

**Please return page 70:
Student Handbook receipt,
Photo Permission,
Field Trip Permission**

RSU 83 / MSAD 13

Moscow Elementary

Student Handbook

2023-2024



Grades PK-4

DISTRICT MISSION STATEMENT

The Mission of RSU 83/ MSAD 13 is to provide each student the necessary skills to become a successful, responsible adult and life-long learner. The MSAD #13 team, parents, and community, believe in working together to ensure a safe and comfortable learning environment where each student develops self-confidence and responsibility for personal learning.

**M.S.A.D. #13 SCHOOL CALENDAR
2023-2024**

2023

August

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
<input type="checkbox"/> 28	<input type="checkbox"/> 29	30	31	

September

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	<input type="checkbox"/> 20	21	22
25	26	27	28	29

October

M	T	W	T	F
2	3	4	5	<input type="checkbox"/> 6
9	10	11	12	13
16	17	18	19	20
23	24	<input type="checkbox"/> 25	26	27
30	31			

November

M	T	W	T	F
		1	2	<input type="checkbox"/> 3
6	7	8	9	10
13	14	15	16	17
<input type="checkbox"/> 20	<input type="checkbox"/> 21	22	23	24
27	28	29	30	

December

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	<input type="checkbox"/> 22
25	26	27	28	29

2024

January

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	<input type="checkbox"/> 17	18	19
22	23	<input type="checkbox"/> 24	25	<input type="checkbox"/> 26
29	30	31		

February

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	<input type="checkbox"/> 15
18	19	20	21	22
25	26	27	28	29

April

M	T	W	T	F
1	2	<input type="checkbox"/> 3	4	<input type="checkbox"/> 5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May

M	T	W	T	F
		1	2	3
6	7	<input type="checkbox"/> 8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June

M	T	W	T	F
3	4	5	6	7
10	11	12	13	<input type="checkbox"/> 14
17	18	19	20	21
24	25	26	27	28

Holidays/Workshops/Early Releases

August 24	New Teacher Workshop
August 28	Teacher Workshop
August 29	Teacher Workshop
August 30	First Student Day
September 4	Labor Day
September 20	Early Release Day
October 6	Teacher Workshop
October 9	Indigenous Peoples Day
October 25	Early Release Day
November 3	End of First Quarter
November 10	Veterans Day
November 20-21	Teacher Workshop
November 22-24	Thanksgiving Break
December 22	Early Release Day
Dec 23-Jan 1	Holiday Break
January 15	Martin Luther King, Jr. Day
January 24	Early Release Day
January 26	End of Second Quarter
February 19-23	February Break
March 15	Teacher Workshop
April 3	Early Release Day
April 5	End of Third Quarter
April 15-19	April Break
May 8	Early Release Day
May 27	Memorial Day
June 14	Early Release Day
June 14	End of Fourth Quarter
5 Storm Days	
6 Workshop Days	
7 Early Release Days	
175 Student Days	
<input type="checkbox"/> Early Release Day--11:30 Dismissal	
<input type="checkbox"/> End of Quarter	
<input type="checkbox"/> No School	
<input type="checkbox"/> Teacher Workshop	
Graduation: June 9	
Trimesters	
Nov. 17 - End of First Trimester	
March 8 - End of Second Trimester	
June 14 - End of Third Trimester	

Adopted: March 21, 2023

NOTE FROM PRINCIPAL

Dear Moscow Families,

Welcome to the 2023-2024 school year! Our handbook lists our procedures and school board policies. Please let us know if you have any questions.

We are honored to be a part of your child's life. We love watching them grow into incredible people. Thank you for supporting Moscow Elementary School and trusting us with your children.

Help us make the 2023-2024 school year the best year ever!

Sincerely,
Wendy Belanger
Principal, Moscow Elementary

DISTRICT MISSION STATEMENT

The Mission of RSU 83/ MSAD 13 is to provide each student the necessary skills to become a successful, responsible adult and life-long learner. The MSAD #13 team, parents, and community, believe in working together to ensure a safe and comfortable learning environment where each student develops self-confidence and responsibility for personal learning.

STATEMENT OF PURPOSE

The purpose of the M.S.A.D. #13 educational system is to prepare the youth of our communities for a useful and meaningful future by taking each student where he or she may be and developing them to his/her highest potential in a healthy and safe atmosphere. To realize this goal, this district recognizes the following responsibilities:

- 1) To provide the fundamental and traditional aspects of education; to read intelligently and comprehensively, to communicate effectively, to appreciate the arts and fine literature; and to apply mathematical and scientific skills to daily life.
- 2) To encourage the development of self-discipline, responsibility, and self-esteem; to place emphasis on the problems of mankind with respect for all people and cultures and to aid in the realization of peace together. Our youth may then assume their place in society as conscientious and mature citizens.
- 3) To train our youth in the process of logical and critical thinking, so they are able to make reasonable, rational choices and judgments throughout their lives.
- 4) To provide role models that students can respect and emulate, and to foster awareness of and the creation of a realistic value system.
- 5) To stimulate a desire for continued growth on a personal, educational and vocational level.



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This handbook describes the rules and policies students need to know for participation in school life. Parents should read this handbook with their child and be sure their child understands and follows the rules and regulations described. The policies of this handbook and the services of the school system are designed to protect the well-being of students and the rights of all students to quality education at Moscow Elementary.

School administrators reserve the right to change the terms of this handbook at any time without notice.

POLICY MANUAL

If there is a discrepancy between the content of our handbooks and RSU 83 / SAD 13 School Board policies, the policies shall prevail. Each school has a copy of our official School Board policies. Parents are welcome to visit our school to view any or all of the policies.

The RSU #83/M.S.A.D. #13 Policy Manual is available for review at the Superintendent’s office, at each school, or is available on the school website.

DISRICT INFORMATION

District Web site: www.sad13.org

Superintendent: Sandra MacArthur

Special Education Director: Melissa Lyons-Vitalone

Moscow Elementary Principal PK-4: Wendy Belanger

	RSU 83/ MSAD #13	RSU 83/ MSAD #13	Moscow Elementary School	Upper Kennebec Valley Memorial Jr. / Sr. High School
	District Superintendent	Special Services Director	Principal	School Principal
	Sandra MacArthur	Melissa Lyons Vitalone	Wendy Belanger	James Tyler
	District Office	District Office	Grades Preschool-4	Grades 5-12
Phone	207-672-5502	207-672-3300	207-672-5572	207-672-3300
Fax	207-672-3800	207-672-3800	207-672-3800	207-672-3800
Mailing Address	P.O. Box 649 Bingham, ME 04920			
Physical Address	110 Meadow St. Bingham, ME 04920	110 Meadow St. Bingham, ME 04920	125 Canada Road Moscow, ME 04920	110 Meadow St. Bingham, ME 04920

MOSCOW STAFF
Grades PK-4



Principal: Wendy Belanger

Administrative Assistant: Amanda Perkins

District Social Worker: Marcy Melcher

District Nurse: Haylie Kennedy

Special Education K-4: Nicole Tully

Preschool: Jacqueline Abraham

Kindergarten: Jena Kamps

First Grade: Rebecca York

Second Grade: Laura Hartwell

Third Grade: Vanessa Cook

Fourth Grade: Kattie Sweet

Guidance: Ed Nevins

Art: Karen LaForgia

Physical Education: Jason Hartwell

Library: Staff

Ed Tech: Constance Atwood

Ed Tech: Geraldine Morrill

Custodial: Gordon Hartwell

Math Coach: Natalie Costello

Kitchen: Jolene Laweryson

PARENT COMPACT

To help all students achieve high standards, we will work together to make this happen.

Parents will...

- * Communicate with teachers openly and often
- * Attend parent/teacher conferences and school functions
- * Keep in contact with teachers about homework
- * Follow up on student's homework and help them if necessary
- * Support the school's Code of Conduct and Behavior Expectations
- * Communicate with your child about conduct, responsibilities, manners, behavior, and bus rules
- * Foster respect for education and educators
- * Encourage reading at home – read to your children, keep reading materials around, and let children read to you
- * Set educational short-term goals with your child
- * Make sure your child attends school every day rested, clean, and ready to learn
- * Show pride and praise your child's work every day
- * Establish a regular study time, meal time, and bedtime
- * Listen to your child
- * Volunteer in school if you have time
- * Ask questions – communicate with staff and others
- * Avoid spreading hurtful gossip or rumors – ask first

Students will...

- * Keep a positive attitude
- * Ask questions
- * Listen to adults and all staff
- * Be polite
- * Do your homework
- * Try to do your best
- * Practice your skills at home and school
- * Contribute answers and learn from others
- * Keep working to make things better
- * Be organized – stay organized
- * Practice reading all kinds of material and keep track of what you have read
- * Think about your work
- * Never say you can't
- * Establish a goal and a dream
- * Get plenty of rest
- * Ask your parents for help
- * Say what you mean – feel confident in telling adults what you need
- * Be responsible for your work and yourself
- * See the time spent at school as valuable
- * Be respectful of others and yourself
- * Be helpful to others
- * Pay attention in class
- * Remember your materials for class

Teachers will...

- * Be positive role models
- * Treat students and parents with respect
- * Provide consistent, positive, discipline, and reinforcement
- * Listen to students
- * Provide a curriculum to meet students' needs
- * Provide meaningful assessments
- * Provide a pleasant atmosphere that is conducive to active as well a quiet learning
- * Establish a positive classroom climate that is accepting of all people
- * Focus on teaching and students during class time
- * Provide a healthy and safe environment
- * Be a team member with all staff and with parents
- * Remember that parents know their children best
- * Provide more opportunities for all students' education.
- * Schedule parent/ teacher conferences



LEARNING PARTNERS

Let's Succeed in School

To succeed in school, parents need to be involved in their children's learning. It's important to be involved early, and it's important to stay involved. Learning the skills for success takes place at home as well as at school. Here are some of the things that parents can do at home and school.

At Home

- * Ask questions about things your children are learning and doing, and encourage them to give you lengthy answers. Ask probing questions – What did you think about that, and what does that mean?
- * Keep books, magazines, and newspapers available. Use them yourself to show you value learning, too. Encourage your child to read to you.
- * When possible have paper, pencils, crayons, and washable markers handy. This encourages children to practice writing and to be creative.
- * Watch TV with your children and talk with them about the things you like and dislike about the shows. Be sure to limit screen time and restrict inappropriate shows.
- * Have a special place and time for studying that is quiet and free from distractions.
- * Expect your children to succeed in school. Encourage them every day with praise for hard work and a job well done.

At School

- * Share information with teachers so that they know what is happening at home.
- * Tell teachers what they need to know about your child. Teachers know the FERPA Laws and will keep confidential information confidential. Make special needs known immediately.
- * Tell the secretary immediately if your phone number has changed.
- * Attend the student-led conferences at school. Show interest in what they are learning.

ACTIVITIES FOR SUCCESS

What Do You Hear? For young children (K – 2nd Grade) 3. **A Daily Family Routine** (K – 12th grade)

Listening is a skill that young children need to succeed in school.

1. Make up a story. You make up one sentence, and then your child makes up one sentence. Repeat until ready to end it.
2. With a group, all but one person close their eyes. The person with eyes open makes a sound (with keys, paper, a spoon tapping a glass) that everyone tries to guess.
3. Clap your hands to tap out a rhythm. Have your child listen and then clap the same rhythm back to you.

Where Did I Put That? (K-12th grade)

Being organized will help a child control his or her learning activities. This will increase your child's self-confidence.

1. Turn a cardboard box or milk crate (big enough for notebooks) into a special school box to hold all school things when your child comes home. The box would keep homework, books, hat, gloves, supplies, and other things needed for the next school day.
2. Have your child decorate the box with pictures, words, or artwork and his or her name to make it his or her own. Each child in the family can have a separate box.

The goal is to encourage children to be self-reliant while having structure and rules. Family members can provide the structure and work together to set the rules.

1. Assign chores and household tasks.
2. Encourage good health habits (proper rest and exercise, nutrition, and regular meal schedules).
3. Eat meals together.
4. Have a firm bedtime.

How Much Time Will It Take?

Before your child starts a project, plan out how long it will take to do each step.

1. Choose a big assignment to talk about, such as a research project. Write down the steps needed to complete the job.
2. Work backward from when the project is due. Estimate how long each step will take and decide when that step must start to meet the deadline. Put start and finish dates next to these steps.
3. Arrange the steps of the assignment on a calendar or homework chart.

Resources: Information is based on *Helping Your Child Succeed in School; and Hard Work and High Expectations*, U.S. Department of Education

SCHOOL HOURS

All Student Offices are open for parents and students from 7:30 AM to 3:15 PM.

Student busses arrive from 7:30-7:45

Students who are arriving by car may arrive between 7:40 and 7:50.

