



# **SHEEPSCOT VALLEY**

## **REGIONAL SCHOOL UNIT 12**

# **Windsor Student Handbook**

## **2023-2024**



~ Uncompromisingly Learner-Centered ~

### **Our Mission:**

To build a foundation of lifetime learning by inspiring growth, change, and success.

### **Our Vision:**

To design learning experiences that honor our beliefs about learning: that we learn in different ways and in different time frames; that success breeds success and influences esteem, attitudes, and motivation; and that mistakes are inherent in learning.

Sheepscot Valley RSU 12 serves students in the towns of Alna, Chelsea, Palermo, Somerville, Westport Island, Whitefield, and Windsor.

## **Sheepscot Valley RSU 12 Central Office Information**

Central Office Phone Number - 207-549-3261

**Superintendent:** Howard Tuttle

**Technology Director and Curriculum Coordinator:** Deborah Taylor

**Finance Manager:** Michele Grant

**Administrative Assistant:** Leslie Burgess

**Special Education Director:** Delia Dearnley

**Assistant Special Education Director:** Stephanie Smith

**Transportation and Facilities Director:** Larry Dancer

**Director of School Nutrition:** Michael Flynn

Windsor School

Phone: 445-2356

366 Ridge Rd.

Fax: 445-3494

Windsor, ME 04363

Principal: Heather Wilson [hwilson@svrsu.org](mailto:hwilson@svrsu.org)

Additional information for RSU 12 Schools can be found at [www.svrsu.org](http://www.svrsu.org).

## **School Attendance Procedures**

### *Arrival/Dismissal*

Students should not arrive at school prior to the beginning of the school day. After dismissal, all students must leave the school unless they are attending an activity directly supervised by an adult. Students who have late practices must go home unless a school-affiliated adult agrees to supervise them until their practice.

Wednesday dismissal time is 1:30 p.m.

Students who are excused early for medical appointments or emergencies need to bring a note and get dismissed through the office. If a child is to leave school early, they need to bring a note stating the name, date and time of pick up and why this is requested. RSU 12 and its schools are continuing to improve their efforts to reduce the absentee/late arrival/early dismissal frequency. Phone calls, letters, and parent meetings will be used to assist parents in this process.

## *Attendance*

A day lost from school cannot be replaced. Make-up work cannot duplicate the original instruction or interaction that took place within the classroom. Developing good work habits in students begins now, and school attendance is critical to forming good life habits.

Parents are encouraged to call the school the day of the student's absence. Parents will be called from the school to check-up on student absences. Students absent from school are not allowed to participate in school activities on that particular day.

Planned absences will need to be communicated to the Principal for students who will be going on family trips or need to be out for any amount of time.

Make-up work for any extended absence should be completed within a week of return. It is the student's responsibility to obtain make-up assignments when they return to school, or to make arrangements for the work to be sent home via another student.

The following criteria will be used for excused absences (which is state law):

1. Personal illness.
2. An appointment with a health professional.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency.
5. A planned absence for a personal or educational purpose, which has been approved.
6. See RSU 12 Policy **JEA – Compulsory Attendance**

## *Truancy*

Pursuant to this policy and state law (Title 20A, M.R.S.A. 5051 and 5051A), RSU 12 establishes procedures for handling students who are truant. For the purpose of these procedures, truancy is defined as follows:

“Any student who has attained grade 6, and has not yet attained the age of seventeen (17) who accumulates seven (7) consecutive “unexcused” absences, or ten (10) cumulative “unexcused” absences at any time during the current school year.”

“A student who is at least 6 years of age and has not completed grade 6 is truant if they have the equivalent of 7 full days “unexcused” absences or 5 consecutive school days of “unexcused” absences during the school year.”

“Is enrolled in a public day school, is at least 5 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.”

When a student is deemed to be truant, the following procedures will be followed:

Informal Process:

1. The Principal shall notify the Superintendent of Schools in writing. This communication will detail the following:
  - a. the number of (unexcused) days missed
  - b. a brief description of the administrator’s concerns
  - c. a brief description of informal actions (to date) that have occurred in an attempt to get the child to attend school. (\*Note: As a minimum, the Administrator should have requested a meeting with the parent/guardian by this point)
2. Upon receipt of the above notification, the Superintendent will direct the Principal to formally request a meeting (dated and in writing) with the parent/guardian of the truant child. The purpose of the meeting shall be to “identify possible causes of the habitual truancy and develop a plan to implement solutions to the problem.”

If the parent fails to attend the meeting, the Principal and teacher(s) shall unilaterally develop a plan to resolve the problem. The law specifies a range of possible “interventions” that may include, but are not limited to:

- a. frequent teacher communication with the family
- b. changes in the learning environment
- c. mentoring
- d. counseling
- e. tutoring, including peer tutoring
- f. placement in different classes
- g. evaluation for alternative or special education programs
- h. attendance contracts
- i. referral to other agencies for family services; and
- j. other interventions, including but not limited to referral to the school attendance coordinator, the student assistance team, or the dropout prevention committee (where they may exist).

