

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

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

D. Students are encouraged to utilize the school unit's complaint procedure. However, students are hereby notified that they also have the right to report complaints to the:

Maine Human Rights Commission, and/or U.S. Department of Education
51 State House Station, Office for Civil Rights/ED,
Augusta, ME 04333 5 Post Office Square - 8th Floor
Telephone: 207-624-6050 Boston, MA 02109-3921
Telephone: 617-223-9622

Complaint Handling and Investigation

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

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

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

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

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

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

4. The building administrator shall keep a written record of the investigation process.

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

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

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

D. If the building administrator determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent.

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

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

Appendix/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 activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this District, are inconsistent with the educational process and shall be prohibited at all times.

"Harassing behavior" includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member.

"Acts of intimidation" include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endangers the mental or physical health of another person, and property damage or theft.

No administrator, faculty member, or other employees of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students' organizations, shall plan, encourage, or engage in injurious hazing activities.

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

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

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

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

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

Appendix/POLICY ADC

TOBACCO USE AND POSSESSION

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

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

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

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

Appendix/POLICY ADC-R

TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to the Board’s “Tobacco Use and Possession” policy. It also applies to electronic cigarettes and other devices designed to deliver nicotine through inhalation or “vaping,” or used to simulate smoking.

I. Prohibited Conduct

A. Students

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

B. Employees and All Other Persons

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

II. Enforcement

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

Superintendent.

A. Student Violations

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

B. Student Referral to Law Enforcement Agency

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

C. Other Persons in Violation

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

III. Notices

The Board's policy ADC and corresponding disciplinary actions for infractions of this policy shall be included in employee and student handbooks. Parents/ guardians shall also be sent notification in writing of the Board's tobacco policy and administrative procedures. Notices shall be signed by parents/legal guardians and returned to the school where they shall be kept on file by the school unit.

Appendix/POLICY GBEB

Staff Conduct with Students

The RSU #56 Board of Directors 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 intent of this policy is to ensure that the interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

It is understood that staff members and their children may interact with and have friendships with the families of students outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

Prohibited Conduct

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

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the board's policy on Harassment and Sexual Harassment of Students;

- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff.
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner; or allowing students to do the same to you.
- “Friending” students or engaging in any other interactions on social networking sites or through any digital applications (outside of any school-approved activity); and
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means,
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner;

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

- Being alone with individual students out of public view;
- Driving students home or to other locations permitted with parental permission;
- Inviting or allowing students to visit the staff member’s home (unless the student’s parent approves of the activity, such as when a student babysits or performs chores for a staff member);
- Visiting a student at home or in another location, unless on official school business known to the parent;
- Maintaining personal contact with a student outside of school by telephone, email, Instant Messenger or Internet chat rooms, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, having over to your house, and recreational activities) outside of school-sponsored events except as participants in organized community activities. * The exception would be students who are relatives, friends of your children, children of your friends.

- Please use “common sense”.

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

Reporting Violations

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

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

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement in accordance with the board’s policy on Reporting Child Abuse and Neglect.

Dissemination of Policy

This policy shall be disseminated to staff and volunteers by means determined by the Superintendent. All employees are required to read this policy annually and sign off on the appropriate form. This policy shall be referred to in student handbooks.

[NOTE: further details on student/staff conduct shall have a link to the original policy on the RSU 56 website policy section.]

Appendix/POLICY IHBAC

CHILD FIND

RSU #56 seeks to ensure that all children within its jurisdiction are identified, located and evaluated who are school-age, 5 through the school year in which they turn 20, and who are in need of special education and supportive assistance -- including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade.

RSU #56 is responsible for Child Find for resident students attending private or public schools through public tuition payments or public contract and will meet this duty either through appropriate arrangements with the receiving unit or school or through direct Child Find services by unit personnel or contracted personnel. The School unit’s Child Find responsibility will be accomplished through a unit-wide process which, while not a definitive or final judgment of a student’s capabilities or disability, is a possible indicator of special education

needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the Individualized Education Plan (IEP) Team.

This Child Find process will include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. RSU #56 may schedule Child Find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. If screening occurs in the spring prior to school entry, RSU #560 will refer the child to the regional Child Development Services site within 10 school days.

If the Child Find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services. School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the school unit's pre-referral and referral policy. References: 34 C.F.R. § 300.111 (2006); Maine Department of Education Reg. Ch. 101, 1V(2) (2007)

Appendix/POLICY IKE

Grade Retention

The Board recognizes the importance of decisions made regarding the promotion and retention of students enrolled within RSU #56. Promotion and retention decisions will be made in accordance with this policy.

