

Welcome to Wiscasset Primary School 2011-2012

GENERAL SCHOOL INFORMATION

WPS Address & Telephone Numbers

**Wiscasset Primary School
146 Gardiner Road
Wiscasset, ME 04578**

(207) 882-7585

Fax (207) 882-5239

The district web site address is www.svrsu.org

Arrival & Dismissal Times

The school day begins at 7:50 am and ends at 2:35 pm. Students may not be dropped off before 7:30 am or picked up later than 2:35 pm because supervision is not available. If you bring your child to school before 7:30 am, please plan to stay with them until 7:30.

Please notify the school of any address or childcare changes that may affect the pickup or drop-off point of your child. Changes in telephone numbers are important as well.

School & Community Expectations

Children come to Wiscasset Primary School to discover and explore the world in which they live. In order for learning to occur, each individual in the school community is expected to be responsible for themselves and their own behavior while respecting the rights of others. Getting along with the other members of the school community is necessary for a secure, safe, learning environment.

The staff and children at WPS continue to work on a code of conduct to help them solve problems that occur throughout the day. Children learn to recognize that they have choices about how they respond to situations and that they are responsible for their choices. Helping children to understand the steps to resolving conflicts empowers them to make peaceful and responsible decisions and to feel safe in their school community. These steps include learning how to share their point of view, listening to another point of view, brainstorming possible solutions, and making an agreement to follow a plan.

Norms are the foundation of positive communication. If you would like to have a copy of either the staff norms or behavior rubric, please ask.

Visiting the School

For educational and safety reasons, please report to the office upon entering the building. If you plan to visit a classroom, please make arrangements with the teacher prior to visiting. All visitors must have a pass from the office to be in the building while students are present. Classroom visits are discouraged during arrival and dismissal times. These are times when the teachers' full attention needs to be on the students.

We continue to struggle with the desire to have families involved in the child's educational program and safety in today's world. We want you to visit, eat lunch with your child, volunteer and be part of the school. All we ask is that you make such arrangements ahead of time so that we can insure safety for all. We appreciate your support.

We had several parents ask to eat lunch with their children last year. We encourage this but need to share that meals have to be planned ahead of time. Short notice does not allow the cafeteria time to plan for meals and for safety reasons, duty staff must be notified ahead of time if other adults are to be present anywhere on school premises. Please call ahead and make arrangements if you would like to join your child.

When you come to school, please park in the designated lot. Please do not park in the staff lot or pull up to the fence to drop your child off. Pulling into and out of the staff lot causes safety issues. Handicapped parking is available, if needed. There are spots in the visitor/front parking lot where you may park and walk your child to the playground gate area. We encourage adults to walk with their students to the gate given their age and safety.

Media Release

Please pay special attention to the media release portion of the Student Profile Sheet (Pictures of Students for School or Media Use) that was enclosed with the letter sent to your child from his/her teacher. Throughout the year, students may be photographed in school activities/events. On the student profile that you complete each year, there are places to check off whether you want your child photographed and their name shared in school publications and/or outside media (such as the local papers, etc.). Many of you enjoy seeing your child's picture and/or name in the paper or on the news. I am concerned that the form may not clarify what it means when you checked yes or no on the student profile, so I want to take this opportunity to clarify. If you checked "no" to photograph permission for school, that means that we cannot take class photos and your child will not be photographed at school except during fall/spring school photos. For instance they will not be in classroom newsletters. If you checked "yes" for school and "no" for media use, that means we can take photos for school purposes but may not ever put your child's photo or name in the paper or in the news. At this point, we will only use your child's first name in the media. There is a separate portion for the school's web pages. This is the information from you that we use to determine what can and cannot be shared.

Student Attire

Although there is no formal dress code at the Wiscasset Primary School, it is the school's expectation that student dress will be appropriate in the learning environment. If an article of clothing is found to be distracting, then the child will be asked to do something that will change the distraction (i.e.: turn a shirt inside out, take off sunglasses, put the hat away). We have clothing available for some situations, but ask that children come to school with appropriate attire. Shoes must be worn at all times.

Students should be properly dressed for outside recess every day with proper footwear.

It is a good idea to send your child with extra clothing should they need to change for any reason.

Custody Issues

Schools work hard to make sure that all children are safe. We ask that parents who have court documents regarding custody bring in the document signed by the judge. We will make a copy of the portions pertinent to the children and the page stamped and signed by the judge. Without this document in your child's file, we cannot deny either parent from requesting the child be dismissed into his/her custody. Please feel free to contact the school counselor or principal with any questions.

Classroom Expectations

Each individual teacher will deal with student behaviors in their classrooms using classroom discipline plans. Classroom plans will be shared with parents early in the school year. Please talk with your child's teacher if you, or your child, have questions or concerns regarding the classroom discipline plan. Every teacher will have a partner classroom and children may be sent there if their behavior interferes with their learning and/or the learning of others. We also have a Student Support Center, which any student may access for any needed support such as academic, physical, emotional, behavior, or to share something special.

After School Activities

Students are not allowed to remain on school property after school unless waiting for a bus or arrangements have been made by a parent and staff member for the child to stay at school. Written permission from the parent is required when an agreement is made between a parent and teacher for a child to stay beyond school hours. Without written permission or an adult to supervise, students will be sent home on their regular school bus.