**\*\*Note:** There may be good cause to consider an IEP referral, given the history and current situation regarding the child's specific situation. Careful scrutiny of this possibility should be made.

Formal Process:

Should the parent/guardian fail to appear, resulting in the school needing to develop a plan, the Department of Human Services, and/or Local Law Enforcement shall be contacted and invited to attend a meeting. The purpose of this meeting is to reinforce the plan already developed or to craft an alternative plan, if necessary. It will also serve as formal notification of such agencies as to the truancy situation regarding the student.

### *Tardiness*

Instructional time is short-changed if students are tardy. Students should bring a note to explain their tardiness and should stop at the office for admittance to class. Notes are requested to explain the tardiness. A student is considered tardy if they are more than 10 minutes late to school.

## **Positive Behavioral Interventions and Supports (PBIS)**

RSU 12's culture is built on the common values of being respectful, being responsible, and being safe. The implementation of PBIS in our school communities will create and sustain a positive learning environment where all students can succeed academically, socially, and emotionally. Through PBIS, we proactively teach, model, and acknowledge behaviors that will create a positive school culture.

Research has proven that PBIS increases academic achievement and academic engagement, decreases time spent addressing problem behavior, improves positive school climate, and reduces the administration of consequences for problem behaviors such as detentions and suspensions.

All RSU 12 schools ascribe to the Positive Behavioral Interventions and Supports (PBIS) expectations for all aspects of the school with the key concepts being:

1. Respectful
2. Responsible
3. Safe

### *Bus Expectations*

The driver is in charge of the bus and it is expected that students will be courteous and helpful to ensure a safe ride. Bus riding is a privilege, which can be revoked if a student misbehaves on the bus. All buses are typically equipped with video cameras and recording activity on the bus. In order

to improve safety, the driver may assign seats. Please have students at pick-up points on time. Each school announces the approximate time the bus will arrive at a specific home. Please have students out at the pick-up point at least ten (10) minutes prior to that time as circumstances can often alter bus runs.

#### PBIS Bus Expectations

##### Respectful

- Obey the driver / never distract
- Use kind words and appropriate language
- Report inappropriate or bullying behaviors

##### Responsible

- Keep belongings in a bag
- Keep aisle clear
- Leave no trace / no food or gum chewing on bus
- Be ready and on time

##### Safe

- Always remain seated
- Face forward
- Hands and feet to self

## **No School Announcements**

If the roads are determined to be too hazardous to safely transport students, then the school may be closed. Families will be notified using a messenger alert system to instantly notify you of any major school announcements. This is an automated alert system that is tied into the school student information system. If your telephone numbers change, please make sure you let the school office know so they can update your student's record in the information system.

Occasionally, storms intensify later in the day, necessitating the early closing of the school. For this reason, parents should instruct students and make arrangements for their care should they not find you at home.

Delayed starts on stormy days give road crews more time to make roads passable. Delayed starts will be announced with the message alert system and will mean that buses will run approximately 1-2 hours later than usual. For example, if the bus normally picks students up at 7:30, it will now pick students up at 9:30, etc.

## **Visitors**

We require all visitors to observe the following:

- Please call ahead and arrange your visit.
- For the safety of our children, all exterior doors will be locked during the school day. Parents and visitors will need to be buzzed in by school personnel through the front office.
- No student visitors are allowed at school while school is in session. Exceptions may be made by the Principal, especially in regard to educational purposes.

## **Playground Expectations**

PBIS Playground Expectations

Respectful

- Use good sportsmanship
- Share and use kind words
- Game rules stay the same from start to finish
- Hands, feet & objects to self

Responsible

- Include others
- Take turns
- Return equipment
- Follow directions

Safe

- Use equipment correctly / for its designed purpose
- Stay within boundaries
- Clothing must be appropriate for the weather conditions
- Line up to leave and enter the building as instructed
- Ask permission to enter the school building
- Solve conflicts with kind words or ask for help

## **School Nutrition Program**

Our kitchen staff, in conjunction with the federally subsidized hot lunch program, attempt to serve students a nutritious breakfast and lunch. Parents should apply for our reduced fee schedule for

lunch. Applications will be passed out on the first day of school with extras in the office. This program not only allows children to receive very affordable meals but also gives back to the school funds in the form of state subsidies and federal grants. Please fill out the form even if you do not expect to access school meals.

School meals are NO COST this school year. Go to our website, [www.svrsu.org](http://www.svrsu.org) and under parent resources, there is a drop-down menu that includes Online meal applications.

### Cafeteria PBIS Expectations

#### Respectful

- Use appropriate table manners
- Use kind words
- Hands to self

#### Responsible

- Leave no trace / pick up after yourself
- Wait patiently
- Follow directions

#### Safe

- Walk while in the cafeteria
- Chew with your mouth closed
- Stay seated at all times / ask permission to leave seat
- Touch and eat only your food / no sharing of food

The district's wellness policy states that students are only allowed to bring water into school and classrooms. No coffee, soda, sports or energy drinks, etc will be allowed. Please do not send them into school with Dunkin drinks or anything other than water. We do not wish to confront students who do not abide by this expectation and certainly hate to take items they've paid for away from them. With that said, we will enforce this expectation. Should there even be a circumstance in which a child, because of health issues, needs to have something beyond water in school, please contact the WES Office or Nurse Ari Drouin and we'll see what accommodations can be made.