Once students arrive at school by bus or car, they may not leave the school grounds without permission from parents or the principal.

Students may be picked up at the end of the school day starting at 2:00 pm, students will be dismissed utilizing our assigned numbered vehicle tag system, more information under *School Transportation To and From School*. Students are assigned to bus transportation; buses depart Moscow elementary between 2:15-2:30 pm.

EARLY RELEASE HOURS

Students are released at 11:30 AM on days of scheduled early release. Student lunches will be served early on Early Release Days.



STORM DAYS AND WEATHER DELAYS

School cancellations and closings will be announced through our automated phone messaging system, please update your phone numbers with the student office as changes occur.

Storm Closings and Weather Delays will be announced on TV WLBZ2 of Bangor, WABI of Bangor, WCSH6 of Portland, and WMTW of Portland.

News Center Text Alerts announcing school cancellations and delays may be programmed to be sent to your cellular device by signing up at www.wcsh6.com.

GENERAL BUILDING RULES

While students are at school, the following rules and regulations are provided to ensure all students have an equal opportunity to learn and grow.

Faculty and staff will be addressed courteously and never by their first name. Courtesy also includes using kindness and respect when speaking to each other. The use of profanity, swearing, and obscene language is not acceptable. Personal Displays of Affection (PDA) are not allowed in the school, on the school bus, or school trips.

In the Corridors:

1. During class time, the corridors should be clear of students.
2. Permission to be in the corridor will be at the teacher's discretion.
3. Never run in the corridors.
4. Do not yell or use loud voices in the corridors.
5. Keep hands and school supplies away from walls.

In the Classroom:

1. Observe the rules of your classroom at all times.
2. Be respectful of others.
3. Wait for the teacher to dismiss you from the activity that you are working on. Give your full attention to the work you are doing.
4. Always enter the classroom quietly and immediately go to your seat.

In an Assembly:

1. Enter the assembly quietly and immediately take a seat.
2. Always show respect for the speaker who is your guest.
3. Show appropriate appreciation for the activity by clapping respectfully. Do not be offensive to the performer or those around you by being disruptive or rude.

At all times the students' behavior should be courteous and respectful. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for their behavior. Unacceptable conduct includes whistling, uncalled-for-clapping, stamping of feet, horseplay, or talking during the assembly/functions.

DRESS CODE

There is a definite relationship between good work ethic, proper school behavior, and good dress habits. Every student is expected to come to school clean and neat and suitably dressed. Clothes worn to school should not be torn above the fingertips of the hands extended down the legs. Students may be sent home to change if their clothing interferes with and/or detracts from the normal educational process and atmosphere of the school, or if it is offensive, attracts undue attention to the wearer, or causes a disturbance. Please dress respectfully. "

- Shorts may be worn to school. The length of the shorts must be no shorter than the fingertips of the hands extended down the legs.
- Cutoffs and mini skirts are not allowed in school. The length of the skirts must be no shorter than the fingertips of the hands extended down the legs.
- Sun tops, or muscle shirts are not allowed in school unless the shoulder strap is 2 inches wide. Your waist must be covered, even when bending over. Undergarments must be kept covered.
- Footwear is required at all times (Health and Insurance regulations).
- Sunglasses, hats, visors, or hoods will not be worn in the school building.
- Apparel that promotes or advertises alcohol, tobacco products, illegal substances, or suggests lewd or gang-related behavior is not permitted.

STUDENT DRESS

The Board recognizes that the responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school 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 unit to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing, which promote the use of tobacco, alcohol, or other drugs, may not be worn on school grounds when school is in session or at school functions.
- B. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd, or indecent or include insulting words (e.g., racial/ethnic slurs) are impermissible.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.

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.

The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy.

Adopted: 6/10/03 Reviewed: 7/11/2023

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JICB

CARE OF SCHOOL PROPERTY BY STUDENTS

Textbooks, computers and other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Parents/guardians of the student will be billed for the repair of school facilities or the replacement costs of lost, destroyed, or damaged materials.

- A. If reimbursement is not forthcoming within a responsible period of time, damage to school facilities may be recovered in a civil action to obtain the permitted “double damage.”
- B. If the replacement cost of lost, destroyed or damaged books or instructional appliances is not reimbursed within 45 working days of parental notification, the Board may report the amount to the municipal assessor for the purpose of including the replacement cost in the next municipal tax of the delinquent parent.

The Superintendent shall see that students and parents are notified annually of their responsibilities under this policy, such as by publication in student/parent handbooks.

Legal Reference: 20-A M.R.S.A. §§ 6805-6807

Adopted: 1/13/04 Reviewed: 7/11/2023

STUDENT FEES, FINES & CHARGES

Students who have damaged or lost textbooks, library books, or equipment will pay for damages or replacement. Students and parents are responsible for acts of vandalism or destruction by the student. Students will settle all outstanding debts at the end of each semester.

Laptop computers are issued to students who have returned the signed laptop and internet agreement forms signed by both student and parent/guardian. If a laptop is damaged and the insurance does not cover the vandalism or destruction of the computer, the student/parent/guardian will pay the replacement cost for the laptop computer in full before another computer is issued.

SCHOOL MEAL PRICES

All students will be offered the opportunity to apply for free or reduced-price school meals. Students residing in the towns of Moscow and Pleasant Ridge must complete and return the lunch application to qualify for meals paid for by the towns of Moscow and Pleasant Ridge.

School Lunch prices for the 2023-2024 school year are as follows:

	Full Price
Lunch - Elementary Students Grades K-4	\$2.90
Breakfast	\$1.25

No reduced rates for milk. (milk purchased for cold or sack lunch)

White Milk \$.40 Chocolate Milk \$.45

Adult lunch \$5.00

Adult breakfast \$2.00

Advanced purchase for student meals is accepted at any student office within the district. Meal charges in excess may result in alternative menu selection. Student charges are limited.

FOOD & DRINKS

No open drink containers (except for water) are allowed in the halls, classrooms, or gym unless students have a designated snack time in their classroom. Students are encouraged to bring healthy, nutritional snacks for their snack breaks, please no soda or candy.



LIBRARY

Each school has a library/media center. It is available for research and recreational reading, for signing out books, audio-visual materials and equipment, and for use of audio-visual materials related to class assignments. Students are scheduled for at least one library class each week, Kindergarten thru grade 8.

PHYSICAL EDUCATION CLASS

Physical Education classes are available at all schools. Only sneakers may be worn on the gym floor. Please have your child dress appropriately for physical activity on their scheduled day of gym class. Students are scheduled for at least one Physical Education class each week for grades K-4.

ART CLASS

Art classes are available at all schools. Students are scheduled for one Art class each week, Kindergarten thru grade 8.

ACADEMIC ACHIEVEMENT & GRADING

Parents and teachers should communicate with each other regularly regarding a student's progress. We encourage parents to monitor their child's progress online. If you need your username and password to access, please contact the school office. If a parent has any concerns or does not have access to a computer, they should not hesitate to call the school and make an appointment to conference with their student's teacher(s), or request a printed progress report.

PL 1991, Chapter 248 of the Maine Revised Statutes states: "When grades are given for any course of instruction offered by a school, the grade awarded to a student is the grade determined by the teacher of the course and determination of a student's grade by that teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, is final."

A student who is deficient in the above-listed requirements may meet those requirements through a post-graduate course, a state-approved Adult Education course(s), a state-approved summer school program, or a correspondence course approved by the Principal in advance of registration. The student may participate in the next regular graduation ceremony following successful completion of the requirements.

When the IEP Team is developing the Individualized Education Program (IEP) of a student with a disability between the ages of 15 and 20, inclusive, the IEP may make reasonable and appropriate adaptations of and accommodations to the state and local graduation requirements to reflect the unique skills and abilities of the student, and shall specify in the student's IEP the projected date of graduation.

Students who have completed the graduation requirements specified in their IEP shall be eligible to receive a regular high school diploma. M.S.A.D. #13 shall inform, in writing, both the parents/guardians and, when appropriate, the student that completion of the student's IEP and consequent graduation constitutes a termination of eligibility for special education services.

PowerSchool is our district student data system which gives access to students and parents so they may search for information such as attendance, meal transactions, and account balances. PowerSchool also gives way to communicate with the assigned teachers by e-mail. If you need a copy of your PowerSchool username and password please contact either the teacher or student office and we will be happy to print you a copy.

M.S.A.D. #13

NEPN/NSBA Code: IKB

HOMEWORK

Numerous studies show that the amount of time students spend on learning a skill directly affects their ability to master it.

The Board believes that there are several reasons for assigning homework:

- A. Homework helps students learn better and faster. Research shows that many successful teachers assign meaningful homework. By asking students to spend some of their out-of-class time working on a specific skill or subject, teachers make it possible to spend class time teaching students even more.
- B. Homework helps families become involved with education. We know that for schools to do the best possible job educating each student, parents and schools must work together. Homework is one way parents can make a meaningful contribution to helping their sons and daughters achieve. When student see that their parents think education is important, their performance improves.
- C. Homework communicates the high expectations that schools hold for their students. The best schools have confidence that their students can and will achieve. Assigning meaningful homework is one way of letting students develop confidence in their own abilities.
- D. Homework helps students develop self-discipline and organizational skills. Through homework, students learn how to manage their time. They learn the importance of setting goals and working to achieve them. They learn to be responsible for their own achievements. All these skills will help them continue to be successful throughout their lives.

The amount of homework assigned should be gradually increased from grade to grade. As a child advances through school, it is reasonable to expect that the amount of homework can be increased using the following guidelines:

PK-4 A few minutes in PK to a maximum of 60 minutes in grade 4 for all subjects combined;

Grades 5-8 A maximum averaging two hours per night for all subjects combined;

Grades 9-12 A maximum averaging three hours per night for all subjects combined.

Legal Reference: CH. 125.23, B, 5, 1 (Maine Dept. of Ed. Rule)

Adopted: 5/13/03



CHEATING

For students to receive the maximum educational benefit, their own performance must be evaluated. Cheating on tests, quizzes, reports, or any individual student products is prohibited and will result in a reduced grade for that piece of student work. The parent will be called by the teacher to report the incident. At the discretion of the principal, it may also result in further discipline depending on the severity of the offenses.

ATTENDANCE

MRS Title 20-A, §5001-A Compulsory attendance

Attendance at school shall be required of persons in the State as follows.

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

A person 5 years of age or older and under 6 years of age who is enrolled in and who has not withdrawn from a public day school is required to attend that school during the time it is in session.

Additional information and exception listed MRS Title 20-A, §5001-A Compulsory attendance
11.18.2021

TRUANCY

MRS Title 20-A, §5051-A Truancy

A student is truant if the student is at least 6 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; or 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.

Additional information listed MRS Title 20-A, §5051-A Truancy

ABSENCE

Please contact the school by 8:00 AM if your child will be out of school for the day.

A written note signed by the parent/guardian is required for excusable absences; under State of Maine Law excusable absences are limited to the following reasons:

1. Personal illness
2. Medical appointment (doctor's note is required from health care provider)
3. Observance of a religious holiday or it is mandated for all members of a faith that such a holiday or service be observed
4. A family emergency
5. A planned absence for a personal or educational purpose that has been pre-approved
6. Unplanned serious life experiences that result in educational disruption

It is very important that ALL students attend school. Missing school is detrimental to student learning. The more students are in school, the greater likelihood the student will achieve academic success.

Students who acquire excessive absences causing poor attendance may be assigned summer school.

MAKE-UP WORK

Immediately following an absence from school, a student will be allowed one (1) day to make up work for every day of excused absence. A written note signed by the parent/guardian is required for excusable absences.

TARDY TO SCHOOL

All students must report to their classroom by 7:55 AM, for attendance, lunch count, and morning announcements. Any student arriving after 7:55 AM, must sign in at the front office and receive a pass to class.

Our daily schedules start at 7:55 AM. Students are required by law to be in class from 7:55 AM until the school day ends unless the school is provided with one of the excuses listed below. When students are tardy and come into the classroom late they miss valuable instructional time. We ask that you consider the effects of your student's tardiness on the education of your child. Students who are frequently tardy or absent lose instruction and are in jeopardy of falling behind in academic achievement.

Please note that the following are legitimate excuses for children to be absent or tardy from school.

1. Personal illness
2. Medical appointment (doctor's note is required from health care provider)
3. Observance of a religious holiday or it is mandated for all members of a faith that such a holiday or service be observed
4. A family emergency
5. A planned absence for a personal or educational purpose that has been pre-approved
6. Unplanned serious life experiences that result in educational disruption.

It is the parent's responsibility to explain **in writing** any tardiness to school. Failure to provide a written explanation will automatically be considered unexcused tardiness. Excessive unexcused tardiness will result in a meeting with the parent, teacher, and administration to resolve the tardy problem. Tardiness interrupts everyone's learning.