Telephone Use

Students will be allowed to use the office telephone to call home for forgotten books, gym clothes, money, notes, etc. with a note from their classroom teacher as long as this does not become a regular practice. Children may not bring cell phones to school. Please do not call your child during school hours unless it is an emergency.

Attendance

It may be necessary for your child to miss school during the year due to illness or other reasons. If your child is going to miss school, please call the school before 8:30 am to let us know. If we do not receive a call from you, we will try to reach you at home and/or work. A child is considered tardy if they arrive after 7:55 am. If you are planning to pick up your child early, please notify the office in advance. This enables us to have your child ready. Upon arrival, you must sign your child out in the appropriate notebook. If anyone other than a parent/guardian is picking up your child, unless in an emergency, we must have a signed written note from you.

Planned Absences

Planned absences (family trip, etc.) must be approved by the Principal in advance to be in compliance with State Law. A specific form is available from our office for such requests. Please notify the teacher to enable them to arrange assignments, if appropriate. It is important to note that the majority of these requests will be unexcused absences from school. When a student is absent, a note signed by the parent must be brought to school upon their return indicating the reason for the absence.

Transportation

John Merry, Director of Transportation can be reached at 882-7612.

School bus drivers are charged with the safety of the children in their care.

The privilege of children to ride the bus is directly related to their behavior and observance of bus rules.

Kindergarten students will not be dropped off unless there is a designated adult who is visible to the driver. We can't drop children off with just any adult. They need to be adults approved by the parent(s). Therefore, the driver will not drop the child off unless they can identify the adult. If no adult is present, the child will be returned to the school, bus garage or police station.

Children in all other grades including first grade will be dropped off. Drivers will look for a person to be available for 1st graders for the first half of the school year. Please make a plan with your child, a family member or neighbor in the event that you might not be home at drop off time.

Riding the school bus is a privilege that may be withdrawn for inappropriate behavior. The bus driver is in charge when children are on the bus. Students riding the bus must comply with the rules to insure safety for all.

- The driver is responsible for the safety and well being of the passengers
- Mutual respect is expected by everyone riding the bus
- All passengers shall sit facing forward using appropriate posture while the bus is moving. (Sitting on feet or feet in the aisle is not safe.)
- Passengers may talk quietly with those who are sitting beside them.
- All passengers will remain quiet at railroad crossings until the bus has crossed the tracks.
- Seats may be assigned at the driver's discretion to ensure the safety and well being of the passengers.
- Passengers will walk when preparing to board or leave the bus. Sidewalks will be used whenever possible.
- Items brought onto the bus will be of such a size and shape to permit the students to safely hold the object(s) in their lap.
- Weapons or anything resembling or potentially used as a weapon are not allowed on the bus. (Scissors, pencils, or other sharp objects will not be used while the bus is in motion.)
- Animals are not allowed in the bus or in school.
- Food and drink may be allowed on the bus at the driver's discretion and when a chaperone is present on the bus with the driver.
- Passengers need to be ready and waiting at the designated school bus stop. It is not safe for a driver to wait at a stop for any length of time.
- Any child having to cross the street must do so in front of the bus and after the driver signals for the child to cross.
- Students will not be permitted to get off at any other stop other than their assigned stop without prior approval.
- Entrance and emergency doors will be operated by the driver only, except in cases of an emergency.

PLEASE REVIEW THESE RULES WITH YOUR CHILD(REN). THANK YOU.

Bus Assignments & Requests for Changes

Students are assigned to their respective busses at the beginning of the school year. Changes in bus assignments will not be made without written permission from the parent. Without a note ahead of time, the child will be sent home the regular way.

A note needs to be given to the teacher in the morning when the child arrives. The teacher will make sure the note is sent to the office so copies can be made for the teacher and the driver. The original will remain in the office. The teacher is responsible for making sure that the child has the note to give to the driver upon dismissal. Telephone calls will not be accepted when making bus changes except in the case of an emergency.

Bus Arrival & Departure Times

Buses arrive at the school beginning at 7:15 am and depart each day at approximately 2:40 pm. Parents who plan to pick up their student(s) should plan to do so by 2:35 pm. We will call all students to the office at that time. We ask that adults and students leave the building right after they are called down so as not to create confusion in the front lobby area. Dismissal begins at 2:40 pm for students who ride the bus. Parents should not pick up students in the bus loop area.

Field Trips

Students must have written permission from a parent or guardian to participate in classroom field trips. A blanket permission form is part of the student profile that parents complete at the beginning of each school year. That allows for your child to participate in all field trips as part of the instructional program. When you check yes on the Student Profile Sheet, please know that we will inform you

of the trip and purpose but will not require a signed form for each and every trip. If you sign “no”, your child will remain at school with independent work to do.

Children Visiting School

At times our students have friends or relatives visiting at their home and wish to have them attend school for a day or a portion of a day. This tends to be a distraction for the class as a whole and may present liability issues; therefore, we do not allow such visits. We appreciate your understanding.

School Closings

School closings can occur for various reasons. Each parent needs to complete a form indicating where their child should go in the event that school is canceled or students are dismissed early. We are not able to call every parent to make arrangements. Please talk with your child and make plans in case they arrive home before you do. Children should be taught what to do if nobody is home when they get there.