## **Student Behavior and Code of Conduct**

Correcting Inappropriate Behavior: Although our students generally behave very well, some students have occasions when their behavior is unacceptable for the classroom or the school. With personal attention and direction, staff members can often correct misbehavior quickly and efficiently. When this approach is not successful we use a system of behavior slips to document misbehavior and to inform parents when misbehavior occurs and plan interventions as needed. Behavior referral



slips are a form of communication between the teacher, student, and parent. Behavior slips may also carry a consequence and it will be noted on the form.

Minor (Level 1) Misbehaviors are typically handled in the classroom, recess, cafeteria or bus. These may be assigned by all staff members and transportation personnel. These may not need to involve the administration. If needed, parents can contact the staff member for clarification. A staff member or driver will fill out the information on a referral form, assign a consequence if needed, sign the form, and send it to the office. The assigning staff member may contact the student's parent(s) if they find it necessary or if consequences are assigned.

Major (Level 2) Misbehaviors are addressed through the administrative office. These are behaviors that are dangerous, destructive, intentionally insubordinate or disrespectful, or can not effectively be handled in the confines of a classroom. They may also be assigned for repeated Level 1 violations. When a student earns a Level 2 disciplinary referral, they are sent to the Principal's office (or principal's designee) with the form for a discussion, assignment of consequence, and a call to parents (when necessary). Parents should sign the disciplinary form and send it back to school with their student; but they should also discuss the misbehavior with their child and discuss more appropriate ways to handle similar situations.

Reference **RSU 12 JICIA Policy for Weapons, Violence and School Safety**.

## **Positive Behavior Interventions and Supports (PBIS) Core Values**

Students are expected to behave appropriately and follow the district's PBIS Core Values: Respectful, Responsible & Safe. All school staff will review these expectations for student behavior throughout the year. Individual teachers will create, often with student participation, expectations that align with PBIS expectations for their classrooms and post these expectations in their rooms. PBIS expectations for non-classroom situations are listed below:

### Hallway PBIS Expectations

#### Respectful

- Respect art, posters, displays & decorations
- Hands off windows, lockers, walls & ceilings
- Use kind/quiet words

#### Responsible

- Keep hands, feet & belongings to self

- Go directly to your destination
- Be truthful about your actions
- Follow adult directions

#### Safe

- Watch where you are going
- Walk
- Feet on floor
- Hands to your side
- Stay to the right
- K-5 Single file

#### Arrival & Departure PBIS Expectations

##### Respectful

- Greet and respond to people kindly

##### Responsible

- Give notes to teachers/parents
- Know your home plan
- Have materials packed in bag

#### Safe

- Walk to the right
- Go directly to your destination
- Hands, feet, belongings to self

#### Bathrooms PBIS Expectations

##### Respectful

- Respect others' privacy

##### Responsible

- Leave no trace / clean up after self
- Wash & dry hands
- Flush

#### Safe

- Maintain personal space
- Remember your purpose
- Report issues to the office

## Fire Drill PBIS Expectations

### Respectful

- Follow all adult directions

### Responsible

- Be a good role model

### Safe

- No talking
- Stay with your class
- Hands, feet, objects to self

## Substitute Teacher PBIS Expectations

### Respectful

- Respect adults coming into class
- Follow adult directions
- Be helpful and kind
- One person talks at a time

### Responsible

- Be a positive role model
- Follow established class expectations
- Be prepared

### Safe

- Hands and feet to self

## **Student Dress Expectations**

The RSU 12 Board recognizes that responsibility for the dress and appearance of students rest with individual students and their parent(s)/guardian(s). The RSU 12 Board will not interfere with this right unless the personal choices of students create a disruptive influence on any school-related program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school district to provide a safe, healthy, and non-discriminatory environment for education students for maximum academic and social development. The following list is not exhaustive, rather guidelines for appropriate dress. School

administrators are authorized to impose restrictions when, in their judgment, a student's dress disrupts the educational process or poses a threat to health or safety.

- A. Clothing that contains messages or symbols that violate the RSU 12 Board's discrimination/harassment policies.
- B. Articles of clothing that symbolize, depict or advertise drugs, alcoholic beverages, tobacco products, or inappropriate language, violence, vulgarity, gang-oriented behavior, sexual innuendos, offensive messages, or anti-school messages will not be allowed.
- C. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- D. Clothing that inappropriately exposes body parts, including the midriff, or undergarments. (i.e. tank tops where undergarments show)
- E. Baggy clothing and long coats that could present a safety risk to the student or could be used to conceal weapons or other contraband;
- F. Footwear should be appropriate to the requirements of the activity. Flip flops should not be worn to school as they can be a hazard on the stairs. Bare feet or stocking feet are not appropriate at any time;
- G. Jewelry or accessories that could be used as a weapon, to mar or destroy school property, or pose a safety risk to the student or others;
- H. Headgear such as hats, caps, hoods, bandanas, visors, sunglasses, or headaddresses may not be worn unless they are necessary for health or safety purposes or cultural/religious requirements.
- I. Students should not wear clothing that is destructive of school property (e.g. cleats, chains, pants with metal inserts that scratch, studded or spiked jewelry, etc.).