DISMISSAL BEFORE SCHOOL DAY ENDS

Parental notes requesting a student's early dismissal must be present in the office ***prior to the student leaving for the day***. Notes must clearly state the reason and time for dismissal. Teachers will be made aware of any student who has submitted a dismissal note.

Excused early dismissals include: medical/dental appointments, family emergencies, and recognized religious holidays.

VISITORS AND NON-SCHOOL PERSONS

All visitors (non-school personnel & parents) report to the school office upon arrival to sign in and receive a visitor's pass. Visitors are not allowed in student hallways or classrooms without authorization.

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: IJOA

FIELD TRIPS AND OTHER STUDENT TRAVEL

The Board recognizes the educational value of school-sponsored trips as a means of extending the curriculum and as a vehicle for encouraging and supporting student participation in academic, artistic,

and athletic activities, performances and competitions. In addition, some school-sponsored trips may provide social experiences and contribute to the development of a positive school culture.

This policy provides guidance for the various kinds of trips that may be sponsored by the RSU 83/M.S.A.D. #13 schools.

Field Trips

“Field trip” means a trip that takes place during the school day and is organized and conducted by one or more RSU 83/M.S.A.D. #13 employees as a means of accomplishing particular curriculum objectives. All students within the class or grade, or curriculum related subgroup within a class, will be eligible to participate.

Field trips must be approved in advance by the building principal and the Superintendent.

Teachers and principals will be expected to consider the following factors in planning and approval of field trips:

- A. Objectives of the proposed trip and the anticipated learning outcomes;
- B. Specific learning activities to be experienced during the trip;
- C. Suitability of the activity and distance traveled to the age of students;
- D. Mode and availability of transportation, with school bus transportation arranged so as not to disrupt school bus schedules;
- E. Arrangements for meals (if applicable);
- F. Availability of funding for all necessary expenses through the school budget or other appropriate sources.

In addition, the Board requires that:

- A. Parents/guardians give written permission for field trip participation;
- B. Adequate supervision be provided to maintain discipline and safety and to respond to emergencies; and
- C. Students participating in field trips conduct themselves in a manner consistent with Board policies and school rules.
- D. Any overnight curriculum-related trip must be approved by the Board.

Competition Trips

“Competition trip” means any trip related to an academic, artistic, athletic, or other student competition or performance that involves individual students or teams. Any competition trip that is outside of those scheduled for the year must be approved by the Superintendent. Approval may be contingent upon availability of funding through the school budget or other sources.

Other School-Sponsored Trips

Other school-sponsored trips are those that are organized and conducted by one or more employees of RSU 83/M.S.A.D. #13 as a supplement to the curriculum, as a class social activity, or as an activity planned by a student club or organization. Such trips may include overnight, long-distance in-state or out-of-state travel, or foreign travel. To be school-sponsored, the trip must relate directly to the curriculum or to activities for which the student club is organized.

Participation in such trips is entirely voluntary. There shall be no extra credit awarded for participation and no loss of credit for not taking a trip.

Participation may be limited to students taking courses related to the purpose of the trip or to students who are affiliated with the student club or organization planning the trip.

The Superintendent and Board must approve, in advance, any trips involving out-of-state travel and all overnight and foreign trips. Approval may be contingent upon availability of funding from the school budget and other sources, including student fundraising.

Staff or administrators seeking approval for school-sponsored trips must furnish the following information within 3 months.

- A. Objectives of the trip and anticipated outcomes;
- B. Specific experiences to be provided;
- C. Number and grade(s) of students;
- D. Criteria for sleeping students;
- E. Maximum number of students who may participate;
- F. Cost per student, including funds requested from RSU 83/M.S.A.D. #13 and from individual students;
- G. Fundraising plans (if applicable);
- H. Transportation arrangements;
- I. Itinerary;
- J. Arrangements for meals and lodging;
- K. Arrangements for adult supervision/chaperones, with a minimum ratio of 1-4.
- L. Plans for safety and emergencies;
- M. Plans for communicating information to parents and obtaining parental permission; and
- N. Accountability for student conduct.

Adequate supervision in field trips and other school-sponsored trips must conduct themselves in a manner consistent with Board policies and school rules. Students who violate Board policy or school rules will be subject to disciplinary consequences.

Non-School-Sponsored Travel

Travel organized by RSU 83/M.S.A.D. #13 employees, parents or others that is not an extension of the instructional program or school-sponsored activities and has not been approved as a school-sponsored trip in compliance with this policy will be considered a non-school-sponsored trip.

All responsibility for non-school-sponsored trips lies with the individual(s) or group(s) organizing them. The Board accepts no responsibility for non-school-sponsored trips, and organizers should be aware that such trips or excursions are not covered by the school unit's liability insurance.

To minimize the impact of these trips on the instructional program and operation of the schools, the Board strongly encourages organizers/sponsors to schedule non-school-sponsored trips during

weekends and/or vacation periods. Staff members planning or participating in non-school-sponsored travel must notify the building principal of such plans. Students absences due to participation in non-school-sponsored travel will be considered unexcused absences.

Instructional time may not be used to promote the trip or distribute materials. Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants and parents/chaperones may do so in accordance with the Board's facilities use policy. Individuals or groups wishing to distribute promotional materials may do so only in accordance with Board policy. Non-school-sponsored trips must not be represented as school functions or as related to, or an extension of, the District's school unit's instructional, co-curricular or extracurricular programs.

It is the responsibility of any staff engaging in such trips or activities to notify the parents of prospective and participating students that this is not a school activity, but an independent voluntary trip organized or lead by that teacher or staff member. To minimize any risk of misunderstanding, the following statement must be made in any informational meetings or materials promoting the trip:

"This trip is not approved or sponsored by the Board or RSU 83/M.S.A.D. #13. It has not been reviewed, approved or endorsed by authorized RSU 83/M.S.A.D. #13 administrators and it is not covered by any of RSU 83/M.S.A.D. #13's insurance policies."

Cross Reference: EEAG-Use of Private Vehicles or School Buses
 KHB-Advertising in the Schools
 KHC-Distribution/Posting of Non-School Materials
 JEA-Compulsory Attendance
 JEAA-Student Attendance

Adopted: 1/13/04
Revised: 3/9/2023



All students participating in extra-curricular or co-curricular activities must provide proof that the student is covered with insurance. Explanations of student insurance plans and applications are available through the student office, please call for more information.

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: ADC

TOBACCO-FREE SCHOOLS: USE AND POSSESSION OF TOBACCO AND ELECTRONIC SMOKING DEVICES

The Board recognizes that research shows that tobacco continues to be the leading cause of preventable disease and death in Maine and the United States, for both users and those exposed to second-hand smoke. The Board is also aware that a growing body of evidence suggests that the chemicals present in the aerosols ("vapor") produced by electronic smoking devices, may pose significant long-term risks to health, as well the risk of addiction to nicotine.

The Board is committed to providing a safe and healthy environment for students, staff, and visitors to the schools, including members of the community who use school facilities for recreational and other purposes.

To that end, and in compliance with applicable state and federal laws, all persons are prohibited from smoking and tobacco use in school buildings, on any school grounds (including parking lots), on school buses and school-owned or leased vehicles, and at all school sponsored events at all times.

DEFINITIONS:

For the purpose of this policy:

“Tobacco use” means smoking or the carrying a tobacco product (22 MRSA §1578-B (1)(D)).

“Smoking” includes carrying or having in one’s possession a lighted or heated cigarette, cigar or pipe or heated tobacco or plant product intended for human consumption through inhalation whether natural or synthetic in any manner or any form. “Smoking” includes the use of an electronic smoking device (22 MRSA § 1541(6)).

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved inhaled or ingested by any other means, including but not limited to, a, cigar, hookah, pipe tobacco, chewing tobacco, snuff or snus. “Tobacco product” also means an electronic smoking device or vape pen and any component or accessory used in the consumption of a tobacco product such as filters, rolling papers, pipes and liquids used in electronic smoking devices whether or not they contain nicotine (22 MRSA § 1551(3)) .

“At all times” means 24 hours per day, 365 days a year, including all days when school is not in session and at all functions taking place on school grounds, including organized non-school-sponsored activities and events and casual recreational uses.

All persons are prohibited from selling, distributing, or dispensing tobacco products to students in school building, on school grounds or at school-sponsored events at all times.

CONSEQUENCES FOR VIOLATION

STUDENTS:

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

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

Parents/guardians will be notified of all violations involving their student and action taken by the school.

STAFF:

School unit employees who violate this policy will be subject to appropriate disciplinary measures up to and including dismissal.

Any school unit employee suspected of selling, distributing or in any way dispensing tobacco products or vaping devices/products to students shall be referred to a law enforcement agency.

OTHER PERSONS IN VIOLATION:

All other persons violating this policy, including parents, vendors/contractors, spectators at school events and other visitors shall be asked to refrain from use and reminded of the Board's policy. Persons who do not comply will be asked to leave school grounds. Failure to leave school grounds will be treated as trespassing and law enforcement personnel may be contacted.

Persons suspected of selling, distributing or in any way dispensing tobacco products or vaping devices/products to students shall be referred to an appropriate law enforcement agency.

RESPONSIBILITY FOR ENFORCEMENT

The building principal/designee will be responsible for enforcing this policy at the school level.

NOTICE

Notice of this policy and disciplinary consequences for violations will be posted on the school unit's website and included in the student code of conduct and/or student handbooks and in annual employee communications.

Parents/ guardians shall also be notified in writing of the Board's policy at the beginning of the school year.

"Tobacco-free campus" signage will be posted in highly visible areas at entrances and on school grounds, including entrances to athletic facilities.

EDUCATION

Age-appropriate tobacco/"vaping" prevention and awareness instruction will be incorporated into the school unit's health curriculum, in alignment with Maine's system of Learning Results and in support of the school unit's wellness policy goals, to educate students about the dangers of tobacco and vapor products and to encourage a tobacco and "vape-free" lifestyle.

As feasible, information regarding treatment and cessation resources will be made available to students and school unit employees who want to quit.

ADVERTISING OF TOBACCO PRODUCTS

Advertising of tobacco products is prohibited in school buildings, on school property, and in school publications.

Legal Reference: 22 MRSA §§ 1541, 1551, 1578-B
Me. PL Ch. 61 (2019) (*An Act to Prohibit the Possession and Use of Electronic Smoking Devices on School Grounds*)
20 USC 6081-6084 (*Pro-Children Act of 1994*)

Cross Reference: JICA – Student Dress
JL – Student Wellness
KF – Community Use of School Facilities
KHB – Advertising in the Schools

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: 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 this 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.

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: ADC-R

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. In addition, employees and all other persons are strictly prohibited, under law and this Board’s policy/administrative procedure, from selling dispensing or distributing tobacco products to students.

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 Violation

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 volatile 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 measure.

III. NOTICES

This Board's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification in writing of this 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.

Legal References: 20 USC § 6081-6084 (Pro-Children Act of 1994)
 22 MRSA § 1578-B
 Me. PL 470 (An Act to Reduce Tobacco Use by Minors)

Adopted: 7/13/04
Revised: 4/10/12
Revised: 7/12/16

All schools are a Drug-Free Zone. Use of drugs, possession of drugs, and sale or destitution of drugs is prohibited.

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JLCC-E



HEALTH PROTOCOL

Dear Parents:

In order to ensure that schools remain a safe and healthful environment, this health protocol has been developed by the RSU 83/M.S.A.D. #13 Board of Directors.

I. We cannot risk the possibility of infection to the other students when a sick youngster is sent to school or becomes ill at school. If your child has developed any of the following symptoms during the previous 24 hours, he/she should remain at home the next school day.

- fever greater than 100 degrees F. The temperature should be normal for 24 hours before returning to school.
- congestive cough
- vomiting
- diarrhea
- discharge that is other than clear from nose, eyes, mouth, ears or any other areas
- skin rash

II. If a student arrives at school or develops any of the previously listed symptoms, you will be notified and expected to take your child home. If you cannot be reached, the available contact on the emergency card will be called. (If you have not provided the school with emergency contacts, please do so immediately.) Students sometimes are not able to specify what is wrong or how they feel. Thus, staff must use their own judgment to determine if the student can benefit from an educational setting at that time. When, in the judgment of the student's teacher, principal, secretary and/or school nurse, a student shows signs of being in ill health or of suffering from infections or a contagious disease, the parent shall be notified and said student will be excused from school.