If the weather is questionable, please tune your radio dial to:

AM WDEA
FM 92.3 “Moose” WMME
FM 92.9 WEZQ
FM 93.1, 100.9, 101.9 Portland FM
FM 1 95 WWMJ
FM 98.5 WEBB – Country
FM 99.9 The WOLF
FM 102.5 WQSS Rockland
FM 101, 104.3 WABK – Oldies
FM Q106.5 WQCB
FM Z 107.3 WBZN
FM 107.5 Frank FM

TV Stations:

Channel 2 – WLBZ
Channel 6 – WCSH
Channel 8 – WMTW
Channel 13 – WGME

Closings Listed On-Line:

WMTW.com

Partners in Education (PIE)

PIE typically meets once a month to plan events to support educational endeavors for students at WPS.

Volunteers make many contributions to our school every year. They improve the academic achievement of children by allowing the teachers more time for professional instruction. They do this by:

- *assisting in classrooms
- *assisting in the library, etc.
- *material preparation
- *small group helper
- *one on one support & mentoring

Volunteers provide countless hours of their time that are vital to our school. You can help, too! There are many ways to volunteer. Watch for the Volunteer Registration Form that will be sent home at the beginning of September.

Services to Support Student Success

A wide-range of services is available to support students and families. These include health, guidance, social work, special education, title 1 support in literacy and math, gifted and talented services, the student support center and family literacy. If you have questions regarding any of these opportunities and do not know whom to contact, just call the school office and they can direct your call to the appropriate person. Should you have concerns regarding your child’s progress, please contact your child’s classroom teacher.

Student Assistance Team (SAT)

Our team includes parents/guardians and school staff. We strive to work with families in the best interest of the child. Children may be referred to this team by anyone on staff or a parent. This is typically done when a child is having difficulty in school for various reasons. Truancy issues will go through this team, so if your child is frequently late or absent we will call you to come in and meet with us. The purpose of this team is to support students at risk in our schools. Parental involvement is a key component to a successful plan.

Safety Drills

Each year safety drills will be conducted at school to include fire drills, lock downs, lockouts, full evacuations and bus evacuation drills. Families will not be notified prior to the actual drills. We are all concerned about the safety of your child and run these drills so that we can be prepared to deal with emergencies as much as possible. Practicing safety drills at home is a wonderful way to plan in the event of an emergency and support the school. Children are less apt to be concerned about drills if they are part of our daily lives.

Personal Objects at School

Unless the teacher has agreed it to, please leave objects like radios, remote control toys, and any toy of value at home. The school will not be held responsible for replacement or repairs of items brought to school from home. Please encourage your child to keep personal toys, etc. at home. In some cases, students are encouraged to use devices to support positive behavior while riding the school bus. In these cases, please encourage your child to put the device in their book bag and leave it there until it is time to ride the bus again.

Children often ask about items such as skate boards, sleds, bats, hard balls, remote control items, shoes that roll, etc. Students may not bring these items to school. We provide opportunities for students during recess and will continue to work on new options for recess games and equipment.

Recreational vehicles are prohibited on school grounds.

Animals in the Schools and/or on School Grounds

The Wiscasset School Department has a policy prohibiting animals from school buildings and school grounds during the school day and at after school activities without obtaining prior permission from the building administrator. Permission will be granted only in cases where there is a need to bring domesticated animals (pets) to school for educational purposes. Permission will not be granted without written proof of the current rabies vaccination at least one week prior to the visit. When permission is granted, the policy in its entirety will be reviewed and signed by the person requesting the privilege. Animals may not be transported in school vehicles

Playground Rules

We have a wonderful playground to enjoy. During the first week of school, classes will meet outside to review the rules of how to play safely on the equipment. Rules include, but are not limited to, the following:

- * Students must have permission from a duty person to leave the playground area.
- * Students need to stay within the designated playground boundaries.
- * Students will use equipment safely and appropriately.
- * Students will not eat food items outside.
- * Students will be respectful of one another.

Medication

Parents are asked not to request that the school administer medications to children in school unless it is absolutely necessary. The policy states that students will not be permitted to take medication while at school unless such medicine is given to them under the direction of the school nurse or designee who shall act on a specific written request of the student's personal physician/dentist.

All medicine should be in the original container and properly labeled as to name, dosage, time, name of medicine and doctor's name and must be delivered to the school by a parent/guardian. Students may not bring medication to and from school.

Current Maine law states that the following immunizations are required:

5 DPT	4 Polio
2 MMR	1 Varicella

Exemptions are allowed, however, need to be renewed annually.

Illness

When your child comes to school, he or she should be well enough to participate in the entire school program. Therefore, parents should not request that a child stay inside for recess or miss other activities unless so directed by a doctor. Students running a temperature will be sent home.

Smoking

Smoking is not permitted in the school building or on school grounds by students, parents, visitors or anyone attending programs during or after school.

Lost n' Found

Each year we end up with a wonderful collection of clothes, footwear, lunch boxes, etc. Please place your child's name on all items so that we may return items to their owners. Please feel free to come in to see what we have in our box.

Affirmative Action Statement

In keeping with federal and state guidelines, the Wiscasset School Department does not and will not discriminate on the basis of sex, race, color, religion, national origin, ancestry, age or physical handicap, in the educational programs or activities which it operates, and is required by Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 and Title IX of the Education Amendment of 1972 and Part 86 of Title 45, Code of Federal Regulations not to discriminate in such a manner, including Section 504 of the Rehabilitation Act of 1973.