In Grade EK - Grade 8, a student will be considered for retention if the student has not mastered the reading benchmarks at his/her grade level. Students not reading at this benchmark mastery level may be retained for a minimum of one year; provided the supports necessary to assist the student are unsuccessful. Remedial services will be provided to improve the child's skills. Grade retention meetings may occur for other reasons. Prior to retaining a student, the Promotion Team will explore all other educational options available to the student.

The Building Administrator of each school within the district will create a Promotion Team. The Promotion Team will be comprised of the student's parents, teachers, principal, a guidance counselor and other school personnel as is appropriate. The Promotion Team will be charged with discussing whether or not students will be retained. The Building Administrator will review the recommendation of the Promotion Team and will make the final decision regarding retention and/or promotion of students.

The Promotion Team will consider multiple measures when considering the retention or promotion of a student. The criteria utilized to determine retention or promotion will include, but not be limited to:

1. The student's academic potential is based on measurable data,
2. The student's level of achievement,
3. The student's health record,
4. The student's social maturity and physical size, and
5. The student's attitude and outside influences.

Students will be promoted only if they have fulfilled the necessary requirements for promotion.

There will be instances when the Promotion Team will need to develop a personal learning plan to ensure the success of a student who is being promoted to the next grade level. The personal learning plan shall consist, at a minimum, of specific goals, objectives, timeline and remedial supports to be provided to the student. One copy of the personal learning plan will be placed in the student's cumulative folder and one will be provided to the parent.

Under no circumstances shall the retention or promotion of a student be a determination of the Individualized Education Plan or 504 Team level. Individualized Education Plan and 504 Team responsibilities are prescribed by statute. Hence, retention and promotion decisions shall be referred to the Promotion Team.

The Promotion Team will be charged with writing the personal learning plan for any student who has been retained. The personal learning plan will include, at a minimum, an outline of specific goals, objectives, time line, remedial services and reinforcements to be provided to the student. One copy of the personal learning plan will be placed in the student's cumulative folder and one will be provided to the child's parent/guardian.

A student may graduate from... High School only after he/she has met the requirements set by the Board. It is incumbent upon the high school administration and faculty to develop remedial services and supports for those students having difficulty meeting the standards set forth within the courses that they need to satisfactorily graduate from high school.

Appropriate administrative procedures regarding Grade Retention shall be included within student/parent handbooks.

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

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student. The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution. The school unit will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable,* the school unit will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations. [NOTE: "Insofar as practicable" acknowledges that there may be circumstances in which a research request is made or is approved only after the school year has begun. When this occurs, the school unit should notify parents far enough in advance for them to access surveys and related instructional materials and to opt their children out, if desired.]

Appendix/POLICY JIC

SYSTEM-WIDE STUDENT CODE OF CONDUCT

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

Article 1 - Standards for Ethical and Responsible Behavior

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

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

Article 2 - Code of Conduct

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

The Code applies to students:

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

Article 3 - General Behavior Expectations

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

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.

6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness and indecency.

Article 4 – Discipline

Violations of the Code of Conduct may result in positive and restorative interventions and/or disciplinary action. Administrators have the discretion to tailor discipline to the facts and circumstances of the particular case. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses.

Limitations on expulsions and out-of-school suspensions for students in grade 5 or below:

- Students in grade 5 or below may only be expelled for violations of the federal Gun-Free Schools Act, as provided in 20-A MRSA § 1001 (9-A). The Superintendent may determine on a case-by-case basis, in writing, that an expulsion is not required;
- Students in grade five or below may not receive an out-of-school suspension, except when a student (a) has violated the federal Gun-Free Schools Act or (b) presents an imminent danger of serious physical injury to the student or others, and it is determined that less restrictive interventions would be ineffective.
- Any out-of-school suspension of a student in grade 5 or below can be no longer than three school days.
- Recess may not be withheld as a consequence of violating this Code by any student enrolled in grade five or below, except when recess is the only time when restorative interventions can occur.

Behavior that also violates the law may be referred to law enforcement authorities.