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JLCC-E

A student should not be in school and will be sent home if the following condition(s) are present:

- The student has a fever of 100 degrees F or higher. The temperature should be normal for 24 hours before returning to school.
- The student is unable to function/participate in the school activities due to observed health status.
- The student wants to sleep during the day and appears listless.
- The student has a discharge, which is other than clear from nose, mouth, eyes, ears or any other areas.
- The student is vomiting.
- The student has diarrhea.
- The student has a congestive cough, which prevents him or her from meaningful involvement in the educational process.
- The student has an open, draining sore and will not keep the bandage on.
- The student had a previously controllable medical condition and that condition has become unmanageable (e.g., asthma, seizures).
- The student exhibits unusual pallor or a flushed face.
- The student has an unknown skin rash.
- The student has a strong offensive body odor suggestive of urine/fecal soiling or hygiene concerns.

III. Universal precaution is the practice of following certain safety measures when a school employee or student may be exposed to blood or certain other body fluids. In general, students whose clothing becomes bloodied should change into clean clothing.

Exposure control is the practice of reducing the risk of infection with blood borne pathogens. If it has been determined that a student has an exposure incident, the parent will be notified. The student's physician should then evaluate the situation in terms of prophylaxis as recommended by the Center for Disease Control.

IV. The RSU 83/M.S.A.D. #13 Readmission Policy for sick children is as follows:

Every student returning to school following an absence will be required to present a note of explanation from the parent, guardian, or family physician to the teacher. Said note shall include the dates of absence and reason.

- The student should be on prescribed antibiotics for at least 24 hours prior to readmission to school.
- When it is appropriate, a student may return to school yet continue to administer that medication.

- V. Parents who fail to comply with protocol will be required to meet with the school principal.

If you have any questions, please do not hesitate to contact your principal or school nurse. We are asking for your cooperation in the implementation of this protocol to protect your children.

Adopted: 2/10/04

MEDICATIONS & OVER-THE-COUNTER TREATMENTS

Possession or use of drugs on school property is prohibited. Medication prescribed by a physician for a student involving the use of drugs during the school day should be reported to the office. A trained staff member from the main office will dispense all student medications, including over-the-counter products. Parents/ Legal Guardians need to bring medication to the main office with a doctor's note, and the original labeled container for the medication.

The health care provider's order must include:

- The student's name
- The name of the medication
- The dose
- The route of administration and time intervals for administration
- Any special instruction and the name of the prescribing health care provider.

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JLCC

COMMUNICABLE/INFECTIOUS DISEASES

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

The superintendent/school nurse shall be responsible for notifying the Maine Center for Disease Control and Prevention (CDC) of any students suspected of having a communicable disease, the occurrence of which is required to be reported pursuant to law and/or Maine Department of Health and Human Services (DHHS) rules.

The building principal will be notified when a report of communicable disease has been made.

Any student for whom the CDC has prescribed isolation or quarantine shall be excluded from school and school activities.

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

The Superintendent is encouraged to consult with the school nurse if a teacher informs the Superintendent that he/she has reason to believe that a student is a public health threat due to a communicable disease.

A certificate from the student's health care provider shall be required before a student who has had a "notifiable" communicable disease may return to school or participate in school activities. The building principal and/or school nurse must give permission before the student is readmitted to class.

Legal Reference: Title 5 MRSA § 19201 et seq.
Title 20-A MRSA §§ 1001.11-A, 6301
22 MRSA §§ 801, 802, 806, 823, 824
Maine Dept. of Health and Human Services Rule Ch. 258 (2015)

Adopted: 1/8/02 Revised: 2/10/04 Revised: 10/11/2022

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JLCC-1

HEAD LICE

Head Lice Control

Schools provide a focal point for the transmission of all kinds of communicable diseases, including head lice infestations. Control depends on prompt detection; dissemination of head lice information among parents, students, and school personnel; effective treatment of infested individuals; and implementation of proper measures to prevent the spread of infestation.

Classroom teachers will report all suspected infestations to the school nurse or principal as soon as possible. Symptomatic individuals will be examined by the school nurse or other designated school personnel.

When a case of head lice is confirmed, all children in the classroom should be examined to detect any further infestation.

Communication with Parents/Guardians

Any individual that is found to have live head lice will be dismissed from school. Parents/Guardians will be notified regarding any individual upon whom nits are found.

In keeping with the recommendations of the American Academy of Pediatrics and Health and Health Care in schools healthy individuals will not be excluded from school or allowed to miss school due to nits since individuals with nits do not pose an immediate threat to the health of others.

Mandatory removal of live lice is required in all RSU 83/M.S.A.D. #13 schools as a necessary part of treatment of pediculosis (head lice).

Proof of treatment for live lice (for example a note from parent/guardian or the individual's primary care provider) shall be required on return to school. The individual will be reexamined by the school nurse or other school personnel before readmission. Proof of treatment related to the existence of nits is also required.

Any individual identified as having live head lice may not take the school bus or participate in any school sponsored extracurricular activities until he/she has been reexamined and readmitted to school.

An adult should accompany the individual to school at the time he/she is to be reexamined.

The individual will be readmitted to school immediately after treatment is judged to have been effective OR the individual will be refused readmission to school because of the continued presence of live head lice.

If the individual does not show evidence of having been satisfactorily treated, the administration will refuse the individual's readmission to school until the treatment is satisfactorily completed and the individual is free of live lice.

Individuals must be completely lice free before being readmitted to school.

Date Adopted: 11/12/08
Revised: 4/12/11

STUDENT TRANSPORTATION TO AND FROM SCHOOL

Please let the school know your child's transportation plans to and from school in writing. Students who will be picked up after school by other than a parent or legal guardian are expected to show ID.

Student busses arrive from 7:30-7:45

Students who are arriving by car may arrive between 7:45 and 7:55

Once students arrive at school by bus or car, they may not leave the school grounds without permission from parents or the principal.

Students may be picked up at the end of the school day starting at 2:00 pm, students will be dismissed utilizing our assigned numbered vehicle tag system.

At the beginning of each school year parents will receive two numbered Car Tags for the current school year:

1. This Car Tag must be visible on the passenger side dashboard when picking up your child at the end of the school day. Once you drive up to the front entrance of the school, your child will be called down for dismissal.
2. Please keep your car tags in a secure location.
3. Students who express concern with a driver other than their parent(s) will not be dismissed until verified by the Student Office.
4. Cars without a car tag will be directed to pull forward and verified after all students are picked up. Written notice from the parent(s) is required before dismissal.

Students are assigned to bus transportation; buses depart Moscow elementary between 2:15-2:30 pm.

KINDERGARTEN THROUGH 2ND GRADE STUDENTS

Kindergarten through grade 2 students will not be dropped off at home/bus stop unless there is an adult or responsible party present. If no one is at the drop-off location, Kindergarten through 2nd-grade students will be returned to Moscow Elementary school and a parent/guardian or emergency contact will be notified for pickup.

BUS PASSES

Bus passes are issued only with written permission from the parent or legal guardian and approval by the District Transportation Office, please submit any requests through your student office.

Students who either are not assigned a designated bus or need transportation by a different bus will need advanced permission (48 hours) from the District Transportation office to coordinate placement

on another bus route.

Students assigned to bus transportation must have a bus pass to leave their assigned bus stop and get off at another stop. Please send in a written note at the beginning of the school day with the physical address where the child will be going.

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JICC

STUDENT CONDUCT ON BUSES

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

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

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

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

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

Legal Reference: 20-A MRSA § 5401

Cross Reference: EEA – Student Transportation Services

Adopted: 1/13/04 Reviewed: 7/11/2023

BUS SAFETY

Students who ride district buses are subject to rules and regulations designed to provide safe transportation to and from school. **Any behaviors which distract the driver are a serious hazard to the safe operation of the vehicle and jeopardize the safety of all passengers.** Inappropriate behavior on the bus could result in your child being denied bus riding privileges for a determined period of time.



SCHOOL BUS RULES

Do....

1. Be ready to meet the bus at the usual time. The bus cannot wait or go back for pupils who are tardy.
2. Obey the bus driver at all times.
3. Go to assigned seating, without crowding, and remain seated.
4. Keep aisles clear of feet, legs, and arms. Backpacks and other objects will be carried in front of the student.
5. Ask permission of the driver to open or close a window.
6. Remain seated until the bus stops at your destination.
7. When getting off or on the bus: If crossing the road, the student needs to go ten (10) feet to the front of the bus; make eye contact with the driver; the driver will signal the student to cross the road by the universal hand signal.

Do Not....

1. Bring glass objects on the bus.
2. Tamper with the Emergency Door and any other parts belonging to the bus.
3. Mark or deface the bus. The pupil must pay for damages done to seats or any other parts belonging to the bus.
4. Fight, scuffle or create any disturbances on the bus.
5. Play radios, MP3 players, or electronic devices or games.
6. Extend arms, legs, or head out of the bus.
7. Eat, drink or chew gum except on supervised activity runs or field trips.
8. Shout or wave to pedestrians or occupants of other vehicles or throw objects out.
9. Leave trash on the bus.
10. Shout, talk in loud voices, or make unnecessary noises on the bus.
11. Board or discharge a bus at any other location without a permission slip that must be signed by a school official for verification purposes.
12. Carry hazardous materials, nuisance items or animals onto the bus.
13. Have any bodily contact.
14. Use perfume or aerosol sprays on the bus.
15. Use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance.

Parents will be called to pick up items too large or distracting to transport home by bus; items such as school projects, balloons or flowers delivered to the school.



BUS DISCIPLINE

The right to ride the school bus is conditional on the behavior and observance of rules pertaining to proper conduct in line with good citizenship. Drivers are authorized to enforce these rules in compliance with Administration. These rules are necessary to the safe transportation of students to and from school. Disciplinary levels are determined by the severity and/or frequency of misconduct. All levels will include parent notification and may result in loss of school bus transportation to and from school.

Disciplinary level is determined by the severity and or frequency of misconduct, all levels will require parent notification.

Level I	Level II	Level III	Level IV
<ul style="list-style-type: none"> • Failure to carry out bus driver's directions • Failure to remain seated • Failure to keep aisle clear • Eating, drinking or chewing gum (except on long supervised field trips/sport trips) • Name calling 	<ul style="list-style-type: none"> • Tampering w/Emergency Door or other parts of bus • Vandalism or destruction of property • Horseplay • Pushing, shoving, kicking and or tripping • Continued loud, annoying or distractive noises • Extending arms, legs or head out of the bus 	<ul style="list-style-type: none"> • Use of perfume or aerosol sprays (triggers Asthma attacks) • Fighting, hitting, or punching • Harassment / Sexual Harassment • Profanity • Obscene Gestures • Spitting • Throwing of objects in or out of bus 	<ul style="list-style-type: none"> • Sexual touching /assault • Possession or use of alcohol, drugs or tobacco • Possession or use of weapons or dangerous implements • Fighting or other physical action resulting in injury
<p>Student issued a written warning by the bus driver (signed copy must be returned for reentry to the bus) to principal, driver will contact the parent to discuss concern.</p>	<p>Level II or continued Level I misbehaviors. One day bus suspension.</p>	<p>Level III or continued Level II misbehaviors. Conference with principal and driver, five days bus suspension, meeting with transportation supervisor and principal prior to return.</p>	<p>Level IV or continued Level III misbehaviors. Immediate bus expulsion. Reinstatement will require a meeting with the transportation committee, parent, student and transportation supervisor.</p>

**Values and Standards for Ethical
and Responsible Behavior
Code of Conduct**



As a school community, we are dedicated to the values of

- ❖ **fairness,**
- ❖ **compassion,**
- ❖ **honesty,**
- ❖ **responsibility,**
- ❖ **respect, and**
- ❖ **courtesy**

that contribute to a positive, diverse, safe, and caring learning environment. We are committed to ethical and responsible behavior and will provide leadership and demonstrate courage in the face of this challenge.

A person who is **FAIR** in dealing with others

Does:

Does not:

<ul style="list-style-type: none"> • Seek to strike a balance between the needs of the individual and the needs of the community • Understand the difference between justice and vengeance • Treat others the way he/she would like to be treated • Exhibit impartial and even-handed treatment of others 	<ul style="list-style-type: none"> • Engage in malicious criticism • Attempt to further one’s own interests at the expense of others • Show favoritism
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A person who is **COMPASSIONATE**

Does:

Does not:

<ul style="list-style-type: none"> • Treat all people with kindness • Possess an ability to empathize with others • Lend a helping hand to those in need • Seek to understand others 	<ul style="list-style-type: none"> • Tease or taunt others • Seek to judge others • Seek to draw attention to another’s shortcoming
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A person who is **HONEST** in all academic endeavors and relationships

Does:

Does not:

<ul style="list-style-type: none"> • Seek to speak the truth, respectfully • Recognize that trust is an essential component of all relationships • Interact with others in a sincere and genuine manner • Acknowledge his/her own shortcomings 	<ul style="list-style-type: none"> • Seek to steal from others or cheat • Plagiarize the work of others • Engage in secretive, fraudulent, or manipulative behavior
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A person who is **RESPONSIBLE**

Does:

Does not:

<ul style="list-style-type: none"> • Acknowledge making a mistake • Answer for personal actions or failures to act • Report harmful, hateful, or dangerous behavior to an adult 	<ul style="list-style-type: none"> • Rationalize or make excuses for unacceptable behavior or evade the consequences of personal actions
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A person who is **RESPECTFUL** and **COURTEOUS** of self and others

Does:

Does not:

<ul style="list-style-type: none"> • Appreciate diversity • Tolerate views and beliefs that differ from one’s own • Support and contribute to a healthy and safe environment 	<ul style="list-style-type: none"> • Participate in activities that have the potential to cause physical or emotional harm • Make derogatory statements about another’s gender, sexual orientation, ethnicity, socio-economic class, religion, disability, intellect, or appearance
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GUIDELINES FOR CONDUCT VIOLATIONS

Ranges of Discipline

DISCIPLINE AND BEHAVIOR RELATED OFFENSES AND CONSEQUENCES

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. For cases involving absence, truancy, class cutting, tardiness to school or class the intention is not to remove the student from the school or the classroom setting except in extreme circumstances. All attendance related offenses must be dealt with in accordance with the Board of Education attendance policy.