The requirement not to discriminate in educational programs and activities extends to employment practices in the school system and to the admission and treatment of students.

The Wiscasset School Committee has appointed Affirmative Action Officers to coordinate its efforts to comply with and carry out its policies and responsibilities regarding non-discrimination.

Inquiries concerning the application of Title VII, Title IX, Part 86 and Section 504 to the School Department should be addressed to: Sue Poppish, Wiscasset High School Principal, or Matt Carlson, Wiscasset High School AP/AD, 272 Gardiner Road, Wiscasset, Maine 04578, Telephone# 1-207-882-6298

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Wiscasset School Department with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However Wiscasset School Department may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Wiscasset School Department to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Wiscasset School Department to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by July 1 for the upcoming year or within 30 days after enrollment, whichever is later. Wiscasset School Department has designated the following information as directory information: student's name, honors and awards received, student's participation in officially recognized activities and sports, weight and height of student athletes, grade level in school of students in extracurricular activities, dates of attendance at Wiscasset schools. For further information see Policy JRA-R.

Board Policies

As a district, we have board policies that guide our practice. The following are some of the policies that may be of interest to you. A full listing of school policies may be viewed on our website at www.svrsu.org

Please note that policies apply to all who attend school in Wiscasset even if you choose not to read them.

R.S.U. #12 Policies

RSU#12 Code: AC NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The RSU#12 Board is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment. In accordance with applicable Federal and/or State laws and regulations, RSU#12 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. For the purpose of this policy, "sexual orientation" means a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression. The Board delegates to the Superintendent the responsibility for implementing this policy. The RSU#12 Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all Federal and State requirements related to nondiscrimination. The Affirmative Action Officer will be appointed by the Superintendent and will be a person with direct access to the Superintendent. The Superintendent/Affirmative Action Officer shall be responsible for ensuring that notice of compliance with Federal and State civil rights laws is provided to all applicants for employment, employees, students, parents and others, as appropriate.

Legal Reference:
Cross Reference:
Equal Employment Opportunities Act of 1972 (P.L. 92-261) amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.) Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)
Title VI of the Civil Rights Act of 1964 (P.L. 88-352) Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.) Equal Pay Act of 1963 (29 U.S.C. § 206) Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.) Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) Maine Human Rights Act (5 MRSA § 4551, et seq.)
RSU#12 Affirmative Action Plan ACAA-Harassment and Sexual Harassment of Students ACAB-Harassment and Sexual Harassment of School Employees
First Reading: April 2nd, 2009 Adopted: April 23rd, 2009
Required Policy Page 1 of 1

RSU#12 Code: ACAA HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

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

Sexual Harassment
Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct. Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students. The Superintendent or the employee designated as the Title IX Coordinator will investigate complaints of harassment in accordance with the Student Discrimination and Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference:
Cross Reference:
Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.) Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d)) 5 MRSA §§ 4602; 4681 et seq. 20-A MRSA § 6553
ACAA-R - Student Discrimination and Harassment Complaint Procedure AC - Nondiscrimination/Equal Opportunity and Affirmative Action ACAD - Hazing JICIA - Weapons, Violence and School Safety
Required Policy
Page 1 of 2RSU#12 Code: ACAA First Reading: April 2nd, 2009
Adopted: April 23rd, 2009
Required Policy Page 2 of 2

RSU#12 Code: ACAA-R STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

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

How to Make a Complaint
A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the school principal. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.
B. School staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
D. Students are encouraged to utilize the school unit's complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal Office for Civil Rights, U. S. Dept. of Education, 8th Floor Suite 900, 5 Post Office Square, Boston, MA 02109-3921 (telephone: 617-289-0051, fax: 617-289-0150).

Complaint Handling and Investigation
Procedure Implements a Required Policy Page 1 of 3RSU#12 Code: ACAA-R A. The school principal shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.
B. The school principal may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.
C. The complaint will be investigated by the school principal, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
4. The school principal shall keep a written record of the investigation process.
5. The school principal may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
6. The school principal shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
7. The investigation shall be completed within 21 calendar days of receiving the complaint, if practicable.
D. If shall, in consultation with the Superintendent:
the school principal determines that discrimination or harassment occurred, he/she
1. Determine what remedial action is required, if any;
2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
Procedure Implements a Required Policy Page 2 of 3
RSU#12 Code: ACAA-R
3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.

Legal Reference:
Cross Reference:
Americans with Disabilities Act (28 CFR § 35.07) Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7) Title IX of the Education Amendments of 1972 (20 SC § 1681 et seq.) Title VI of the Civil Rights Act of 1964 (PL 88-352) 20 USC § 1232g; 34 CFR Part 99 5 MRSA §§ 4571; 4602; 4681 et seq. 20-A MRSA §§ 6001 et seq.
AC - Nondiscrimination/Equal Opportunity and Affirmative Action ACAA - Harassment and Sexual Harassment of Students
First Reading: April 2nd, 2009 Adopted: April 23rd, 2009 Revised: May 1st, 2010 - Updated the federal Office for Civil Rights address.