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

Article 5 - Expectations

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

A. Violence and Threats Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion, as permitted by law. See policies: JICIA – Weapons, Violence and School Safety EBCC – Bomb Threats

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

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

D. Discrimination and Harassment/Sexual Harassment Students should not discriminate against other students on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin or disability. Nor should students harass one another on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry, or national origin or disability. Sexual harassment is also prohibited. Discrimination and harassment are grounds for disciplinary action up to and including expulsion, as permitted by law. See policies: AC – Nondiscrimination/Equal Opportunity and Affirmative Action ACAA – Harassment and Sexual Harassment of Students ACAA-R- Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

E. Bullying and Cyberbullying Bullying includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that: 1) Has, or a reasonable person would expect it to have, the effect of: (a) Physically harming a student or damaging a student’s property; or (b) Placing a student in reasonable fear of physical harm or damage to the student’s property; 2) Interferes with the rights of a student by: (a) Creating an intimidating or hostile educational environment for the student; or (b) Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or 3) Is based on actual or perceived characteristics or association with persons with these actual or perceived characteristics specified in the policy, and has the effects described above. Bullying and cyberbullying is grounds for disciplinary action up to and including expulsion, as permitted by law. See policy: JICK- Bullying and Cyberbullying

F. Drug and Alcohol Use Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, look-alike substance, or other prohibited materials and/or substances as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school, as permitted by law. See policy JICH – Drug and Alcohol Use by Students

G. Tobacco Use Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school, as permitted by law. See policy: ADC – Tobacco Use and Possession See policies: EEABB Student Conduct on School Buses EEABB-1 - Student Conduct on School Buses-Rules

I. Computer/Devices/Internet Use Students may use school computers/devices, networks, and Internet services only for educational purposes and other purposes authorized by the school unit. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in use restrictions, suspension or cancellation of privileges as well as additional disciplinary and/or legal action. See policy: IJNDB –Use of School-Issued Computers, Devices, and the Internet

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

action under applicable Board policies and/or school rules. See policy: JJI – Eligibility for Participation in Co/Extra Curricular Activities

Article 6 - Removal of Disruptive/Violent/Threatening Students

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

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

3. The responding administrator will take appropriate action.

4. Any use of physical restraint or seclusion of students must comply with applicable regulations and Board policy. See 20-A MRS § 4009 – Protection from Liability See Comprehensive Health and Safety Emergency Management Plan See MDOE Rule Chapter 33- Physical Restraint and Seclusion of Students See JKAA/JKAA-R- Physical Restraint and Seclusion of Students

Article 7 - Special Services

A. Referral The school unit has adopted policies and procedures for determining when a student shall be referred for special services. See policies: IHBAA – Referral/Pre-Referral Policy IHBAC – Child Find

B. Review of Individual Educational Plan The school shall schedule an IEP to review the IEP of a student who has been removed from class when: A. School officials and/or the parent believes the student may present a substantial likelihood of injury to themselves or others; B. The class removals are sufficient to constitute a change in the student's special education program; or C. School officials or the parent believes that the student's behavior may warrant a change in educational programming. See policy: JKF – Disciplinary Removals of Students with Disabilities

Article 8 - Referrals to Law Enforcement Authorities The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students, or staff. The Superintendent/administrators may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent/designee, must be reported to law enforcement authorities. See policy KLG - Relations with Law Enforcement Authorities

Article 9 - Dissemination of System-Wide Student Code of Conduct The System-Wide Student Code of Conduct shall be distributed to staff, students, and parents through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference: 20-A MRS §§ 254 (11); 1001(15), (15-A)

Appendix/POLICY JICA

Student Dress

RSU #56 recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. Our decisions regarding dress are based on the need to foster a climate conducive to a caring learning environment that nurtures personal growth and promotes safety, security, and positive attitudes. Paramount to this effort is the expectation that students dress appropriately for the school setting. Apparel that draws undue attention to the wearer can detract from the educational process and is therefore inappropriate. School is a work/learning environment; as such, acceptable standards of dress for a school setting will naturally differ from those standards associated with social attire. We believe adherence to this policy will contribute toward a positive, safe and healthy learning environment.

Accordingly, RSU #56 Board shall authorize school regulations that prohibit grooming practices which:

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

OR prohibit student dress such as:

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

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

General Rules:

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

APPAREL

Upper Garments

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

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

- Bare midriffs; low cut necklines that reveal cleavage or bare backs are prohibited. Garments must be of appropriate length to cover the midriff as well as cut and/or fit to meet these requirements while sitting and/or bending.
- Off the shoulder shirts with sleeves are permitted as long as the above criteria is met. (Ex. Tank top worn under shirt)

Lower Garments

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

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

Footwear

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

Accessories

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

ENFORCEMENT

All students are expected to adhere to RSU #56 dress policy. All administrators, faculty and staff will do monitoring. Consequences for students who do not comply with the dress policy shall be administered as determined by the principal/director, assistant principal/assistant director or designee using standard disciplinary guidelines as outlined in each school's parent/student handbook.