BEHAVIOR-RELATED OFFENSES AND CONSEQUENCES

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. For cases involving absence, truancy, class cutting, tardiness to school or to class, the intention is not to remove the student from the school or the classroom setting except in extreme circumstances. All attendance-related offenses must be dealt with in accordance with the Board of Education attendance policy.

I Staff/Administrative Response	II Parent/Guardian Involvement	III Reallocation of Student’s Time	IV Exclusion from Normal School Activities	V Expulsion
<p>Options</p> <ul style="list-style-type: none"> • Verbal Reprimand • Time-out or out of classroom • Loss of privileges • Teacher/administrator conference with student • Contact with parent 	<p>Options</p> <ul style="list-style-type: none"> • Phone call to parent/guardian • Written notification • Conference with parent/guardian • Parent/guardian accompanies student to school/classes 	<p>Options</p> <ul style="list-style-type: none"> • Detention • Campus clean-up • Contract room • In-school suspension • Saturday school <p>(Parent/guardian notification required)</p>	<p>Options</p> <ul style="list-style-type: none"> • Restricted access • Suspension • Recommend for evening school • Alternative placement <p>(Parent/guardian notification required)</p>	<p>Options</p> <p>(Parent/guardian notification required)</p>
<p>Loss of credit for assignment or course may be appropriate in addition to any of the above consequences. Restitution for loss or damage may be requested in addition to any of the above consequences. Student may be asked to appear before the School Board if offenses are persistent and egregious. Where appropriate, law enforcement will be involved.</p>				

<u>Offense</u>	<u>Definition</u>	<u>Range</u>
Absence-Unlawful	An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence.	I to IV
Alcohol Violation	Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute.	IV to V
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.	IV to V
Bus Misbehavior	Any violation of school system policy or bus driver rules or policy occurring on a school bus.	I to IV
Cheating/Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.	I to IV
Computer/Electronic Communication Misuse	Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet, accessing inappropriate websites, misuse of a website, internet/intranet account or internet/intranet resource.	I to V
Cutting Class	Unexcused absence from a class or school activity.	II to IV
Defamation	False or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.	II to IV
Destruction of Property/Vandalism	Damage, destruction, or defacement of property belonging to the school or others.	I to IV
Discrimination	Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	II to V
Disrespect Toward Adults	Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community.	I to IV
Disruption, classroom	Behavior that interferes with the learning of others in any learning environment.	I to IV
Disruption, inciting and/or participating	Behavior disturbing the atmosphere or order.	I to V
Dress Code	Failure to abide by dress code as written in student handbook.	I to V
Drug Violation	Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia.	IV to V
Extortion/Strong-arming/Blackmail	The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fear, or threat	IV to V
Failure to Serve Assigned Consequences	Failure to serve detention, contract room, Saturday school, suspension, or other assigned consequences.	I to IV
Bomb Threats/False Alarms	Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.	IV to V
Fighting	A hostile confrontation with physical contact involving two or more students.	III to V

Fireworks or Explosives	Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.	IV to V
Forgery	To use, make, or reproduce another's signature for deceptive purposes.	I to IV
Gambling	Wagering money or property.	I to IV
Harassment	A sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.	II to V
Hazing	Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.	IV to V
Indecent Exposure	Exposure to sight of the private parts of the body in a lewd or indecent manner.	II to V
Insubordination	Refusing to follow reasonable directions of teachers, staff, and administration, including failure to identify self.	III to IV
Intimidation	Engaging in actions or statements that put an individual in fear of bodily harm.	I to IV
Leaving School Grounds Without Permission	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.	III to IV
Pager	Carrying, wearing, or using an unauthorized portable electronic communications device.	II to IV
Physical Attack on Staff	Aggressive action with physical contact directed at school staff while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity.	IV to V
Physical Attack on Students or Others	Aggressive action, with physical contact, directed at another person, student, or non-student on school grounds or at a school-sponsored event.	IV to V
Profanity	Using vulgar or abusive language, cursing, or swearing.	I to IV
Refusal to Obey School Rules	Failure to comply with school rules, regulations, policies, and/or procedures.	I to V
Sexual Activity	Behavior of a sexual nature including consensual sexual activity; possession of pornographic materials.	II to IV
Sexual Harassment	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward others.	II to V
Stalking	A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death; or that a third person will likely suffer serious bodily injury or death.	IV to V
Tardiness	Lateness to school or class; tardiness to class of 20 minutes or more equals one class absence; three incidents of unexcused tardiness of less than 20 minutes equals one class absence.	I to IV
Theft	Taking or obtaining property of another without permission or knowledge of the owner.	II to V
Threat to Staff, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a staff member.	IV to V

Threat to Student, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to another student.	IV to V
Tobacco Use/Possession	Possession or use of any tobacco or tobacco products, including possession with the intent to sell, give, deliver, or distribute.	III to V
Trespassing	Unauthorized presence on school property including while on a restrictive trespass, suspension, or expulsion.	II to V
Truancy	Unexcused absence without parental knowledge.	III to IV
Uncooperative Behavior	Intentional failure to follow reasonable directions of a staff member or to participate cooperatively in a school or class activity.	I to IV
Weapons Violations	Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, knives, and any implement, visible or concealed, possessed under a circumstance, which would reasonably lead a person to believe it was a weapon.	IV to V

Adopted: 8/12/03 Amended: 9/12/06 Reviewed: 12/9/19

DETENTIONS



Detentions can be assigned by a teacher or the principal. The classroom teacher has the responsibility to ensure school rules/policies and classroom behaviors are maintained for a healthy learning environment for all students. A student violating school rules/policies or disrupting the learning environment may be given a detention by a teacher. Students will serve teacher detentions with that teacher. Detentions will be served during class recess time.

SUSPENSION

Suspension is one of the most serious disciplinary measures taken. A student being suspended will be informed of the reason for and the length of the suspension. He/she will be encouraged, when appropriate, to present an explanation on his/her own behalf, before a decision is reached. The suspension period will start at the time the student is informed that he/she is being suspended from school. Efforts will be made to contact the student's parent(s)/guardian by phone when the decision to suspend a student has been made. A letter will be sent home to the parent(s)/guardian stating the reason for the suspension and period of time the suspension is in effect. A further hearing will be granted upon request by the parent(s)/guardian. ***A student who is suspended will not be allowed to participate or attend any extracurricular activities during the suspension period.*** A student may be suspended for the following reasons:

- | | |
|------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 1. Leaving the school building without permission | 9. Disrespect toward others |
| 2. Repeated detention for the same reason | 10. Constituting a safety threat to other student(s) or staff |
| 3. Continued willful disobedience toward other persons or school rules, etc. | 11. Abuse of school property |
| 4. Skipping classes or detention | 12. Intentional disruption |
| 5. Smoking | 13. Being sent to the principal's office for discipline |
| 6. Fighting | 14. Harassment |
| 7. Stealing | 15. Other reasons as deemed necessary by the principal/designee |
| 8. Use and/or possession of illegal drug(s)/stimulant(s) | |

The first suspension may either be in-school or out-of-school depending on the nature and severity of the infraction. This decision will be the prerogative of the principal or his/her designee. An in-school suspension will differ from an out-of-school suspension only by the fact that the student will be in school with limited exposure to other students. Upon readmission to school, the student will make up all work missed during the suspension period. The second suspension within a school year will require the student and parent(s)/guardian to meet with the school principal before readmission of the student to school.

Ongoing & habitual suspensions within a school year will require the student and parent(s) or guardian(s) to meet with the RSU #83/M.S.A.D. #13 Board of Directors for a disciplinary hearing. At that time, the RSU #83/M.S.A.D. #13 Board of Directors may require; action by the student to ensure the board the inappropriate behavior stops, expel or re-admit the student.

The principal has the authority to skip any of the above-stated suspensions and have the student and parent(s)/guardians meet with the Superintendent of Schools or the RSU #83/M.S.A.D. #13 School Board, if the nature of the infraction warrants such action.

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JIH

QUESTIONING AND SEARCHES OF STUDENTS

The School Board seeks to maintain a safe and orderly environment in the schools. The Superintendent and/or Principals are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

Students may not bring, possess or store at school any items or substances, which are prohibited by, law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. The Superintendent and/or Principals have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

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

School staff, students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by the Superintendent and/or Principals.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, any administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to Board approval.

Cross Reference: JIH-R – Questioning and Searches of Students – Administrative Procedure
JICIA – Weapons, Violence and School Safety
JK – Student Discipline
KLG – Relations with Law Enforcement Authorities

Adopted: 12/12/00

QUESTIONING AND SEARCHES OF STUDENTS
ADMINISTRATIVE PROCEDURE

The purpose of this administrative procedure is to provide guidelines for the conduct of student questioning and searches by the Superintendent and/or Principals. **These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis.**

A. Questioning by the Superintendent and/or Principals

1. The Superintendent and/or Principals are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules and/or federal/state laws. If law enforcement officers are involved, refer to policy KLG – Relations with Law Enforcement Authorities.
2. The Superintendent and/or Principals shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. The Superintendent and/or Principals shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.
3. If a student fails to cooperate, lies, misleads or threatens any person during questioning, he/she may be subject to additional disciplinary action.



B. Searches of Students and/or Personal Property in Students' Immediate Possession

1. The Superintendent and/or Principals are authorized to search students and/or personal property in the students' immediate possession when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating the Board policies, school rules and/or federal/state laws.
2. All searches of students and/or personal property shall be authorized and conducted by the Superintendent and/or Principals in the presence of a witness, except where the circumstances render the presence of a witness impractical.
3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include the student's outer clothing (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). If the search discloses evidence, a broader search may be justified.
4. Searches, which disclose evidence that a student has violated Board policies or school rules, will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

5. The Superintendent and/or Principals are required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.

C. Searches of Lockers, Desks and Other School Facilities

1. School staff, students and parents shall be informed of this policy/procedure on an annual basis.
2. The Principals shall consult with the Superintendent prior to conducting random searches.
3. Searches of individual student lockers, desks or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search.
4. Searches, which disclose evidence that a student has violated Board policies or school rules, will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.
5. The Superintendent and/or Principals are required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.

D. Patrolling of Parking Lots

1. Students may drive vehicles to school and park in designated areas in accordance with school rules. The Superintendent and/or Principals retain the authority to patrol parking lots.
2. If the Superintendent and/or Principals have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating a federal/state law and/or there is a substantial threat to the welfare and safety of the schools, law enforcement authorities will be requested to render assistance in accordance with Board policy KLG—Relations with Law Enforcement Authorities.

E. Involvement of Law Enforcement Authorities

1. The Superintendent and/or Principal have the discretion to request the assistance of law enforcement authorities in accordance with Board policy which can include canine patrols of lockers and student parking lots as outlined below:
 - i. The Superintendent may authorize canine patrols of school lockers and/or student vehicles in school parking lots if he/she deems it advisable to maintain school safety or if there is a reasonable suspicion that drugs and/or weapons will be found.
 - ii. The Superintendent must make requests for canine patrols in writing to the State Police. Only dogs and handlers certified by Maine or National law enforcement agencies may be used.

- iii. Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.
- iv. Teachers will be notified prior to the initiation of a canine patrol to keep students in their classrooms during the patrol. Any students in the parking lot prior to a canine patrol will be instructed to report to the school office or appropriate classroom.
- v. All lockers and/or student vehicles will be scanned during a canine patrol. Any locker or vehicle identified by the canine patrol will be noted by the school administrators accompanying the patrol.
- vi. After all lockers and/or student vehicles have been scanned, the dogs will be removed from the school premises.
- vii. Immediately following removal of the dogs, each locker and/or vehicle identified by the canine patrol will be searched by school administrators in accordance with Section C and/or D of this procedure.