Principals may give exceptions to the dress code for special occasions. School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines, or other activities. However, no particular brand may be required. School administrators may adapt this policy to fit extenuating circumstances.

Students who come to school dressed inappropriately will receive a warning, and depending upon the infraction, may be sent home to change. Determination of individual instances will be made by the administration.

Appropriate gym attire is expected for physical education classes. All students are to wear clean sneakers with non-marking soles during gym class and or supportive shoes for their own safety.

During the winter months, please remember to have your child wear boots and jackets for recess.

## **Academics**

RSU 12 is committed to a personalized learning approach to teaching and a proficiency-based approach to reporting out feedback to students.

### *Jumprope - the RSU 12 online grade book*

Parents can access information about their child's learning progress online through the Jumprope website or a Jumprope app on mobile devices. Information will include a grade for each class as well as more detailed information about student progress in learning topics (called District Standards) covered in each class. Our hope is that this system allows teachers to provide more specific feedback about student learning. More information about parent access will be made available with paperwork brought home at the beginning of the year.

RSU 12 has adopted the following language to define proficiency. See [this document](#) and the information below for more about defining scoring criteria.

What does the four-point scale mean?

4	Proficient w/ Distinction	Rigor level exceeds that which is described in the standard
3	Proficient	Rigor level and learner independence matches that described in the standard
2	Foundational Proficiency	Rigor level is less than that described in the standard, typically at retrieval level
1	Insufficient Evidence	Learner can engage at the foundational level with support from others

Below is a list of ways in which others have defined the four levels. The list is offered to support understanding and to suggest ways in which the levels may be explained to students and to parents.

1	2	3	4
Heard of it	Practicing	Know It	Apply It

Emerging	Developing	Proficient	Mastered
Beginning	Developing	Applying	Innovating
Emerging	Developing	Competent	Experienced
Awareness	Novice	Intermediate	Advanced
I am still working on it	I can do most but am still learning	I can demonstrate this skill	I can demonstrate this skill and have gone above and beyond
progress is below expectations	progress sometimes meets expectations	progress meets expectations	progress exceeds expectations

## *Homework*

The purpose of homework is to reinforce, with practice, a skill that has been taught in class, to review old skills, to complete unfinished classroom assignments, and to work on projects such as research, or reports, which can be of short or long term. The rule of thumb is 10 minutes of homework per grade level. Therefore, a fifth-grader would have something close to 50 minutes of homework. If your child is spending too much time on homework, please call your child's teacher to discuss options.

### Grades 6-8 Homework Procedure

#### I. Purpose:

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of middle school staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply the information they have learned, complete unfinished class assignments, and develop independence.

#### II. Time:

The actual time required to complete assignments will vary with each student's study habits, academic skills, and course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are encouraged to pursue non-assigned, independent, leisure reading.

### III. Late work policies:

Students who miss homework because of an absence will receive the opportunity to make up missed work. Alternate extended plans may be developed with the teacher. It's the student's responsibility to get work missed due to illness or absence.

### IV. Responsibilities:

#### Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose.
- Give feedback and/or correct homework.
- Communicate with other teachers.
- Involve parents and contact them if a pattern of late or incomplete homework develops.

#### Parents:

- Set a regular, uninterrupted study time each day.
- Establish a quiet, well-lit study area.
- Monitor child's organization and daily list of assignments.
- Help your child work to find answers, not just get it done.
- Be supportive when your child gets frustrated with difficult assignments.
- Contact teachers to stay well informed about your child's learning process.

#### Students:

- Write down assignments.
- Be sure all assignments are clear; don't be afraid to ask questions if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects your ability.
- Make sure assignments are done according to the given instructions and completed on time.
- Students will use time during school hours wisely to complete homework assignments and seek assistance from teachers as needed.

## *Additional Academic Supports and Academic Services*

Students who are academically struggling have several avenues to pursue to improve:

1. Classroom teacher may help before and after school.
2. Staffing meetings with teachers, parents, and principal.

This meeting would be the springboard for a variety of possible services:

- Title I
- Support services (Response to Intervention)
- Referral for Special Services (IEP)
- Referral to a doctor

Once the staffing and IEP Team Meeting determines the service needed, students are allocated an array of possibilities.

Non-categorical Resource Room - The resource room program offers students small group instruction by a qualified teacher and assistant. Students must have certain educationally handicapping conditions and be recommended by the IEP Team for this program.

Speech Therapy - Speech, hearing and language development therapy is offered for students referred by the IEP Team.

Title One Reading and Math Program - Students in the Title One program have special needs in reading and/or math, which, with specialized instruction on a one-to-one or small group basis, can be corrected.