RSU#12 Code: IJNDB STUDENT COMPUTER AND INTERNET USE

RSU#12's computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises. Students are not allowed to use privately-owned computers at school unless authorized by the superintendent or his/her designee. If a student is authorized to use a privately-owned computer at school they must comply with this policy and the accompanying rules.

Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student's computer privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

RSU#12 computers remain under the control, custody and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property.

RSU#12 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. RSU#12 takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that RSU#12 cannot reasonably prevent all instances of inappropriate computer use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school.

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

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented by the Superintendent, consistent with Board policies and rules.

Cross Reference:

IJNDB-R – Student Computer and Internet Use Rules JICIA – Weapons, Violence, and School Safety JICK – Bullying GBEB – Staff Conduct with Students

GCSA – Employee Computer and Internet Use EGAD – Copyright Compliance

Required Policy

Page 1 of 2RSU#12 Legal Reference:

First Reading: Adopted:

Code: IJNDB

Required Policy

Page 2 of 2

47 USC § 254(h)(5) (Children's Internet Protection Act)

January 14th, 2010 February 11th, 2010

RSU#12 Code: IJNDB-R STUDENT COMPUTER AND INTERNET USE RULES

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

A. Acceptable Use

1. The school unit's computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.

2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.

3. Students also must comply with all specific instructions from school staff when using the school unit's computers.

B. Prohibited Uses

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

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

2. Illegal Activities – Students may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.

3. Violating Copyrights or Software Licenses – Students may only copy, download or share any type of copyrighted materials (including music or films) with permission. Permission may be granted when the use is acceptable under "fair use", authorization by a copyright clearing service, or with the owner's permission. Students may only copy or download software with permission, which may be granted when consistent

Required Policy Page 1 of 5RSU#12 Code: IJNDB-R

with the terms of the software's license. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students. See Board policy/procedure EGAD – Copyright Compliance.

4. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified. NOTE: If there is a Board policy or school rules concerning plagiarism or academic integrity, a reference should be included in Paragraph #4.

5. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

6. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school unit's computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

7. Avoiding School Filters – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

8. Unauthorized Access to Blogs/Social Networking Sites, Etc. – At school students may not access blogs, social networking sites, instant messaging, VOIP and/or video communication, etc. to which student access is prohibited.

C. Compensation for Losses, Costs and/or Damages

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

D. Student Security

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

Required Policy Page 2 of 5

RSU#12 Code: IJNDB-R E. System Security

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

F. Additional Rules for Laptops Issued to Students 1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.

2. Parents are required to attend an informational meeting before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form.

3. Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. Laptops that are taken home are subject to a laptop maintenance fee paid by parents to help defray replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.

4. If a laptop is lost or stolen, this must be reported to the building administrator immediately. If a laptop is stolen, a report should be made to the local police and the Technology Coordinator immediately.

5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.

6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.

7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.

8. The laptop may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program.

9. All use of school-loaned laptops by all persons must comply with the school's Required Policy Page 3 of 5

Code: IJNDB-R 10. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff. G. Additional Rules for Use of Privately-Owned Computers by Students

1. A student who wishes to use a privately-owned computer in school must complete a Student Request to Use Privately-Owned Computer form. The form must be signed by the student, his/her parent, a sponsoring teacher, the building administrator and the Technology Coordinator. There must be an educational basis for any request.

2. The Technology Coordinator will determine whether a student's privately-owned computer meets the school unit's network requirements.

3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the school unit's network or staff would be unreasonable.

4. The student is responsible for proper care of his/her privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.

5. The school unit is not responsible for damage, loss or theft of any privately-owned computer.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computers at school.
7. Students have no expectation of privacy in their use of a privately-owned computer while at school. The school unit reserves the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
8. Violation of any Board policies, administrative procedures or school rules involving a student's privately-owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
9. The school unit may confiscate any privately-owned computer used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.

RSU#12

Student Computer Use Policy and Rules.

Cross Reference: IJNDB – Student Computer and Internet Use Required Policy

Page 4 of 5

RSU#12

Code: IJNDB-R

First Reading: Adopted:

February 11th, 2010 March 11th, 2010

Required Policy

Page 5 of 5

RSU#12 Code: JEA COMPULSORY ATTENDANCE

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

A. A B. A 1. 2. 3. 4. 5.

person who graduates from high school before their 17th birthday; person who has:

Reached the age of 15 years or completed the 9th grade; Permission to leave school from that person's parent; Been approved by the principal for a suitable program of work and study or training;

Permission to leave school from the Board or its designee; and

Agreed in writing with that person's parent and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from

school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner; or

person who has matriculated and is attending an accredited, post-secondary, degree-

C. A granting institution as a full-time student. An exception to the attendance in public school under this paragraph must be approved by the Commissioner.

Alternatives to Attendance at Public Day School

A. Equivalent instruction alternatives are as follows:

1. A person shall be excused from attending a public day school if the person obtains equivalent instruction in:

a. A private school approved for attendance purposes pursuant to 20-A MRSA § 2901;

b. A private school recognized by the department as providing equivalent instruction;

c. A home instruction program that complies with the requirements of 20-A MRSA § 5001-A(3)(A)(4); or

d. Any other manner arranged for by the Board and approved by the Commissioner. Required Policy

Page 1 of 3RSU#12

Code: JEA

B. A person may be excused from attendance at a public day school pursuant to 20-A MRSA § 5104-A (other public or private alternative programs) or § 8605 (student attendance in adult education courses).