Appendix H: RSU #56 Policy JICK, Bullying

Appendix I: RSU #56 Policy JJE, Fundraising

Appendix/POLICY JICH

DRUG AND ALCOHOL USE BY STUDENTS

RSU #56 is dedicated to providing a safe, healthy, productive learning environment free from alcohol, tobacco, and illegal substances. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement, and organizations concerned with the healthy development of all students entrusted into our care.

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

Prohibited Conduct

No student shall distribute, dispense, possess, use, or furnish cigarettes, chewing tobacco, snuff, or any other tobacco products, alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, imitation drug or substance purported to be a drug, and any other controlled substance defined in federal and state laws/regulations.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. It is not a violation of this policy for a student to be in possession of a legally defined drug properly administered and specifically prescribed by his/her physician.

Prevention/Education

RSU #56 will provide students with evidence based substance abuse prevention curriculum focused on educating students about tobacco, drugs and alcohol and preventing their use. Programs shall teach students that the use and/or misuse of tobacco, drugs and alcohol is wrong and harmful: how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol use and possession.

Intervention

RSU #56 will use a team approach to intervene and assist students with tobacco, drug/alcohol problems. Students will be encouraged to address their tobacco, drug/alcohol usage and in continuing their educational program. Students will be provided with information and/or 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.

Discipline

Based upon the facts of each case and in accordance with established disciplinary procedures building administrator may suspend and/or recommend expulsion of students who violate this policy. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

Policy Communication

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

Reviewing/Revision

Policy Committee will review and evaluate this policy periodically.

Appendix/POLICY JICH-R

DRUG AND ALCOHOL/CHEMICAL USE BY STUDENTS

Use or Possession of Drugs or Alcohol

- I. Any RSU employee who suspects alcohol or drug possession or use by a student shall promptly report these suspicions to the building principal or other administrator.
- II. Any RSU employee who sees first hand alcohol or drug possession or use by a student shall promptly report the incident to the building principal or other administrator.
- III. The building principal or other administrator shall investigate any report of student alcohol or drug possession or use.
- IV. When investigating student alcohol or drug possession or use, the administrator shall provide the student due process. The administrator conducting the investigation shall abide by RSU policy JIH (Questioning and Searching of Students).
- V. The administrator conducting the investigation shall contact the parent promptly; however, parent permission is not required to conduct a thorough investigation.
- VI. The building principal or other administrator shall report all instances of student alcohol or drug infractions to local law enforcement.
- VII. First offenses for alcohol or drug possession or use shall result in out-of-school suspension up to ten days. In addition, students who have a drug infraction will have a re-entry meeting with their parent, building administrator and Superintendent of Schools.
- VIII. The building principal or his designee will be responsible to implement some type of assistance to the student to address the alcohol or drug possession or use. The building principal shall engage some or all of the following in providing assistance to the student: administrator(s), guidance counselor(s), social worker(s), school nurse and external service agencies.
- IX. A second alcohol or drug infraction will result in a discipline hearing with the School Board.

Sale or Distribution of Drugs or Alcohol

- I. Any RSU employee who suspects or witnesses the sale or distribution of alcohol or drugs shall promptly report to the building principal or other administrator.
- II. The building principal or other administrator shall promptly investigate any report of student alcohol or drug distribution or sale.
- III. When investigating student alcohol or drug distribution or sale the administrator shall provide the student due process. The administrator conducting the investigation shall abide by RSU policy JIH (Questioning and Searching of Students).
- IV. The building principal or other administrator shall report all instances of student alcohol or drug infractions to local law enforcement.
- V. The administrator conducting the investigation shall contact the parent promptly; however, parent permission is not required to conduct a thorough investigation.
- VI. Any offense for sale or distribution will result in suspension for ten days. The student, parent and building principal will meet with the Superintendent of Schools at which time the Superintendent will determine whether or not to proceed with a School Board Expulsion Hearing (Policy JKE).