## **Electronics And Technology**

### *Student Use Of Cellular Telephones And Other Electronic Devices*

The Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. The RSU 12 is not responsible for damage, loss or theft of such devices. **RSU 12 - Policy Code JFCK**

#### Rules For Student Use Of Cellular Telephones And Other Electronic Devices

- A. Students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, handheld computers, MP3 players and electronic games during the school day.
  1. During classes and school activities, all such devices must be turned off. Please refrain from texting your child during school hours. They will not be allowed to check their



messages or text back. Please call the office and we will be happy to give them a message.

2. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA).
  3. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day, and discipline may be imposed as provided below.
- B. Students are generally not allowed to use electronic devices on the school bus. Refer to specific school and bus rules. Electronic devices are sometimes allowed in order to listen to music.
- C. Students may use electronic devices on field trips and during extracurricular activities only if authorized by the staff member in charge.
- D. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
1. In other locations when students are allowed to use electronic devices, students are required to obtain permission from a staff member before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or another Internet site such as YouTube.
- E. Any use of cellular telephones and other electronic devices that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading, or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.
- F. Student cellular telephones and other electronic devices may be subject to search by administrators if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules.
1. A building administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.

G. Students violating these rules will be subject to discipline, which may include:

1. Not being allowed to bring electronic devices to school;
2. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.

H. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities at the discretion of the building administrator and a building administrator may give a device to law enforcement authorities upon request.

## **RSU 12 - Policy Code JFCK-R**

### *Cell phones should not be used during the school day*

All students must place electronic devices in their locker/backpack, etc., upon entering the building. These devices should not come out and must remain there for the entire school day.

#### Consequences of Violation of Cell Phone Policy

1<sup>st</sup> Offense: The device is turned over to the teacher or office, and the student may pick up the device.

2<sup>nd</sup> Offense: The device is turned over to the office, the parent is contacted for pick up.

3<sup>rd</sup> Offense: The device is turned over to the office; parent contacted for pick up, and the student serves detention (1 hour).

Further Offenses: Progressive disciplinary action which may result in banning the device from school for an extended period of time and/or consequences ranging from detention to suspension from school, depending upon the nature of the offense and the student's discipline record

### *Student Computer And Internet Use Rules*

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

#### A. Acceptable Use

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

#### B. Prohibited Uses

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

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Students may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
3. Violating Copyrights or Software Licenses – Students may only copy, download or share any type of copyrighted materials (including music or films) with permission. Permission may be granted when the use is acceptable under "fair use", authorization by a copyright clearing service, or with the owner's permission. Students may only copy or download software with permission, which may be granted when consistent with the terms of the software's license. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.  
**See Board policy/procedure EGAD – Copyright Compliance.**
4. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used

in student work, the author, publisher and web site must be identified. NOTE: If there is a Board policy or school rules concerning plagiarism or academic integrity, a reference should be included in Paragraph #4.

5. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
6. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school unit's computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
7. Avoiding School Filters – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
8. Unauthorized Access to Blogs/Social Networking Sites, Etc. – At school students may not access blogs, social networking sites, instant messaging, VOIP and/or video communication, etc. to which student access is prohibited.

#### B. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the school unit for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

See **RSU 12 Policy IJNBD and IJNDB-R** Student Computer and Internet Use and Rules.

#### C. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

#### D. System Security

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

#### E. Additional Rules for Laptops Issued to Students

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.
2. Both the student and his/her parent must sign the school's technology form.
3. Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. Laptops that are taken home are subject to a laptop maintenance fee paid by parents to help defray replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.
4. If a laptop is lost or stolen, this must be reported to the building administrator immediately. If a laptop is stolen, a report should be made to the local police and the Technology Coordinator immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned and family

members to the extent permitted by the MLTI program.

9. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules.
10. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

F. Additional Rules for Use of Privately-Owned Computers by Students

1. A student who wishes to use a privately-owned computer in school must complete a Student Request to Use Privately-Owned Computer form. The form must be signed by the student, his/her parent, a sponsoring teacher, the building administrator and the Technology Coordinator. There must be an educational basis for any request.
2. The Technology Coordinator will determine whether a student's privately-owned computer meets the school unit's network requirements.
3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the school unit's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The school unit is not responsible for damage, loss or theft of any privately-owned computer.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computers at school.
7. Students have no expectation of privacy in their use of a privately-owned computer while at school. The school unit reserves the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
8. Violation of any Board policies, administrative procedures or school rules involving a

student's privately-owned computer may result in revocation of the privilege of using the computer at school and/or disciplinary action.

9. The school unit may confiscate any privately-owned computer used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.

## **Athletics**

Students participating on RSU 12 school teams are representing their school, their parents, community and themselves and are expected to be positive representatives. Disciplinary problems may result in suspension from the team for a period of time to be determined by the Coach, Athletic Director, and/or Principal.

