

T. W. Kelly Dirigo Middle School

Student Handbook 2017-2018



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Mission Statement of T. W. Kelly Dirigo Middle School

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

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

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

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

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

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

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Superintendent of RSU #56

Pam Doyen, Superintendent of Schools

Dirigo Middle School Administration

Michael Poulin	Principal
Jason Long	Assistant Principal
Jeff Turnbull	Athletic Director
Lisa Sanborn	Principal's Secretary

Note to Students and Parents/Guardians

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

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

Equal Educational Opportunities

RSU #56 is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of race, sex, color, national origin or ancestry, religion, disability or sexual orientation. Students or parents/guardians should direct any questions or concerns to Dr. Susan Moore, Affirmative Action Officer, 562-7552 extension 108.

Staff Conduct with Students

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

Dirigo Middle School Faculty & Staff 2016-2017

Staff	Position	Email
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Cloutier, Gena	Kitchen	gcloutier@rsu56.org
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Couture, Earl	Title I Math Educational Technician	eacouture@rsu56.org
Dolloff, Barbara	Special Education Educational Technician	dadoloff@rsu56.org
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Irish, Sarah	6th & 7th Math	sirish@rsu56.org
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Littlehale, Dena	Special Education Educational Technician	dlittlehale@rsu56.org
Long, Jason	Assistant Principal	jlong@rsu56.org
Luce, Franz	Custodian	fluce@rsu56.org
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Poulin, Michael	Principal	mpoulin@rsu56.org
Prue, Therese	Librarian	tprue@rsu56.org
Rickards, Carole	Special Education Educational Technician	crickards@rsu56.org
Robinson, Dan	8th Math Teacher	drobinson@rsu56.org
Sanborn, Lisa	Secretary	lsanborn@rsu56.org
Sanders, Athena	6th Science	asanders@rsu56.org
Turnbull, Jeff	Athletic Director	jturnbull@rsu56.org
Whitney, Chris	6th Social Studies	cwhitney@rsu56.org
Wood, Abby	7th & 8th Social Studies	awood@rsu56.org

DMS Bell Schedule

Monday, Tuesday, Thursday & Friday

Period 1	7:55-8:36
Period 2	8:36-9:17
Period 3	9:17-9:59
Period 4	9:59-10:41
1st Lunch	10:41-11:06
Period 5	11:06-11:48
Period 5	10:41-11:23
2nd Lunch	11:23-11:48
Period 6	11:48-12:30
Period 7	12:30-1:12
Period 8	1:12-1:54
Common Period	1:54-2:25

Wednesday

Cafeteria	7:20-8:45 (coverage)
Period 1	8:55-9:3
Period 2	9:33-10:11
Period 3	10:11-10:49
Period 4	10:49-11:27
1st Lunch	11:27-11:52
Period 5	11:52-12:30
Period 5	11:27-12:05
2nd Lunch	12:05-12:30
Period 6	12:30-1:08
Period 7	1:08-1:46
Period 8	1:46-2:25

Common Period: Advisory, Activity and RTI Programs

Common Period (1:54-2:25) meets on Mondays, Tuesdays, Thursdays and Fridays. This period provides structured time to support two different programs: Advisory Mondays and Response to Intervention (RTI). The Principal retains the right to alter the timing or use of Common Period without notice in order to meet the needs of the school.

Any classroom teacher may assign any student to report to them for RTI. Any student assigned to RTI must attend; RTI takes priority over all other options. Students not assigned to a teacher report to the option they selected in advisory.

Students are responsible for knowing their RTI assignment. Any failure to attend the correct RTI period will be treated as a skipped class. Students can check their RTI room assignment by viewing the RTI website or by asking their advisor.