Appendix/POLICY JICIA

WEAPONS, VIOLENCE AND SCHOOL SAFETY

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and other disruptive behavior. Students, school staff, volunteers and visitors are expected

to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

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

1. Prohibited Conduct

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

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

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

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

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

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

F. Intentional damage to school or personal property;

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

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

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

J. Violations of state or federal laws; and

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

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

- A. The prohibition on the possession and discharge of a firearm does not apply to law enforcement officials.
- B. An authorized person who possesses an unloaded firearm for use in a supervised educational program approved and authorized by the Board, for which appropriate safeguards have been adopted by the Board;
- C. An authorized person who possesses other weapons for use in specific instructional programs that have been approved and authorized by the Board and for which appropriate safeguards have been adopted by the Board.

Disciplinary Action

A. Students

Principals may discipline, suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. If the offense warrants a 10-day suspension, the school Board shall be notified immediately which could lead up to an expulsion hearing. Second offense automatically triggers a suspension, board notification and could lead up to an expulsion hearing. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRS § 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRS § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

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

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent/designee. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

B. School Staff and Volunteers

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

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

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

C. Visitors

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

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

4. Psychological Evaluation/Risk Assessment

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

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

5. Staff/Student Training and Procedures

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

Appendix/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 56 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:

A. Privately-owned electronic devices including but not limited to cell phones, I-Pods, MP3 players, handheld computers, electronic games, laser pointers, headphones, and other similar devices must be turned off and stored during the school day unless it is determined to be essential for the student's health, safety, or for educational purposes as determined by the administration. In Grades 9-12: The use of electronic devices is only authorized during passing time, lunch periods.

B. 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 or recording another person.

C. 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.

D. 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. Cross Reference: JIC- Student Code of Conduct JIH- Questioning and Searches of Students

Appendix/POLICY JICK

Bullying and Cyberbullying in Schools

I. Introduction

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the RSU #56 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 is detrimental to the school environment and student learning, achievement and well-being. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the RSU #56 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. Knowing and false accusations of bullying behavior.

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

III. Bullying and Cyberbullying Defined

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

(1) Has, or a reasonable person would expect it to have, the effect of:

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(a) Physically harming a student or damaging a student's property; or

(b) Placing a student in reasonable fear of physical harm or damage to the student's property;

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

(a) Creating an intimidating or hostile educational environment for the student; or

(b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or

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

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

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

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

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

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

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes reporting an act of bullying when it is not made in good faith.

IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

V. Reporting

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

A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report incidents of bullying to the school principal or other school personnel designated by the superintendent.

B. Students who have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a staff member or school administrator.

D. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

VI. Responding

The school principal or a superintendent's designee will:

A. Promptly investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to the superintendent;

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

1. Meeting with the student and the student's parents;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;

7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.
11. Positive Behavioral Interventions and Supports (includes but not limited to the use of Functional Behavior Assessments and Behavior Intervention Plans).
12. Teaching of appropriate behaviors through social skill training.

D. 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;

E. Communicate to the parent of a student who has been bullied the measures being taken to ensure the safety of the student who has been bullied and to prevent further acts of bullying;

F. Communicate with a local or state law enforcement agency if the school principal or the superintendent's designee believes that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate; and

G. Notify parents, guardians and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking disciplinary action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

VII. Assignment of Responsibility

A. The School Board is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parents, volunteers, administrators, teachers and school staff.
2. Posting this policy and related procedures on the school administrative unit's publicly accessible website.
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

Superintendent is responsible for:

- Oversight, implementation, and enforcement of this policy.
- Designating a school principal or other school personnel to administer the policies at the school level;
- Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
- Developing procedures to implement the requirements for reporting and responding to bullying under sections V and VI of this policy or delegating that responsibility to principals or designees.
- Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board; and
- 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;

- Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
- Filing the SAU policies to address bullying and cyberbullying with the Department of Education.

Appendix/POLICY JJE

STUDENT FUNDRAISING ACTIVITIES

The Board recognizes that it is responsible for providing through the budget process the resources necessary to support the school unit's instructional program. The Board acknowledges that student organizations may wish to engage in fundraising to support their pre approved activities.

It is the purpose of this policy to provide guidelines for student participation in fundraising activities.

A. Fundraising Guidelines

The following general guidelines apply to fundraising by student organizations. These guidelines shall apply to student participation in fundraising.