### *Eligibility for Extracurricular Activities*

Playing sports or participating in any other school activity is a privilege, which can be revoked for disciplinary and academic matters. If a student is suspended from school, they will lose the privilege to participate in any extracurricular activity. Students/Athletes are required to have acceptable work habits and work completion in order to participate in sports. If their academic performance is in jeopardy they will be put on Academic Probation. Students not performing above acceptable work habit levels can be removed from participation at any time. Students' behavioral standing can be seen in Jump rope on the citizenship standing or by calling the teacher or principal. Students who have an unexcused absence the day of a game or practice will not be eligible to participate that afternoon.

### *Sportsmanship*

Good sportsmanship needs to be the hallmark of participation. Students are expected to act in accordance with the rules of their school. Students demonstrating poor sportsmanship will be reprimanded. A meeting with the Coach/Advisor, Athletic Director and Principal will take place. At that time, a plan of consequences will be developed.

	<b><i>Sporting event Expectations</i></b>
<b><i>Be Respectful</i></b>	<i>-Use encouraging words</i>
<b><i>Be Responsible</i></b>	<i>-Clean your area of trash etc.</i>
<b><i>Be Safe</i></b>	<i>-Stay in designated area</i>
	<i>-Keep hands, feet and belongings to self</i>

## *Transportation extracurricular activities*

Students participating in school-sponsored activities out of town must ride to the activity in vehicles provided by their school. Exception - Students serving detention may be taken to an away game by their parents or designated adult driver providing the parents have provided a note of permission.

Parents are expected to pick up their child at the end of a game. We do not provide transportation after the game.

## *Dances*

The school's PBIS Expectations applies to dances as well as all other programs and places in the school

- Proper attire is required in accordance with RSU 12 Dress Policy.
- Permission from the Principal to bring visitors is required one week in advance of the dance.
- A parent must accompany students arriving late.
- A parent must come into the building to pick up students after the dance.
- Students who do not attend school or have regular behavioral issues or specific incident may not allow to attend events.
- Students may not leave the dance unless a parent picks them up. If another adult is picking up a student, the student must have a note signed by the parent.

## **Health**

Students who do not feel well enough to participate in school programs should stay at home. Parents need to make this decision before a sick child comes to school. Staying in at recess is not an option.

It is at the discretion of the school nurse or office personnel to contact parents about the need for your child to be dismissed for the day due to illness.

Children who have contagious diseases will be excluded and should return to school with permission from the school nurse or the family physician.

Head Lice and Scabies can be transmitted by close contact between individuals. Students should not play with one another's hair, swap clothing, or borrow each other's combs or brushes. Periodic scalp inspections are encouraged at home. If a student is found to have lice, that student and other family members will be examined by the school nurse and who will communicate with the parents. If a



substantial number of children in several classrooms are involved, the entire school population may be examined and a school-wide memo will go home. (School Health Manual, May 1997).

Parents will be notified if their child presents with lice at school by the school nurse. Treatment will be the responsibility of the parents/guardians. For families with chronic infestations, the school nurse will offer extra help.

If you have any questions on this topic, please feel free to contact the nurse anytime at school.

Immunizations - State law states that every child who attends public school shall be immunized, unless exempted, against poliomyelitis, pertussis (whooping cough), tetanus, measles, mumps, rubella and varicella (chickenpox).

Physical Examinations - Students entering kindergarten, fifth, and ninth grade are required to have a physical exam by their family doctor or health provider. Dental exams are also encouraged.

Students who wish to participate in middle school athletics are required to have a physical examination and medical approval before doing so. The physical exam must have been given within 2 years (730 days) prior to participating, including tryouts. In the years that a physical exam is not required, athletes must submit a health history form that is reviewed by the school nurse. There is a hold harmless agreement that is available for the parents who do not have insurance for their child to participate in athletics. (See athletic handbook for details)

Students transferring to this school will be requested to have a physical exam if their health record does not contain an exam for the appropriate grade level.

No crutches are to be brought to school without a doctor's note or contact with the school nurse.

As safe as the school staff tries to make your child's stay at school, occasionally accidents do happen. It is extremely important that we have an emergency sheet for each student with information that is accurate. If you have any change in the information on your child's emergency sheet, please let us know immediately. Parents will be contacted in September if emergency form has not been returned. Please call the office if emergency information has changed, such as a job change or new phone number.

## *Medications*

### A. Definition

1. Medication includes both prescription and non-prescription agents.

### **B. Administration of Medication in School**

1. Parents are urged to schedule administration of medications outside of school hours.
2. Medication may be administered in school ONLY when it meets the following criteria:
  - A. It must be part of a physical established medical plan.
  - B. It must be determined that there is no satisfactory alternative method for administration.
3. Medications are to be kept locked, in the nurse's office. They must be in the original container with prescription label attached and with no more than a five-day supply on hand. Prescription and non-prescription medications must have a physician's note attached.
4. It is expected that parents will teach students to self-administer their medications whenever possible. Students shall know what time their medication is due and that they will present themselves at the office to take it. Medications are only allowed in the office, and nowhere else in the school. Students should never carry any medications with them while at school.

### **C. Parental Permission**

1. Parents are requested to use the school form "Request for In-School Administration of Medication." Additional forms are available from the school secretary.
2. For the safety of all our students, it must be understood that medications will not be administered unless this policy is followed.