Credit for Attendance at a Private School

A student shall be credited with attendance at a private school only if a certificate showing the name, residence and attendance of the person at the school, signed by the person or persons in charge of

the school, has been filed with the school officials of the administrative unit in which the student resides.

Discontinuation of Home Instruction

If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent instruction alternative as provided for by law. The receiving school

shall determine the placement of the student. At the secondary level, the principal of the receiving school shall determine the value of the prior educational experience toward meeting the standards of

Maine's system of Learning Results.

Excusable Absence

A person's absence is excused when the absence is for the following reasons:

A. Personal illness;

B. An appointment with a health professional that must be made during the regular school day;

C. Observance of a recognized religious holiday when the observance is required during the regular school day;

D. A family emergency;

E. A planned absence for a personal or educational purpose that has been approved;

F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

Parents are responsible for the school attendance of students who are under 17 years of age. The Required Policy Page 2 of 3

RSU#12 Code: JEA Board shall work with families in an effort to ensure compliance.

Secondary school students 20 years of age or more will only be admitted to the school unit with prior Board approval.

Legal Reference: 20-A MRSA § 5001-A; 5003; 5201 Ch. 125 § 8.06 (Maine Dept. of Ed. Rules)

Cross Reference: IHBG - Home Schooling JFC - Student Withdrawal From School (Dropout Prevention Committee)

JHB - Truancy

First Reading: December 10th, 2009 Adopted: January 14th, 2010

Required Policy

Page 3 of 3

RSU#12 Code: JFCK STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

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

Cross Reference:

First Reading: Adopted:

JFH – Questioning and Searches of Students JICIA – Weapons, Violence, Bullying and School Safety

January 14th, 2010 February 11th, 2010

Page 1 of 1

RSU#12 Code: JFCK-R RULES FOR STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

A. Students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, Blackberries, iPhones, handheld computers, MP3 players and electronic games during the school day.

1. During classes and school activities, all such devices must be turned off.

2. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA).

3. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day, and discipline may be imposed as provided below.

B. Students may use electronic devices on school buses as long as they are not disruptive or distracting the bus driver.

C. Students may use electronic devices on field trips and during extracurricular activities only if authorized by the staff member in charge.

D. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

1. In other locations when students are allowed to use electronic devices, students are required to obtain permission from a staff member before taking a photograph or video of any individual.

Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other Internet site such as YouTube.

E. Any use of cellular telephones and other electronic devices that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.

F. Student cellular telephones and other electronic devices may be subject to search by administrators if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules.

1. A building administrator may maintain possession of an electronic device as long as Page 1 of 2RSU#12

Code: JFCK-R

is reasonably necessary for evidentiary purposes. G. Students violating these rules will be subject to discipline, which may include:

1. Not being allowed to bring electronic devices to school;
2. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.
H. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities at the discretion of the building administrator and a building administrator may give a device to law enforcement authorities upon request.
Cross-reference
First Reading: Adopted:
JFCK - Student Use of Cellular Telephones and Other Electronic Devices
February 11th, 2010 March 11th, 2010
Page 2 of 2

RSU#12 Code: JFCK-R RULES FOR STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

A. Students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, Blackberries, iPhones, handheld computers, MP3 players and electronic games during the school day.

1. During classes and school activities, all such devices must be turned off.
 2. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA).
 3. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day, and discipline may be imposed as provided below.
- B. Students may use electronic devices on school buses as long as they are not disruptive or distracting the bus driver.
C. Students may use electronic devices on field trips and during extracurricular activities only if authorized by the staff member in charge.

D. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

1. In other locations when students are allowed to use electronic devices, students are required to obtain permission from a staff member before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other Internet site such as YouTube.

E. Any use of cellular telephones and other electronic devices that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.

F. Student cellular telephones and other electronic devices may be subject to search by administrators if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules.

1. A building administrator may maintain possession of an electronic device as long as Page 1 of 2RSU#12

Code: JFCK-R

is reasonably necessary for evidentiary purposes. G. Students violating these rules will be subject to discipline, which may include:

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

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

Cross-reference

First Reading: Adopted:

JFCK - Student Use of Cellular Telephones and Other Electronic Devices

February 11th, 2010 March 11th, 2010

Page 2 of 2

RSU#12 Code: JICH DRUG AND ALCOHOL USE BY STUDENTS

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

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

A. Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

B. Disciplinary Action

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

C. Prevention/Education

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

D. Intervention The school unit will establish a team approach to intervene with students with

Required Policy Page 1 of 2RSU#12 Code: JICH

drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

E. Policy Communication

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

Legal Reference:

Cross Reference:

First Reading: Adopted:

21 USC § 812 (Controlled Substances Act) 21 CFR Part 1300.11-15 P.L. 101-226 (Drug-Free Schools and Communities Act

Amendments of 1989) 17-A MRSA § 1101 42 USC § 290dd-2 42 CFR § 2.1 et seq. 20-A MRSA §§ 1001(9); 4008

GBEC – Drug-Free Workplace JICIA – Weapons, Violence and School Safety JKD – Suspension of Students JKE – Expulsion of Students JLCD – Administering Medication to Students JRA – Student

Records

August 20th, 2009 September 3rd, 2009

Required Policy

Page 2 of 2

RSU#12 Code: JICIA WEAPONS, VIOLENCE AND SCHOOL SAFETY

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and 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 is 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 or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person except when used in an approved instructional activity as described in section III below. 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 on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;

E. Willful and malicious damage to school or personal property; F. Stealing or attempting to steal school or personal property; G. Lewd, indecent or obscene acts or expressions of any kind;

Required Policy Page 1 of 4RSU#12 Code: JICIA 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. 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. Students who are found to have brought a firearm to school (as defined by federal law) shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

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 JFK.