Cross Reference: JIH-E – Student Search Checklist KLG – Relations with Law Enforcement Authority
 Adopted: 12/12/00



COMPUTER USE

Students who have returned a signed Internet Permission Slip, Internet Network Access Agreement, from their parent/guardian may utilize the computers in the school.

RSU 83/M.S.A.D. #13

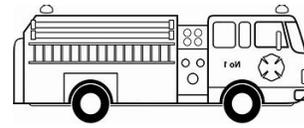
NEPN/NSBA Code: JFCK-R

STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES SCHOOL RULES

1. Students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, Blackberries, handheld computers, MP3 players and electronic games during classes and school activities, including study halls, field trips and extracurricular activities.
 - a. During classes and school activities, all such devices must be turned off.
 - b. 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.
2. The use of cameras, including camera phones, is strictly prohibited in locker rooms, restrooms and classrooms. In other school locations, students are required to obtain permission before photographing any individual.
3. Any use of cellular telephones and other electronic devices that violates any Board policy, administrative procedure or school rule is strictly prohibited. This includes, but is not limited to violations of the student code of conduct, harassment and cheating.
4. Students violating these rules will be subject to discipline, which may include:
 - a. Exclusion of the device from school for an extended period;
 - b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.

Adopted: 12/12/06

FIRE DRILLS



Instructions for leaving the building are posted in each classroom and will be reviewed by students the first day of school. The signal for a fire drill or emergency is a loud bell. When you hear this signal, you are to move single file quickly and quietly out the designated exit. Students are to proceed well away from the building with their teacher until a return signal is given. You are then to proceed directly to the room which you left.

LASER LIGHTS

Laser lights are prohibited from all school activities, including the bus. Violation of this rule will result in disciplinary action

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JICIA

WEAPONS, VIOLENCE AND SCHOOL SAFETY

The **RSU #83/M.S.A.D. #13** Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

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

I. PROHIBITED CONDUCT

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

- A. Possession and/or use of articles commonly used as weapons or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. 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. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);
- C. Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made using computers or other electronic communications devices or technologies) which threaten, intimidate, or harass others, or which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;

- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

II. EXCEPTIONS TO PROHIBITIONS ON POSSESSION AND DISCHARGE OF FIREARMS ON SCHOOL PROPERTY

The prohibition on the possession and discharge of firearms on school property does not apply to law enforcement officials acting in the performance of their duties.

A. Possession of firearms used in educational programs

The prohibition on the possession of a firearm does not apply to a person who possesses an unloaded firearm for use in a supervised educational program approved and authorized by the Board and for which the Board has adopted appropriate safeguards to ensure student safety.

Nothing in this policy shall prevent the school system from offering or approving instructional activities related to firearms (e.g., hunter safety). Any proposal to introduce an instructional activity involving firearms must be submitted in writing to the Superintendent, who will make a recommendation to the Board. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety.

No firearms may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

B. "Hunters' Breakfast" exception

The prohibition on possession of a firearm does not apply to a person who possesses an unloaded firearm that is stored inside a locked vehicle in a closed container, a zipped case or a locked firearms rack while the person is attending a "hunter's breakfast" or similar event that:

1. Is held during an open firearm season established by Maine law for any species of wild bird or wild animal;
2. Takes place outside of regular school hours; and
3. Has been authorized by the Board.]

III. USE OF OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities using objects other than firearms that are generally considered weapons (e.g., bows and arrows) or from allowing an object generally considered a weapon to be brought to school for supervised instructional activities (e.g., archery, boat

building) approved by the Board so long as the Board has adopted appropriate safeguards to ensure student and staff safety.

Any proposal to introduce an instructional activity involving such objects must be submitted in writing to the Superintendent, who may [OR: will] make a recommendation to the Board. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety.

No weapons or objects that are generally considered weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

IV. DISCIPLINARY ACTION

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient

and deliberately disorderly within the meaning of 20-A MRSA § 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 MRSA § 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.

A student who is determined to have brought a firearm to school or to have possessed a firearm at school shall be expelled for a period of not less than one year, except that this requirement may be modified by the Superintendent on a case-by-case basis.

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

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

V. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of

students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days or immediately if necessary, for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

Legal References: 5 MRSA § 4681 et seq.
 15 M.R.S.A. §§ 3301-A; 3308(7)(E); 3009
 17-A MRSA §§ 2(9); 2(12-A)
 20 USCA § 7151 (Gun-Free School Zones Act of 1990)
 20 USC § 7961 (Gun-Free Schools Act)
 20-A MRSA §§ 1001(9); 1001(9-A); 1055(11); 6552

Cross References: ACAA - Harassment and Sexual Harassment of Students
ADC - Tobacco Use and Possession
 EBCA - Crisis Response Plan
 JIC – Student Code of Conduct

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JICIA

JICH - Drug and Alcohol Use by Students
 JK - Student Discipline
 JKD - Suspension of Students
 JKE - Expulsion of Students
 JKF - Suspension/Expulsion of Students with Disabilities
 JIH - Questioning and Searches of Students
 KLG - Relations with Law Enforcement Authorities

Adopted: 11/14/00 Revised: 12/10/13 Revised: 07/21/20

BOMB THREATS



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

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

A copy of this policy can be seen at www.sad13.org under School Board Policy, Bomb Threats
 NEPN/NSBA Code: EBCC.

HAZING

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.

Injurious hazing also includes any activity expected of a student as a condition of joining or maintaining membership in a group that humiliates, degrades, abuses or endangers a student, regardless of the student's willingness to participate in the activity.

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

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

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

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of any student organizations or school-sponsored teams, 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 school unit that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

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

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

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

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

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

Legal Reference: 20-A MRSA § 6553

Cross Reference: ACAA - Harassment and Sexual Harassment of Students
ACAB - Harassment and Sexual Harassment of Employees
JICIA - Weapons, Violence and School Safety

Adopted: 8/22/00 Revised: 6/10/03 Revised: 12/8/20

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JICK

BULLYING

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

Bullying Prohibited

Bullying, including “cyberbullying,” is not acceptable conduct in RSU 83/M.S.A.D. #13 and is prohibited.

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

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

Definition of Bullying

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

Bullying

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

- A. Has, or a reasonable person would expect it to have, the effect of:
 - 1. Physically harming a student or damaging a student’s property; or
 - 2. Placing a student in reasonable fear of physical harm or damage to his/her property;
- B. Interferes with the rights of a student by:
 - 1. Creating an intimidating or hostile educational environment for the student; or

2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

C. Is based on:



RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JICK

- a. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or

- b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics;

and that has the effect described in subparagraph A. or B. above.

Cyberbullying

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

Application of Policy

This policy applies to bullying that:

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

Consequences for Policy Violations

Students

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

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

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

School Employees and Others

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

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

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

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

Staff Training

RSU 83/M.S.A.D. #13 will provide professional development and staff training in bullying prevention and response.

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers in handbooks, and on the school unit's website and by such other means (if any) as may be determined by the Superintendent.

Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference: AC - Nondiscrimination, Equal Opportunity
ACAA-R - Harassment and Sexual Harassment of Students
ACAD - Hazing
ADF - School District Commitment to Learning Results
CHCAA - Student Handbooks
JI - Student Rights and Responsibilities
JIC - Student Code of Conduct
JICC - Student Conduct on Buses
JICIA - Weapons, Violence and School Safety
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students
KLG - Relations with Law Enforcement Authorities



Adopted: 4/9/2013

USE OF PHYSICAL RESTRAINT AND SECLUSION

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

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

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. A brief period of physical contact necessary to break up a fight.
5. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
6. The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.
7. The use of a medically prescribed harness, when used as intended: the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.
8. Restraints used by law enforcement 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.D. § 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 83/M.S.A.D. #13 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 83/M.S.A.D. #13 will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Emergency Management Plan.

V. PARENT/LEGAL GUARDIAN COMPLAINT PROCEDURE.

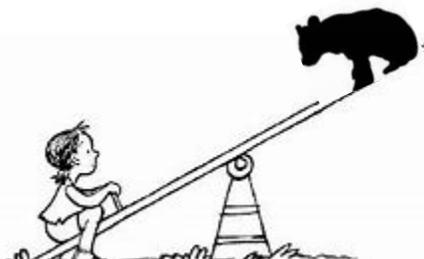
A parent/legal guardian who has a complaint concerning the implementation of the policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent/designee shall investigate the complaint and provide written finding to the parent/legal guardian within twenty (20) business days, if practicable.

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

Legal Reference: 20-M.R.S.A. §§ 4502 (5) (M); 4009
Me. DOE Rule, Ch. 33

Cross Reference: EBCA – Comprehensive Emergency Management Plan
JKAA-R – Procedures of Physical Restraint and Seclusion
JK – Student Discipline
KLG/KLG-R – Relations with Law Enforcement

Adopted: 10/14/02 (JKGA)
Revised: 9/11/12 (JKAA)
Revised: 8/12/14 Reviewed: 10/5/2021



HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct.

Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and sexual harassment of students by other students 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.

A. Harassment

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

B. Sexual Harassment

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

1. TITLE IX SEXUAL HARASSMENT

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit's education programs and activities:

- a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;
- b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or
- c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. Sexual Harassment Under Maine Law

Under Maine law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
- b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
- c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or offensive environment.

C. Reports and Complaints of Harassment or Sexual Harassment

All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. Failure to report such incidents may result in disciplinary action.

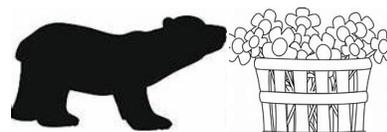
Students, parents/legal guardians and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. The Affirmative Action Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R).

Legal Reference: Americans with Disabilities Act (42 U.S.C. §12101 et seq., as amended; 28 C.F.R. § 35.107)
Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq., as amended; 34 C.F.R. § 104.7)
Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106
Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)
Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)
Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)
Maine Human Rights Act, 5 MRSA § 4551 et seq.
20-A MRSA § 6553
MHRC/MDOE Joint Rule Chapter 94-348 and 05-071, ch. 4

Cross Reference: ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures
AC – Nondiscrimination/Equal Opportunity and Affirmative Action
ACAD – Hazing
GBEB – Staff Conduct with Students
JFCK – Student Use of Cellular Telephones and Other Electronic Devices
JICIA – Weapons, Violence and School Safety
JICK - Bullying

Adopted: 8/22/00 Revised: 4/10/12 Revised: 1/12/21



**STUDENT DISCRIMINATION/HARASSMENT AND TITLE IX SEXUAL HARASSMENT
COMPLAINT PROCEDURES**

The Board has adopted these student procedures in order to provide prompt and equitable resolution of reports and complaints of unlawful discrimination and harassment of students, including sexual harassment, as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

Complaints alleging unlawful harassment or discrimination against employees based on a protected category should be addressed through the Board’s Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (ACAB-R).

Any individual who is unsure about whether unlawful discrimination or harassment has occurred and/or or which complaint procedure applies is encouraged to contact the Affirmative Action Officer/Title IX Coordinator.

**Melissa Lyons-Vitalone, Special Services Coordinator
110 Meadow Street, Bingham, ME 04920
207-672-3300
Melissa.Lyons-Vitalone@sad13.org**

I. DEFINITIONS

For purposes of these complaint procedures, the following definitions will be used. The Affirmative Action Officer/Title IX Coordinator shall assess all reports and complaints to ensure that they are addressed under the appropriate policy and complaint procedure.

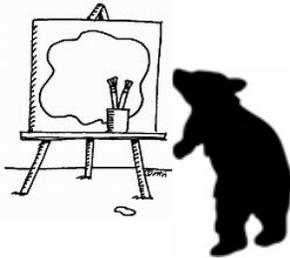
A. Discrimination/Harassment Complaint Procedure Definitions

1. “Discrimination or harassment”: Discrimination or harassment on the basis of an individual’s membership in a protected category, which, for students, includes race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin or disability.
2. “Discrimination”: Treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.
3. “Harassment”: Oral, written, graphic, electronic or physical conduct relating to an individual’s actual or perceived membership in a protected category that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual’s ability to participate in the school unit’s programs or activities by creating a hostile, intimidating or offensive environment.
4. “Sexual harassment”: Under Maine law, this means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:
 - d. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s educational benefits;
 - e. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
 - f. Such conduct has the purpose and effect of substantially interfering with a student’s academic performance or creates an intimidating, hostile or offensive environment.

5. “Sexual orientation”: Under Maine law, this means a person’s “actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.”
6. “Gender identity”: Under Maine law, this means “the gender-related identity, appearance, mannerisms or other gender-related characteristics of an individual, regardless of the individual’s assigned sex at birth.”
7. “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin or disability (and not otherwise addressed in the Title IX regulations and Section 3 of ACAA-R).
8. Complaints of bullying not involving the protected categories or definitions described above may be addressed under Board Policy JICK – Bullying and Cyberbullying of Students.