1. All student fundraising activities must be approved in advance by the building administrator. There shall be sufficient benefits to the school and/or students to justify the fundraising activity.
2. All fundraising activities must provide a service or product.
3. Students cannot sell raffle tickets when money is the sole prize.
4. Student fundraising activities must be supervised by a building administrator, teacher and/or activity advisor.
5. The activity must be one in which schools and students may appropriately engage, and must not subject the schools or students to unnecessary risk or responsibility. In the event there is a question regarding the appropriateness of a fundraising activity or the activity is one that is new to the school system, the building administrator shall consult with the Superintendent.
6. Participation by students shall be voluntary.
7. The activity must not be unduly demanding of student or staff time or work. Neither students nor staff should miss instructional time to plan or implement fundraising activities, acquire, demonstrate or distribute products, solicit sales, or to collect or record monies. Students may participate in fundraising activities during non-instructional time, such as lunch periods and before or after school.
8. There shall be no mandatory quotas for product sales or donations.
9. Class time will not be used for distribution of promotional materials.
10. Students participating in fundraising activities are expected to conduct themselves in accordance with Board policies, school rules and the student code of conduct.
11. In the interest of student safety, organized activities involving door- to-door solicitation by all students are prohibited unless accompanied by a responsible adult. No student shall operate a motor vehicle doing door-to-door solicitation.
12. Club and class dues shall be determined by the club or class officers in consultation with the club or activity advisor. The building administrator shall have final authority over the setting of club and class dues.
13. The building administrator and teachers or advisors supervising fundraising activities will be responsible for the collection, monitoring, deposit into student activity accounts, and disbursement of funds raised in accordance with the Board's policy DFF, Student Activities Funds Management.

B. Solicitation of Funds by and from Students for Humanitarian or Charitable Organizations

Student fundraising may be conducted to benefit humanitarian or charitable organizations or purposes only as follows:

1. The fundraising activity or charity drive should be sponsored by a recognized school club or student organization and shall be approved in advance by the building administrator.
2. The activity or drive must be supervised by a building administrator or teacher.
3. Instructional time should not be used for planning or soliciting funds.
4. Class time should not be used for distribution of promotional materials.
5. Participation in or donation to any fundraising activity shall be optional. Under no circumstances will any student be compelled to participate or donate, or be penalized for not participating or donating.
6. Fundraising activities must be conducted in accordance with the guidelines in Section A of this policy.
7. The building administrator or teacher charged with supervising the fundraising activity or drive will be responsible for the collection, monitoring and disbursement of funds raised. Use of any student activity account must be in accordance with the Board's policy DFF Student Activities Funds Management.

C. Use of Students in PTO/Parent Group Fundraisers

The Board recognizes that PTO's and other parent groups may wish to involve students in fundraising activities. The following provisions apply to student participation in such activities:

1. Any fundraising activity sponsored by a PTO or other parent group that involves student participation must be approved in advance by the building administrator and be conducted in consultation with staff.
2. Participation should provide a positive experience for students.
3. Participation by staff and students shall be voluntary.
4. Instructional time will not be used for fundraising activities or solicitations.
5. All activities must be conducted in accordance with the fundraising guidelines in Section A of this policy.

D. Coordination of Fundraising Activities

The Board requires the use of a fundraising calendar in each region posted on the RSU #56 website to assist in spreading fundraisers over the school year.

Building Administrator/designee will be responsible for coordinating their school fundraisers including posting to the RSU #56 fundraising calendar on the website.

PTO's, boosters and other parent groups are encouraged to coordinate their fundraising activities with student organization-initiated fundraisers in order to avoid burdening local businesses and the community.

Appendix/POLICY JJI

ELIGIBILITY FOR PARTICIPATION IN CO/EXTRA CURRICULAR ACTIVITIES

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

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

While the Board recognizes the importance of co/extra curricular activities to students, the schools and the community, it is the Board's intent to ensure that participation in co/extra curricular activities does not interfere

with student learning and academic progress. It is the Board's intent to establish eligibility standards that support the wellbeing of students and the integrity of the school's co/extra curricular programs.

High School Academic Eligibility

- In order to participate in co/extra curricular activities, scrimmages, exhibition games, performances, competitions, or tournaments a student must be a full-time student in the RSU #56 school system. For high school students this means the student must be enrolled in and passing a minimum or an equivalent of five full-time classes. Students not meeting these academic requirements are on probation.
- All students identified by the principal/designee prior to the beginning of the season will be checked for eligibility at the end of each grading period as well as every two weeks throughout the season.
- A student who is on academic probation may regain eligibility if his/her two-week progress report indicates that he/she is meeting the academic minimum.
- A student who becomes academically ineligible three (3) times during a season will be released from the co/extra activity.
- While on probation, a student will continue participating in practices and will attend home games.
- All incoming freshmen will be considered eligible at the beginning of the first marking period of the year.
- Eligibility of transfer students will be determined by the Principal and, for interscholastic activities, the Principal and/or Athletic Director.