III. USE OF FIREARMS AND OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities related to firearms or other objects that are generally considered weapons (e.g., bows and arrows) or from allowing a firearm or other object generally considered a weapon to be brought to school for instructional activities (e.g., archery, hunter safety) approved by the school system so long as appropriate safeguards have been adopted to ensure student and staff safety. No 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. 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

Required Policy Page 2 of 4

RSU#12 Code: JICIA

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.

V. PSYCHOLOGICAL EVALUATION/RISK ASSESSMENT

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who engages in conduct prohibited by this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations shall be performed at the school unit's expense.

If the parent/guardian and/or student refuses to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

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 Schools Act) 20-A MRSA §§ 1001(9); 1001(9-A); 1055(11); 6552

1 Required Policy Page 3 of 4

MSMA recommends that Superintendents contact MSMA or their school attorney when questions concerning confidentiality arise.

RSU#12

Code: JICIA

Cross References: ACAA - Harassment and Sexual Harassment of Students ADC - Tobacco Use and Possession

EBCA - Crisis Response Plan JICH - Drug and Alcohol Use by Students JIH - Questioning and Searches of Students JK - Student Discipline JKD - Suspension of Students JKE - Expulsion of Students

JKF - Suspension/Expulsion of Students with Disabilities KLG - Relations with Law Enforcement Authorities

First Reading: September 3rd, 2009 Adopted: September 17th, 2009

Required Policy

RSU#12 Code: JICK BULLYING

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

Bullying is detrimental 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 and witness such behavior.

The Board also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior, and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Bullying interferes with the accomplishment of this goal.

Finally, the Board recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests, there is a link between bullying and school violence, and the Board seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention.

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

Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct in RSU#12 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying Defined

For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that:

A. A reasonable person should expect will have the effect of: 1. Physically harming a student or damaging a student's property;

Required Policy

Page 1 of 4RSU#12

Code: JICK Placing a student in reasonable fear of physical harm or damage to his/her

property; or

Substantially disrupting the instructional program or the orderly operations of the school; or

B.

Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

2.

3.

Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

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

A. Physical contact or injury to another person or his/her property;

B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;

C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;

D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;

E. Stalking; F. Blocking access to school property or facilities; G. Stealing or hiding books, backpacks, or other possessions; and

H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking Required Policy Page 2 of 4

RSU#12 Code: JICK

trash," trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students' opportunity to learn, the instructional program, or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Delegation of Responsibility

The Superintendent/designee will be responsible for developing and implementing procedures for:

Reporting

A. Student and parent reporting of bullying to staff and school administrators; B. Staff reporting of bullying to school administrators; C. Review of reports and investigation of bullying

incidents; D. Intervention with and/or discipline of students who engage in bullying;

E. Support for students who are victims of bullying;

F. Training staff and students in bullying prevention; and

G. Periodic evaluation of bullying prevention, intervention, and training efforts in RSU#12 schools and reporting to the Board upon request.

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

Responding to Bullying

Required Policy Page 3 of 4

RSU#12 Code: JICK

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

Dissemination of Policy

Notice of what constitutes bullying, the Board's prohibition against bullying, and the consequences for students who bully shall be communicated to students and parents through the Student Code of Conduct and Student Handbook.

Legal Reference: Cross Reference:

First Reading: Adopted:

20-A M.R.S.A. § 1001(15)(H) P.L. 2005, ch. 307 § 4-5

AC - Nondiscrimination, Equal Opportunity ACAA - Harassment and Sexual Harassment of Students ACAD - Hazing ADF - School District Commitment to Learning Results JI - Student Rights and Responsibilities JICC - Student Conduct on Buses JICIA - Weapons, Violence and School Safety JK - Student Discipline JKD - Suspension of Students JKE - Expulsion of Students JIC - Student Code of Conduct

August 20th, 2009 September 3rd, 2009

Required Policy

Page 4 of 4

RSU#12 Code: JLCB IMMUNIZATION OF STUDENTS

All students who enroll in the school unit schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella and varicella (chicken pox).

Non-immunized students shall not be permitted to attend school unless one of the following conditions are met:

A. The parents/guardians provide to the school written assurance that the child will be immunized within 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or

B. The parents/guardians provide a physician's written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or

C. The parents/guardians state in writing each year that immunization is contrary to their sincere religious or philosophical beliefs.

The Superintendent shall exclude from school any non-immunized student when there is a clear danger to the health of others as provided by law.

The Superintendent/designee is directed to develop such administrative procedures as are

necessary to carry

Legal Reference:

Cross Reference:

First Reading: Adopted:

out this policy and comply with statutory requirements.