B. Title IX Sexual Harassment Complaint Procedure Definitions

1. “Sexual Harassment”: Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit’s education programs and activities:
 - d. “Quid pro quo” sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual’s participation in unwelcome sexual conduct;
 - e. “Hostile environment” sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual’s equal access to the school unit’s education programs and activities; or
 - f. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.
2. “Report”: Under the Title IX regulations, any individual may make a report of sexual harassment involving a student, whether the individual is the alleged victim or not. School employees are required to report possible incidents of sexual harassment involving a student. A report must be made to the Affirmative Action Officer/Title IX Coordinator. A report triggers certain actions by the AAO/Title IX Coordinator for the alleged victim of sexual harassment, but an investigation is not conducted unless a “Formal Complaint” is filed.
3. “Formal Complaint”: Under the Title IX regulations, the alleged victim of sexual harassment can file a written complaint that triggers the complaint procedure in Section 3 of ACAA-R. Only a student and/or their parent/legal guardian (and in certain circumstances, the AAO/Title IX Coordinator) may file a formal complaint.



“Student”: For the purposes of this procedure, a student is an individual who is enrolled or participating in the school unit’s education programs and activities, or is attempting to enroll or participate.

II. DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

This procedure should be used for any complaint of unlawful harassment or discrimination complaint based on a protected category which does not involve Title IX sexual harassment (which is addressed in Section 3).

A. How to Make A Complaint

1. School employees are required to promptly make a report to the AAO/Title IX Coordinator if they have reason to believe that a student has been discriminated against or harassed.
2. Students (and others) who believe that they, or another student has been harassed or discriminated against should report their concern promptly to the AAO/Title IX Coordinator.
3. The individual making the report must provide basic information in writing concerning the allegation of harassment or discrimination (i.e., date, time, location, individual(s) who allegedly engaged in harassment or discrimination, description of allegation) to the AAO/Title IX Coordinator.
4. If an individual is unsure as to whether unlawful discrimination or harassment has occurred, or who need assistance in preparing a written complaint, they are encouraged to discuss the matter with the AAO/Title IX Coordinator.
5. Individuals will not be retaliated against for reporting suspected discrimination or harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary action, up to and including discharge for employees, and expulsion for students.
6. Individuals are encouraged to utilize the school unit’s complaint procedure. However, individuals are hereby notified that they also have the right to report incidents of discrimination or harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).

B. Complaint Handling and Investigation

1. The AAO/Title IX Coordinator will promptly inform the Superintendent and the person who is the subject of the complaint (respondent) that a complaint has been received.
2. The AAO/Title IX Coordinator may pursue an informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end the informal resolution process and pursue the formal process at any point. Any informal resolution is subject to the

approval of the parties and the Superintendent, who shall consider whether the resolution is in the best interest of the school unit and the parties in light of the particular circumstances and applicable policies and laws.

3. The AAO/Title IX Coordinator may implement supportive measures to a student to reduce the risk of further discrimination or harassment to a student while an investigation is pending. Examples of supportive measures include, but are not limited to, ordering no contact between the individuals involved or changing classes.
4. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the AAO/Title IX Coordinator. 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 Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
5. The investigator shall consult with the AAO/Title IX Coordinator as agreed during the investigation process.
6. The respondent will be provided with an opportunity to be heard as part of the investigation. The complainant shall not be required to attend meetings with the respondent, but may choose to do so as part of an informal resolution process.
7. The complainant and the respondent may suggest witnesses to be interviewed and/or submit materials they believe are relevant to the complaint.
8. If the complaint is against an employee of the school unit, any rights conferred under an applicable collective bargaining agreement shall be applied.
9. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
10. The investigation shall be completed within 40 calendar **[or business]** days of receiving the complaint, if practicable. Reasonable extensions of time for good reason shall be allowed.
11. The investigator shall provide a written report and findings to the AAO/Title IX Coordinator.

C. Findings and Subsequent Actions

1. The AAO/Title IX Coordinator shall consult with the Superintendent concerning the investigation and findings.
2. If there is a finding that discrimination or harassment occurred, the AAO/Title IX Coordinator, in consultation with the Superintendent shall:

- a. Determine what remedial action, if any, is required to end the discrimination or harassment, remedy its effect and prevent recurrence; and
 - b. Determine what disciplinary action should be taken against the individual(s) who engaged in discrimination or harassment, if any.
3. Inform the complainant and the respondent in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

D. Appeals

1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either: (a) prejudicial procedural error or (b) the discovery of previously unavailable relevant evidence that could significantly impact the outcome.
2. Appeals must be submitted in writing to the Superintendent within five calendar **[or business]** days after receiving notice of the resolution.
3. Upon receipt of a valid appeal, the Superintendent shall provide notice to the other party, along with an opportunity to provide a written statement within five calendar **[business]** days.
4. The Superintendent shall review the available documentation and may conduct further investigation if deemed appropriate.
5. The Superintendent's decision on the appeal shall be provided to the parties within 10 calendar **[or business]** days, if practicable. The Superintendent's decision shall be final.

E. Records

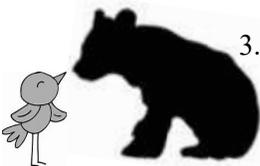
The AAO/Title IX Coordinator shall keep a written record of the complaint process.

III. TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURE

This section should be used only for complaints of Title IX sexual harassment as defined in Section 1.B.1.

A. How to Make A Report

1. School employees who have reason to believe that a student has been subjected to sexual harassment is required to promptly make a report to the AAO/Title IX Coordinator.
2. Students, parents/legal guardians or other individuals who believe a student has been sexually harassed are encouraged to make a report to the AAO/Title IX Coordinator.
3. If the individual making the report is the alleged victim, or if the alleged victim is identified by the individual making the report, the AAO/Title IX Coordinator will meet with the alleged victim to discuss supportive measures



that may be appropriate in the particular circumstances and explain the process for filing a formal complaint.

- a. Supportive measures are individualized measures designed to ensure the student can continue to access educational programs and activities (such as requiring no contact between individuals or changing classes). SU 83/M.S.A.D. #13
NEPN/NSBA Code: ACAA-R
 - b. Supportive measures may be continued even if the alleged victim chooses not to file a formal complaint, if appropriate under the particular circumstances.
4. The school unit cannot provide an informal resolution process for resolving a report unless a formal complaint is filed.
 5. Individuals will not be retaliated against for reporting sexual harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary actions, up to and including discharge for employees, or expulsion for students.
 6. Any student (or their parent/legal guardian) who believes they have been the complaint procedure. However, students (and their parents/legal guardians) are hereby notified that they also have the right to report sexual harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).
 7. The Superintendent shall be informed of all reports and formal complaints of sexual harassment.

B. How to Make A Formal Complaint

1. An alleged student victim and/or their parent/legal guardian may file a formal written complaint requesting investigation of alleged Title IX sexual harassment. The written complaint must include basic information concerning the allegation of sexual harassment (i.e., date, time, location, individual(s) who allegedly engaged in sexual harassment, description of allegation).



Students who need assistance in preparing a formal written complaint, are encouraged to consult with the AAO/Title IX Coordinator.

2. In certain circumstances, the AAO/Title IX Coordinator may file a formal complaint even when the alleged victim chooses not to. Examples include if the respondent (person alleged to have engaged in sexual harassment) has been found responsible for previous sexual harassment or there is a safety threat within the school unit). In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.

3. In accordance with the Title IX regulations, the AAO/Title IX Coordinator must dismiss a formal complaint under this Title IX procedure if: a) the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations and this policy; or b) if the conduct alleged did not occur within the scope of the school unit's education programs and activities, or c) did not occur in the United States.
4. In accordance with the Title IX regulations, the AAO/Title IX Coordinator may dismiss a formal complaint under this Title IX procedure if: a) a complainant withdraws the formal complaint, or withdraws particular allegations within the complaint; b) the respondent is no longer employed by or enrolled in the school unit; or c) there are specific circumstances that prevent the school unit from gathering evidence sufficient to reach a determination regarding the formal complaint. However, if the conduct potentially violates other policies or laws, it may be addressed through the applicable Board policy/procedure.
5. If a formal complaint is dismissed under this Title IX procedure, the AAO/Title IX Coordinator will promptly and simultaneously send written notices to the parties explaining the reasons. Parties have the opportunity to appeal dismissals in accordance with subsection I below.
6. If the conduct alleged in a formal complaint potentially violates other laws, Board policies and/or professional expectations, the school unit may address the conduct under Section 2 or another applicable Board policy/procedure.

C. Emergency Removal or Administrative Leave

The Superintendent may remove a student from education programs and activities on an emergency basis, or place an employee on administrative leave during the complaint procedure:

1. If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of an individual arising from the allegations of sexual harassment. Examples of such circumstances might include, but are not limited to, a continued threat of violence against a complainant by a respondent, or a respondent's threat of self-harm due to the allegations.
2. The respondent (and in the case of a student, their parent/legal guardian will be provided notice of the emergency removal or administrative leave, and will be provided an opportunity to challenge the decision following the removal (this is an opportunity to be heard, not a hearing). The respondent has the burden to demonstrate why the emergency removal or administrative leave was unreasonable.
3. Any such decision shall be made in compliance with any applicable disability laws, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

D. Notice to Parties of Formal Complaint

1. The Title IX Coordinator will provide to the parties written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under the Title IX regulations and this procedure. The notice shall include:
 - Notice regarding the complaint procedure and the availability of an informal resolution process;
 - Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (not less than five calendar **[or business]** days);
 - As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the complaint); and that the parties may inspect and review evidence;
 - Notice that the parties may each have an advisor of their choice (who may be an attorney), and that the parties may inspect and review evidence;
 - Notice that knowingly making false statements or submitting false information during the complaint process is prohibited and may result in disciplinary action;
 - Notice of the name of the investigator, with sufficient time (no less than three calendar **[or business]** days) to raise concerns of conflict of interest or bias.
2. If additional allegations become known at a later time, notice of the additional allegations will be provided to the parties.
3. The AAO/Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.

E. Informal Resolution Process

After a formal complaint has been filed, and if the AAO/Title IX Coordinator believes the circumstances are appropriate, the AAO/Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and determination process. Informal resolutions cannot be used to resolve a formal complaint where a student is the complainant and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; disciplinary actions against a respondent or a requirement to engage in specific services; or supportive measures. Both parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time. The Superintendent must agree to the terms of any informal resolution reached between the parties. If an informal resolution agreement is reached, it must be signed by both parties and the school unit. Any such signed agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the subsequent investigation or determination.

F. Investigation

1. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and AAO/Title IX Coordinator. 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 Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
2. The investigator shall consult with the AAO/Title IX Coordinator as agreed during the investigation process.
3. If the complaint is against an employee of the school unit, rights conferred under an applicable collective bargaining agreement shall be applied, to the extent they do not conflict with the Title IX regulatory requirements.
4. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
5. The investigator will:
 - a. Meet with each party after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
 - b. Allow parties to have their advisor at all meetings related to the complaint, although advisors may not speak on behalf of a party or interfere with the process.
 - c. Allow parties a reasonable opportunity to identify witnesses and submit favorable and unfavorable evidence.
 - d. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).
 - e. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
 - f. During the course of the investigation, provide both parties with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint (including evidence which the school unit does not intend to rely upon in reaching a determination of responsibility), and favorable and unfavorable evidence.
 - g. Prior to completion of the investigation report, provide each party and advisor (if any) the evidence subject to inspection and review, and provide the parties with ten calendar **[or business]** days to submit a written response.
 - h. Consider the parties' written responses to the evidence prior to completing the investigation report.



- i. Create an investigative report that fairly summarizes relevant evidence and send the report to the parties and advisors (if any), for their review and written responses within ten calendar **[or business]** days of receipt.
 - j. After receipt of the parties' written responses (if any), forward the investigation report and party responses to the assigned decision maker.
6. The investigation shall be concluded within 40 calendar **[or business]** days if practicable. Reasonable extension of time for good reason shall be allowed.

G. Determination of Responsibility

1. The decision maker shall provide the parties with the opportunity to submit written, relevant questions that the party wants asked of another party or witness within five calendar **[or business]** days of when the decision maker received the investigation report and party responses.
 - a. The decision maker shall explain to a party proposing questions if the decision maker excludes a question as not relevant.
2. Each party shall be provided the opportunity to review the responses of another party and/or witness, and to ask limited written follow-up questions within five calendar **[or business]** days of receiving the answers.
3. Each party will receive a copy of the responses to any follow-up questions.
4. The decision maker shall review the investigation report, the parties' responses and other relevant materials, applying the preponderance of the evidence standard ("more likely than not"). [Note: School units can use the clear and convincing standard, but we recommend retaining the preponderance standard that school units use in most other cases.]
5. The decision maker shall issue a written determination, which shall include the following:
 - a. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy;
 - b. A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and meetings held;
 - c. A determination regarding responsibility as to each allegation and findings of fact supporting the determinations;
 - d. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school unit imposes on the respondent, and whether

remedies designed to restore or preserve equal access to the school unit's programs and activities will be provided to the complainant;

- e. The school unit's appeal procedure and permissible bases for the parties to appeal the determination.