Reference **RSU 12 Policy JLCD** – Administration of Medication to Students

## **Homeroom Requests**

If a parent/legal guardian wishes to request a certain teacher for homeroom, it must be done in writing to the Principal by the end of April for the following year. Please submit the request in writing with at least one reason for the request. The Principal has final authority on homeroom assignments.

## **Lost and Found**

Articles of clothing and other equipment found on school grounds will be put in the Lost and Found at each school. Periodically, these unclaimed items will be donated to local service agencies.

## **Learning Commons**

Library and technology services are blended into a Learning Commons. Directed by the school's Library / Media Specialist, the Learning Commons will offer direct services; assisting with book selection, research, implementing the technology curriculum in all grades, coordinating all

standardized testing (NWEA, MEA), monitoring the library's collection, and being the "go to" staff member for all technology questions as well as the Learning Commons becoming a resource to students and staff, supporting your instructional program across the content areas. The Learning Commons staff and facility can be used to assist in planning and implementing lessons and units, locating appropriate digital and print resources, and supporting the intervention programming for all students. Except in certain cases, the Learning Commons will be open and available to students and staff throughout the school day.

## **District Policies that Require Notification**

### *Asbestos: Annual Notification of Building Occupants*

RSU 12 schools have been inspected for the presence of asbestos-containing materials. The schools are free of all asbestos and the documentation of these findings can be viewed upon request.

### *Bullying*

It is our goal for our schools to be a safe and secure learning environment for all students. It is the intent of the RSU #12 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

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

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the RSU 12 schools, and the operation of the schools.

#### Prohibited Behavior

The following behaviors are prohibited:

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

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

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

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

“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, tablet, telephone, cellular telephone, text messaging device and personal digital assistant.

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

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or representing another student through the use of that other student’s electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voicemail 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.

## *Chapter 33 Restraints and Seclusion*

This rule establishes standards and procedures for the use of physical restraint and seclusion. Physical restraint and seclusion may only be used as an emergency intervention when the behavior of a student presents an imminent risk of injury or harm to the students or others. The rule sets forth permitted and prohibited uses of restraint and seclusion, required notification and documentation of incidents of restraint and seclusion, aggregate reporting of incidents to administrators and the department of education, notification of parents, response to multiple incidents of restraint or seclusion of a student, local and state complaint processes and department approval of training programs.

A local **policy (JKAA)** and a **procedure (JKAA-R)** can be found on the district's website at [www.svrsu.org](http://www.svrsu.org). For a person who feels that there has been a violation of policy, a report should be made so that an internal investigation can take place. For students attending both in district or an “out of district” approved school placement, the report should be made directly to the Superintendent of Schools for RSU 12, Mr. Howard Tuttle.

If you have any questions related to any policy regarding these matters, or the procedure implementing our policies, please do not hesitate to contact the Superintendent's Office at (207) 549-3261.

## *Harassment*

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

Harassment - Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

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

To view the entire policy, see **RSU 12 Policy Code: ACAA** Harassment and Sexual Harassment of Students

### *Nondiscrimination/Equal Opportunity And Affirmative Action*

The RSU 12 Board is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment.

In accordance with applicable Federal and/or State laws and regulations, RSU 12 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability.

The Board delegates to the Superintendent the responsibility for implementing this policy. The RSU 12 Affirmative Action Plan will include the designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all Federal and State requirements related to nondiscrimination. The Affirmative Action Officer will be appointed by the Superintendent and will be a person with direct access to the Superintendent.

The Superintendent/Affirmative Action Officer shall be responsible for ensuring that notice of compliance with Federal and State civil rights laws is provided to all applicants for employment, employees, students, parents and others, as appropriate.

**RSU 12 Code: AC**

### *Pesticide policy*

In accordance with the state standards for pesticide applications and public notification (CMR 01-026 chapter 27), a well written plan for the management of pesticide application has been approved. The plan is available for inspection in the maintenance office during regular school hours.

It is the policy of RSU 12 to limit the use of any pesticide applications to the least hazardous combination of cultural, physical, biological and/or chemical controls to prevent unacceptable levels of pest activity and damage. When it is determined that a pesticide must be used, the least hazardous material and method of application will be chosen. Pesticide applications will be timed to minimize their impact. All pesticides will be handled according to state and federal law.

When pesticide applications are scheduled in school buildings and on school grounds, Chelsea School shall provide notification in accordance with state regulation, including;

- Posting a pest control sign in an appropriate area
- Providing the pest control information sheet to all individuals working in the building
- Providing required notice to all parents and guardians of students who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, Chelsea School may authorize an emergency pesticide application and shall notify by \*telephone any parent and guardian who has requested such notification.

## *Student Education Records And Information*

RSU 12 shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

### A. Directory Information

RSU 12 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. RSU 12 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

### B. Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU 12 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.

### C. Information on the Internet

Under Maine law, RSU 12 shall not publish on the Internet any information that identifies a student, including but not limited to the student’s full name, photograph, personal biography, email address, home address, date of birth, social security number and parent's names, without written parental consent.