20-A MRSA §§ 6352-6359 Chapter 126 (Me. Dept. of Ed. Rules)

JLCC – Communicable/Infectious Diseases JRA – Student Educational Records

September 3rd, 2009 September 17th, 2009

Required Policy

Page 1 of 1

RSU#12 Code: JLCD ADMINISTRATION OF MEDICATION TO STUDENTS

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

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

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

I. DEFINITIONS

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

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

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

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

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

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

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

Required Policy Page 1 of 7 RSU#12 Code: JLCD "Unlicensed school personnel" are persons who do not have a professional license that

allows them, within the scope of that license, to administer medication. II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Parental Request

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

Requests shall be valid for the current school year only. B. Health Care Provider's Order

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

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

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

Required Policy Page 2 of 7

RSU#12 Code: JLCD administrator).

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

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication

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

No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one week supply shall be kept at school.

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

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

E. Recordkeeping

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

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

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

Records shall be retained according to the current State schedules pertaining to Required Policy Page 3 of 7
RSU#12 Code: JLCD student health records.

F. Confidentiality

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

G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

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

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

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

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

Required Policy Page 4 of 7

RSU#12

Code: JLCD

I.

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

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

Student Self-Administration of Asthma Inhalers and Epinephrine Pens

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

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.

2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.

3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.

4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.

5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year

Required Policy Page 5 of 7

RSU#12 Code: JLCD only and must be renewed annually.

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

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

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

J. Required Training of Unlicensed Personnel to Administer Medication

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

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

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

K. Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding: 1. Safe transport of medication to and from school;

Required Policy Page 6 of 7

RSU#12

Code: JLCD 2. Administration of medication during field trips and school-sponsored events;

3. Accountability for medications, particularly those regulated by the Federal Narcotics Act;

4. Proper storage of medication at school; 5. Training of appropriate staff on administration of emergency medications; 6. The procedure to follow in the event of a medication reaction; 7. Access to medications in case of a disaster; 8. The process for documenting medications given and medication errors; and 9. The proper disposal of medications not retrieved by

parents.

Legal Reference:

First Reading: Adopted:

20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N) Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule) 28 C.F.R. Part 35 (Americans with Disabilities Act of 1990) 34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973) 34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

September 17th, 2009 October 1st, 2009

Required Policy

Page 7 of 7

parents.

Legal Reference:

First Reading: Adopted:

20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N) Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule) 28 C.F.R. Part 35 (Americans with Disabilities Act of 1990) 34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973) 34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

September 17th, 2009 October 1st, 2009

Required Policy

Page 7 of 7

parents.

Legal Reference:

First Reading: Adopted:

20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N) Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule) 28 C.F.R. Part 35 (Americans with Disabilities Act of 1990) 34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973) 34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

September 17th, 2009 October 1st, 2009

Required Policy

Page 7 of 7

parents.

Legal Reference:

First Reading: Adopted:

20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N) Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule) 28 C.F.R. Part 35 (Americans with Disabilities Act of 1990) 34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973) 34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

September 17th, 2009 October 1st, 2009

Required Policy

Page 7 of 7

parents.

Legal Reference:

First Reading: Adopted:

20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N) Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule) 28 C.F.R. Part 35 (Americans with Disabilities Act of 1990) 34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973) 34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

September 17th, 2009 October 1st, 2009

Required Policy

Page 7 of 7

parents.

Required Policy Page 1 of 2RSU#12 Legal Reference:

Cross Reference:

First Reading: Adopted:

Code: JRA

Required Policy

Page 2 of 2

20 U.S.C. § 1232g; 34 C.F.R. Part 99 20 U.S.C. § 7908 20-A M.R.S.A. §§ 6001, 6001-B Ch. 101, 125 (Me. Dept. of Ed. Rules)

JRA-E – Annual Notice of Student Education Records and Information Rights JRA-R – Education Records and Information Administrative Procedure ILD – Student Surveys
August 20th, 2009 September 3rd, 2009

RSU#12 Code: JRA-E RSU#12 ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

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

A. Inspection of Records

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

Parents/eligible students may obtain copies of education records at a cost of \$0.05 per page.

B. Amendment of Records

Parents/eligible students may ask RSU#12 to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

C. Disclosure of Records

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

1. Directory Information

RSU#12 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Parents/eligible students who do not want RSU#12 to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

Required Policy Page 1 of 3RSU#12 2.

3.

4.

5.

6. Required

Code: JRA-E

Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU#12 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want RSU#12 to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by RSU#12 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom RSU#12 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

Longitudinal Data Studies

RSU#12 is required by the Commissioner of the Maine Department of Education to collect and report student social security numbers for longitudinal data purposes. RSU#12 will be asking parents to provide written consent to use their child's social security number for these purposes. Provision of a child's social security number is not required as a condition of enrollment in RSU#12, and no child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

Other School Units

As required by Maine law, RSU#12 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

Health or Safety Emergencies Policy Page 2 of 3

RSU#12

Code: JRA-E

7.

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

Other Entities/Individuals

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

D. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that RSU#12 has not complied with The requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Legal Reference:

First Reading: Adopted:

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

20-A M.R.S.A. §15689-B (7) 20-A M.R.S.A. § 6005

July 22nd, 2010 August 12th, 2010

Required Policy

Page 3 of 3