6. The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that the school unit provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

H. Remedies, Discipline and Other Actions

1. Remedies

Remedies are measures used to ensure that the complainant has equal access to the school unit's education programs and activities following the decision maker's determination. Such remedies may include supportive measures, and may include other appropriate measures, depending upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the Complainant.

2. Discipline and Other Actions - Students

The following are of the types of discipline and other actions that may be imposed on a student when there is a determination that they are responsible for one or more violations involving sexual harassment:

- In or out of school suspension.
- Expulsion.
- Restorative justice.
- Requirement to engage in education or counseling program.

3. Discipline and Other Actions – Employees

The following are examples of the types of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations involving sexual harassment:

- Written warning.
- Probation.
- Demotion.
- Suspension without pay.
- Discharge.

The following are examples of other types of actions that may be imposed on an employee when there is a determination of responsibility:

- Performance improvement plan.
- Counseling.
- Training.
- Loss of leadership/stipend position.

I. Appeals

The parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints. Under the Title IX regulations, appeals are allowed on the following grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the formal complaint was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent that affected the outcome of the matter.

An appeal must be filed in writing within five calendar **[or business]** days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

1. Appeals must be filed with the Superintendent, who will consider the appeal.
2. The Superintendent shall notify the other party in writing of the appeal and will allow both parties to submit a written statement in support of, or challenging, the determination of the decision maker.
3. The Superintendent shall conduct an impartial review of the appeal, including consideration of the written record of the matter, and may consult with legal counsel or other school unit officials in making their decision.
4. The Superintendent shall issue a written decision describing the result of the appeal and rationale for the result, and provide the written decision simultaneously to the parties. The decision will either deny the appeal; grant the appeal and remand to the decision maker for further consideration; or grant the appeal by revising the disciplinary or other action(s).



J. Records

Records in connection with sexual harassment reports and the complaint process shall be maintained for a minimum of seven years.

Legal Reference: Americans with Disabilities Act (42 U.S.C. §12101 et seq., as amended; 28 C.F.R. § 35.107)
 Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq., as amended; 34 C.F.R. § 104.7)
 Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106
 Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)
 Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)
 Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)
 Maine Human Rights Act, 5 MRSA § 4551 et seq.
 20-A MRSA § 6553
 MHRC/MDOE Joint Rule Chapter 94-348 and 05-071, ch. 4

Cross Reference: ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

Devices
JFCK – Student Use of Cellular Telephones and Other Electronic
JICIA – Weapons, Violence and School Safety
JICK – Bullying

Adopted: 8/22/00 Revised: 5/11/10 Revised: 1/12/21

SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to student with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your right if you disagree with any of these decisions.

You have the right to:

- Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her handicapping conditions.
- Have the school district advise you of your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child.
- Receive all information in the parents/guardians' native language and primary mode of communication.
- Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the minimum extent appropriate. It also includes the right to have the school district make equal opportunity to participate in school and school related activities.
- Have your child educated in facilities and receive services comparable to those provided non-disabled students.
- Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act.
- Have evaluation, educational, and placement decisions made based upon variety of information sources, by persons who know the student, the evaluation data, and placement options.
- Periodic re-evaluations and review before any significant changes in program/service modifications.
- Have transportation provided to and from an alternative program at no greater cost to you than would be incurred if the students were placed in a program operated by the district.
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
- Examine all relevant records in advance relating to decisions regarding your child's identification, evaluation, educational program and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- A response from the school district to reasonable request for explanations and interpretations of your child's records.
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
- File a grievance through local grievance procedures. File a complaint with the Federal Office for Civil Rights. Or request an impartial hearing on decisions or actions regarding your

child's identification or evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Questions about how to request a hearing may be forwarded to the ADA/504 Compliance Coordinator.

- Have the decisions made by hearing officers or others reviewed in state or federal courts.
- Information concerning low-cost or free legal counsel.

The person in this district who is responsible for ensuring that the district complies with Section 504 is Melissa Lyons-Vitalone, telephone 672-3300

COMPLAINT PROCEDURES (Section 504)

When a parent, legal guardian or adult student disagrees with the district's decision regarding the Section 504 process, they are entitled to request a hearing conducted by an impartial hearing officer from outside the school unit. Questions regarding how to request a hearing under this section should be directed to the Section 504 coordinator.

The district maintains a student Discrimination and Harassment Complaint Procedure. This procedure provides a process for students or parent and legal guardians to raise concerns regarding the school's compliance with its obligations under state and federal discrimination and disability laws, including Section 504.

A parent or legal guardian, student or others may also file a complaint with the federal Office for Civil Rights alleging any violations of Section 504 and/or the ADA. To make an inquiry or file a complaint under Section 504, an individual may contact: Office for Civil Rights, Regional Director, U.S. Department of Education, at 33 Arch Street, Suite 900, Boston, MA 02110-1491: Telephone: 617-289-0111; TDD: 877-521-2172: Fax: 617-289-0150: E-mail: OCR.Boston@ed.gov .

SPECIAL EDUCATION REFERRAL PROCESS

Parents may at any time refer their child to the IEP (Individualized Education Program) Team if they believe their child may have a need for special services. Parents may either contact the Special Education Coordinator at 672-3300 or the child's teacher to make a referral. School employees who are making a referral shall do so by contacting the special education teacher. Once the official referral has been made, the IEP member has 15 days to review and determine necessary evaluations. Following signed consent by parent the local school has 45 school days to complete the evaluation and hold a meeting to determine whether the student qualifies for special education services.

RESPONSE TO INTERVENTION (RTI)- PROCEDURE FOR STUDENT REFERRAL, SCHOOL-WIDE PROGRAM

When a student is being considered for additional assistance, the following steps will be taken:

1. The classroom teachers and/or intervention staff will communicate with the parents about the need for additional support. The classroom teacher and/or intervention staff will explain the School-Wide Program as it applies to Response to Intervention. Any additional intervention (Tier II or Tier III) is supplemental and does not take the place of classroom instruction. If a child is determined to need additional intervention, the classroom teacher remains the primary

source of instruction. Intervention Specialists and Educational Technicians provide the supplemental instruction.

2. The classroom teacher will fill out the student referral forms.
3. All forms are to be reviewed and signed by the building principal. A team meeting will address teacher concerns as well as student strengths. An action plan will be set up to target teacher concern and scaffold student academic needs. Changes will be made as needed to ensure continued student success.
4. All forms will be kept on file by staff.
5. Student file will include: RTI plan, assessment data, and communication by parents, teachers and intervention staff.

NONDISCRIMINATION AFFIRMATIVE ACTION PLAN

It is the policy of RSU #83/M.S.A.D. #13 to ensure equal educational opportunities and affirmative action regardless of race, sex color, national origin, marital status, age, handicap or religion to accordance with all federal and state legislation relative to discrimination. All Affirmative Action materials will be available in the policy manual found in the Office of Superintendent of Schools.

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JRA-E

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 10 cents per page.

B. Amendment of Records

Parents/eligible students may ask RSU 83/M.S.A.D. #13 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.

RSU 83/M.S.A.D. #13 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 83/M.S.A.D. #13 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 83/M.S.A.D. #13 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 83/M.S.A.D. #13 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 83/M.S.A.D. #13 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 83/M.S.A.D. #13 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 83/M.S.A.D. #13 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 83/M.S.A.D. #13 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 83/M.S.A.D. #13 may disclose education records without prior written consent in a health and safety emergency to any person whose knowledge or 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 83/M.S.A.D. #13 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

Adopted: 2/11/03 Revised: 12/10/13

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JFABD

EDUCATION OF HOMELESS STUDENTS

RSU 83/M.S.A.D. #13 recognizes its statutory obligation to provide a free public education to homeless children and youth. Homeless students will not be segregated or stigmatized on the basis of their homelessness. In cooperation with other school units, RSU 83/M.S.A.D. #13 will provide homeless students with suitable programs that assure equal access to education. Such education shall be provided according to the best interests of the homeless student, meaning that, to the extent feasible, the student’s education shall continue in the school the student last attended before becoming homeless, unless doing so is contrary to the wishes of the student’s parents or guardian.

RSU 83/M.S.A.D. #13 shall file with the Maine Department of Education, as part of its annual Title I Plan, a description of services that will be provided to homeless children. The Superintendent will designate a Liaison for Homeless Children and Youth who will coordinate the school unit’s services for homeless students. The Liaison will be responsible for identifying and enrolling homeless students, so they receive the educational services for which they are eligible.

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

Legal Reference: 42 U.S.C. § 11431 et seq. (The McKinney-Vento Homeless Assistance Act)
20-A M.R.S.A. §§ 13-A, 261 and 5205
Me. Dept. of Ed. Reg. 14

Adopted: 8/12/03

Revised: 11/12/19



RSU 83/M.S.A.D. #13

NEPN/NSBA Code: ECB

PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS

The Board recognizes that structural and landscape pests can pose significant problems for people and school unit property, but that use of some pesticides may raise concerns among parents, students and staff. It is therefore the policy of RSU 83/M.S.A.D. #13 to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests. A copy of this policy shall be kept in every school and made available upon request to staff, parents, students and the public.

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

The objective of the school unit’s IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property;

preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others.

Pesticides may periodically be applied in school buildings and on school grounds and applications will be noticed in accordance with Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools.

RESPONSIBILITIES OF THE IPM COORDINATOR

The Superintendent/designee will appoint an IPM Coordinator for each school. The IPM Coordinator will act as the lead person in implementing the school unit's IPM policy. He/she will be responsible for coordinating pest monitoring and pesticide applications; and making sure that all notice requirements set forth in Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools, are met; keeping records of pesticide applications as required by rule; authorize any pesticide applications that are not exempted by rule; and implementing the notification provisions required by rule.

The IPM Coordinator will complete the training requirements established in Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools.

The school unit will provide the Board of Pesticides Control with the identity and contact information for any person appointed as IPM Coordinator in the schools.

NOTIFICATION OF PESTICIDE APPLICATIONS

When school is in session the school shall provide notification of each application not exempted by rule, whether inside a school building or on school grounds, to all school staff and parents/guardians of students. Such notices shall state, at a minimum: a) the trade name and EPA registration number of the pesticide to be applied; b) the approximate date and time of the application; c) the location of the application; d) the inquiry regarding the application may be made. Notices must be provided at least five days prior to the planned application. In addition, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

When school is not in session, signage will be posted at each point of access to the treated area in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

In accordance with Maine Board of Pesticides Rule Chapter 27, school is considered to be in session during the school year including weekends. School is not considered to be in session during any vacation of at least one week.

The IPM Coordinator for the RSU 83/M.S.A.D. #13 schools is Gordon Hartwell, who may be contacted at 207-672-5572. This IPM policy and Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Public Schools is available for inspection and copying at every school.

Legal Reference: 7 MRSA 601-625
22 MRSA 1471-A-1471-X
Ch. 27 Me. Dept. of Agriculture Board of Pesticides Control Rules
(Standards for Pesticide Applications and Public Notification in Schools)

Cross Reference: EBAA-Chemical Hazards

Adopted: 11/11/03 Revised: 2/8/2022



RSU 83 / MSAD 13
Moscow Elementary
Student Handbook
2023-2024

Please complete and return to Student Office.



Student's Name: _____ Student's Grade: _____

1. Student Handbook

I have read and agree to follow the Student Handbook for the 2023-2024 school year.

Student Signature _____

Date _____

Parent Signature _____

Date _____

Special Note: If there is a discrepancy between the content of our handbooks and RSU 83 / SAD 13 School Board policies, the School Board policies shall prevail. Each school has a copy of our official School Board policies. Parents are welcome to visit our school to view any or all of the policies.

2. Photo Permission

 I permit my child's photograph, name, and examples of work to appear on the district website, social media sites, and news publications for the 2023-2024 school year.

 I do not permit my child's photograph to appear on the District Website or news publications for the 2023-2024 school year.

Parent/Guardian Signature: _____

3. Annual Field Trip Permission

Parental permission must be given for field trip events for the 2023-2024 school year. A note will be sent home as notice before each field trip allowing declining participation in the scheduled trip.

My child, _____ has permission to ride the school bus and participate in field trips throughout the 2023-2024 school year.

Parent/Guardian Signature: _____

Please complete and return to Student Office.