Middle School Eligibility

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

- All students identified by the principal/designee prior to the beginning of the season will be checked for eligibility at the end of each grading period as well as every two weeks throughout the season.
- A student who is on academic probation may regain eligibility if his/her two week progress report indicates that he/she is meeting the academic minimum.
- A student will continue participating in practices while on probation and will attend home games.
- All middle school students will be considered eligible at the beginning of the first marking period of each year.

Sports Physicals and Insurance

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

- The school nurse will review the completed physical exam form and the athletic director will maintain the updated electronic student physical exam list.
- Thereafter, a student will be required to submit a completed Parent Approval/Sports Medical update form each year to participation.
- Returned forms will be reviewed by the athletic director, kept on file in the athletic director's office and will be accessible for coaches at sporting events in the event of an emergency.

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

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

Parent Permission for Student Athletes

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

Conduct Standards

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

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

Notification Policy

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

Appendix/POLICY JJIF

MANAGEMENT OF CONCUSSIONS AND OTHER HEAD INJURIES

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

TRAINING

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

STUDENT AND PARENT INFORMATION

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

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

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

MANAGEMENT OF CONCUSSIVE AND OTHER HEAD INJURIES

It is the responsibility of the coach of the activity to act in accordance with this policy when the coach recognizes that a student may be exhibiting signs, symptoms and behaviors associated with a concussion or other head injury. The coach must submit a written accident report of the incident to the athletic director, athletic trainer and school nurse of any student suspected concussion within 24 hours. Any student suspected of having sustained a concussion or other head injury during a school-sponsored activity including but not limited to competition, practice or scrimmage, must be removed from the activity immediately. The student and his/her parent(s)/guardian(s) will be informed of the need for an evaluation for brain injury before the student will be allowed to return to the activity. No student will be permitted to return to the activity or to participate in any other school-sponsored activity on the day of the suspected concussion. Students who have been diagnosed with a concussion and released to return to play by a licensed health care medical provider must then complete the five step gradual return to play protocol.

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

Return to Play Procedures After Concussion

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

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

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

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

Coaches and other school personnel shall comply with the student's health care provider's recommendations and follow the RSU 56 gradual return to play protocol. No student will be permitted to return to full participation (competition) until cleared to do so.

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

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

COGNITIVE CONSIDERATIONS

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

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

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

CONCUSSION MANAGEMENT TEAM

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

Appendix/POLICY JKAA

USE OF PHYSICAL RESTRAINT AND SECLUSION

The Board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an imminent risk of injury or harm to the student or others. The Superintendent has overall responsibility for implementing this policy and the accompanying procedure, but may delegate specific responsibilities, as he/she deems appropriate.

I. Definitions The following definitions apply to this policy and procedure:

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

1. Physical escort: A temporary touching or holding of the hand, wrist, arm, shoulder, hip or back for the purpose of moving a student voluntarily.
2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
3. Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.
4. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
5. The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.
6. The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.
7. A brief period of physical contact necessary to break up a fight.

8. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or MDOE Rule Chapter 33. 9. MDOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.

B. Seclusion: The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student. Seclusion does not include: 1. Timeout: An intervention where a student requests, or complies with an adult request for, a break.

II. Procedures for Implementing Physical Restraint and Seclusion

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

Annual Notice of Policy/Procedure RSU #56 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee IV.

Training Requirements

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

B. RSU #56 will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education.

A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Emergency Management Plan. Parent/Legal Guardian Complaint Procedure A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within thirty (30) business days, if practicable. A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education.

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

Appendix/POLICY JLCA

PHYSICAL EXAMINATIONS OF STUDENTS

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

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

Appendix/POLICY JLCC

COMMUNICABLE/INFECTIOUS DISEASES

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

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

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

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

Appendix/POLICY JLCD

ADMINISTRATION OF MEDICATION TO STUDENTS

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

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

DEFINITIONS

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

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

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

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

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

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

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

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

Over the Counter Medications

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

Parental Request

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

Health Care Provider’s Order

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

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

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

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

Written parental permission requests/forms and health care provider orders must be renewed at least annually.