#### D. Transfer of Student Records

As required by Maine law, RSU 12 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).

#### E. Health or Safety Emergencies

As permitted by FERPA, the school unit may disclose personally identifiable information from a student's educational record to appropriate parties, including parents of an eligible student, if taking into account the totality of the circumstances, it determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that knowledge of the information is necessary to protect the health or safety of the student or other individuals. In the event of disclosure, the school unit will record the articulable and significant threat that formed the basis for the disclosure, the information disclosed, and the parties to whom the school unit has disclosed that information. This information will be filed and remain part of the student's educational record.

#### F. Administrative Procedures and Notices

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

### *RSU 12 Annual Notice Of Student Education Records And Information Rights*

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

#### A. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time



and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of \$0.05 per page.

#### B. Amendment of Records

Parents/eligible students may ask RSU 12 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 procedure.

#### C. Disclosure of Records

RSU 12 must obtain a parent/eligible student's written consent prior to Disclosure of personally identifiable information in education records except in circumstances as permitted by law.

##### 1. Directory Information

RSU 12 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, and honors and awards received.

Parents/eligible students who do not want RSU 12 to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

##### 2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU 12 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 RSU 12 to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

##### 3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility.

School officials include persons employed by RSU 12 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 RSU 12 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units

As required by Maine law, RSU 12 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).

5. Health or Safety Emergencies

In accordance with federal regulations, RSU 12 may disclose education records without prior written consent in a health and safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

6. Other Entities/Individuals

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

D. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that RSU 12 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

See Also Policy JRA-R Administrative Procedures (Available On School And District Website

## **No Child Left Behind**

### *Parent's Right to Know the Qualifications of Child's Teacher*

Did you know you have a right to know the qualifications of your child's teachers and paraprofessionals? Did you know that your school district must notify you of your right to request information about the qualifications of your child's teachers and paraprofessionals?

At the beginning of the school year, the school district must notify parents of all children who attend Title I schools of their right to request information about the qualifications of your child's teachers and paraprofessionals, including:

- (1) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- (2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### *Qualifications of Substitute Teachers*

Is your child being taught by a substitute teacher? If your child has been taught by a teacher who is not highly qualified for 4 consecutive weeks, your school district must notify you of this fact. This requirement applies to substitute teachers, many of whom do not meet "highly qualified" requirements. [Source: NCLB, Title I, Section 1111(h)(6)]

### *How to Request Information about Teacher Qualifications*

If you want to learn the qualifications of your child's teachers and paraprofessionals, you need to write a letter to the Principal requesting this information from the school.

## **RSU 12 Policies & Procedures for Out of District Students**

### *Nondiscrimination*

Please be advised that RSU # 12 takes all matters of alleged discrimination and harassment based on race, color, national origin, sex, disability, age, sexual orientation, religion and ancestry, very seriously. The RSU 12 Board of Directors has adopted two policies (AC and ACAA) and a complaint procedure (ACAA-R) to address concerns by interested persons regarding these matters. The policies and procedures are currently available on our website at [www.svrsu.org](http://www.svrsu.org) and will be

included within all school handbooks. In addition, a copy of this memorandum will be mailed annually to all parents/guardians of students who have an approved “out of district” school placement.

If at any time an interested person feels that there has been a violation of policy, a report should first be made to the building principal, immediately. **For students attending an “out of district” approved school placement, the report should also be made directly to the Superintendent of Schools for RSU # 12, Mr. Howard Tuttle.** Although other school systems will have their own policies and procedures, RSU # 12 cannot help if we are unaware of circumstances warranting investigation and possible action.

Upon receipt of a report from any principal or interested person, the Superintendent of Schools will determine the “level” of investigation/resolution necessary, in accordance with established policy. This may involve the assignment of the RSU # 12 Title IX Coordinator/Affirmative Action & Harassment Officer to investigate the matter.

### ***Chapter 33 Restraints and Seclusion***

This rule establishes standards and procedures for the use of physical restraint and seclusion. Physical restraint and seclusion 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 rule sets forth permitted and prohibited uses of restraint and seclusion, required notification and documentation of incidents of restraint and seclusion, aggregate reporting of incidents to administrators and the department of education, notification of parents, response to multiple incidents of restraint or seclusion of a student, local and state complaint processes and department approval of training programs.

A local policy (JKAA) and a procedure (JKAA-R) have been updated to reflect these recent changes in the Chapter 33 Rule as of September 2012 and can be found on the district’s website at [www.svrsu.org](http://www.svrsu.org). Next year, these updated policies will be included in school handbooks as well. Again, for a person who feels that there has been a violation of policy, a report should be made so that an internal investigation can take place. **For students attending both in the district or an “out of district” approved school placement, the report should be made directly to the Superintendent of Schools for RSU # 12, Mr. Howard Tuttle.**

If you have any questions related to any policy regarding these matters, or the procedure implementing our policies, please do not hesitate to contact the Superintendent’s Office at (207) 549-3261. Thank you.

Updated: 08/8/23