Health care provider orders must be renewed whenever there are changes in the order.

Delivery and Storage of Medication

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

All prescription medication will be kept in a secured, locked cabinet in the nurse's office or main office. The cabinet is to be kept locked at all times except during the administration of the medication. Emergency medication shall be stored in an area readily accessible to the individual designated to administer them.

Recordkeeping

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

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

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

All controlled-substance medications will be counted and recorded upon receipt from the parent.

Medication shall be recounted after every administration and this count reconciled with the medication administration record.

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

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

Reporting

RSU 56 will report to the Department of Education (on a form developed by the Department) of each incident involving a severe allergic reaction or the administration of an epinephrine auto-injector.

Confidentiality

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

Administration of Medication

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

teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled “Required Training of Unlicensed Personnel to Administer Medication.”

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

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

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

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

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

Medication Administration On School Field Trips

RSU 56 schools will accommodate students requiring administration of medication during field trips or school-sponsored events.

1. There must be written permission to administer form completed by the parent and a written physician’s order and/or an appropriately labeled original medication container.
2. Either a standardized preprinted medication label or preprinted envelope will be used for student attending a field trip. The medication envelope or label will contain the following information transferred by the school nurse.
 - Name of student
 - Name of medication
 - Dose to be given
 - Time to be given
 - Physician prescribing the medication
3. The medication will be transported, stored and administered by designated, trained staff members in compliance with any special direction for the medication and will be secured as safely as possible with the exception of Benadryl, inhaled asthma medication, epinephrine auto-injector, insulin and/or insulin pump and glucagon.
4. The administration of medication on a field trip will duplicate as much as possible, the guidelines found in the “Guidelines for Training of Non-Licensed Personnel in Medication Administration”. This will include consideration of student privacy and cleanliness of area where medications are administered.
5. Each school nurse will develop a method of documenting medications administered on the field trip, recording any unexpected occurrences, and a method of returning any medication not administered.

Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma

inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

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

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

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

Required Training of Unlicensed Personnel to Administer Medication

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

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication. Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

Appendix/POLICY JRA-E

Annual Notice of Student Educational Records and Information Rights

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

Inspection of Records

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

Amendment of Records

Parents/eligible students may ask the RSU #56 to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

Disclosure of Records

The RSU #56 must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

Directory Information

The RSU #56 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the RSU #10 to disclose directory information must notify the Superintendent in writing by November 18th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the RSU #56 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the RSU #56 to disclose this information without their prior written consent must notify the Superintendent in writing by November 18th or within thirty (30) days of enrollment, whichever is later.

School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the RSU #56 as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the RSU #56 has

contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the RSU #56 with regard to education records.

Health or Safety Emergencies

In accordance with federal regulations, the RSU #56 may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

Other School Units

As required by Maine law, the RSU #56 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

Other Entities/Individuals

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

Complaints Regarding RSU #56 Compliance with FERPA

Parents/eligible students who believe that the RSU #56 has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

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

Appendix/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" include other family members involved in supervising the child's schooling.

I. DISTRICT-LEVEL PARENT INVOLVEMENT POLICY

In compliance with federal law, RSU 56 will develop jointly with, 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 RSU 56'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 RSU 56 that receives Title I funds shall jointly develop with parents/guardians of children served in the program a school parent/guardian involvement policy, including "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:

- A. 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;
- B. 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
- C. 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 [number] other meetings 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 RSU 56's Title I plan, programs, and parent involvement policies comply with applicable law and regulations and for developing administrative procedures, as needed, to implement this policy.



COVID-19 - RSU 56 Daily Screening Tool

Today or in the past 24 hours have you had any of the following:

YES	NO	
		Fever
		New Cough
		Runny nose
		Sneezing
		Sore throat
		Headache
		Muscle aches
		Chills
		Fatigue
		Malaise (feeling unwell)
		Chest pain
		Shortness of breath
		Difficulty breathing
		Inability to keep liquids down because of vomiting
		Diarrhea
		Loss of taste and/or smell

	YES	NO
In the past 14 days have you had contact with a person known to be infected with the novel coronavirus (COVID-19)?		
Have you traveled to any "hot spot" area within the past 14 days?		
Do you have a sick family member at home with any of the above symptoms?		

****REPORT ANY "YES" RESPONSES TO THE ABOVE QUESTIONS TO YOUR SCHOOL NURSE, WHO MAY ASK FOR CLARIFICATION OF YOUR ANSWERS.****