Academics

Grading and Reporting

Report cards will be issued to 6th and 7th graders three (3) times a year at approximately twelve-week intervals. 8th graders will have semester report cards. Additional progress reports may be issued as well. Teaching and learning at TWKDMS are guided by a standards-based model for education. All assessments address specific standards. These assessments are then linked in the gradebook to the appropriate RSU 56 content area reporting standard and scored on a 1-4 scale where a score of 4 indicates a student has exceeded expectations, a 3 indicates a student has met expectations, a 2 indicates that a student has partially met expectations and a 1 indicates that a student has not yet met expectations. For more information please refer to the Parent Grading Guide and the class expectations published by each teacher.

Homework

Homework is considered to be a necessary part of the student's scholastic life. Therefore, students should develop effective study habits. Homework will be recorded or accounted for as Practice Work and will also influence the Habits of Work and Learning Grade. For more information consult the TWKDMS Grading Guide.

Academic Recognition

At the end of each ranking period academic recognition will be published. TWKDMS is a registered participant in the President's Education Award program. Two forms of academic recognition will be awarded to students as part of this program. The President's Award for Educational Achievement is based on national criteria and awarded to any student who has earned all 3s or higher in all classes OR high achievement in at least one area on a school-wide standardized assessment. The President's Award for Educational Excellence is awarded to students who have met BOTH of the previously mentioned criteria.

Academic Honesty

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

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

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

The administrator will deal with additional incidents.

Makeup Procedures

For each day absent, you will be given three days to make up your work. If for a valid reason you need more time, see your teacher and you will be given an extension. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain makeup work is no excuse for not doing the work missed. Students missing school due to extra-curricular activities are responsible for getting their work ahead of time.

Expectations Regarding School-Issued Materials

Students are responsible for any materials owned by the district which are given to students for their use. This includes, but is not limited to: textbooks, library items, uniforms, equipment and technology hardware. Students who lose or cause damage to such items, outside of normal wear and tear, will be responsible to pay for those items. Payment shall be based on the age and condition of the item at its time of issue, the original cost or replacement cost, and the difference in return condition as compared to issued condition. For technology, please refer to the district's policies.

Common Period Response to Intervention (RTI)

Interventions are designed to provide students the help they need to be successful in their classes. A teacher may assign a student to intervention during RTI time because the student does not understand a certain concept, or the teacher may assign a student to an intervention because the student owes them missing work. Students can be assigned to interventions for a particular week any time from the close of school the previous Friday until the following Thursday or Friday. Failing to attend an assigned RTI period will be treated by the administration as skipping a class. Students who are not assigned to an intervention by a classroom teacher will report to one of following options for Common Period: Relaxed Study in the Cafeteria, Quiet Study in a classroom, or Wellness in the Gym. Students work with their Advisors to schedule RTI time on a weekly basis.

Attendance

General Absence

The following conditions apply to all absences:

1. Despite the fact that an absence is excusable by law, it still counts toward a student's total absences.
2. If a student misses more than half of a class they are considered absent for that class.
3. School administrators are responsible for determining whether an absence is excused or unexcused. Because Maine School Law is specific, parental permission for an absence does not guarantee that it will be an excused absence.
4. School Administration may request documentation for medical related absences.

Excused Absence

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

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

Unexcused Absence from School

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

Tardiness

Arriving at school after 7:50 am is considered tardy in the morning. If you bring a note explaining the reason for being late, your tardiness will be "excused" based on the reasons listed below. Students with three unexcused tardies within a trimester will be issued a detention. On the day of an unexcused tardy, a student athlete may not participate in practice and/or play in a game on that same day.

Excused absences:

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

Procedure for Absences

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

Planned Absences

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

Closed Campus

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

Bicycles and Skateboards

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

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

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

Student Conduct

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

Behavioral Expectations

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

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

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

Positive Behavior Intervention and Support (PBIS)

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

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

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

PBIS Team:

Michael Poulin - Principal
Jason Long – Assistant Principal
Mary Hersom- Grade 7 teacher
Kathy Knight-Special Education Teacher
Barbie Dolloff- Special Education Ed. Tech

Contact information:

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badoloff@rsu56.org

PBIS Parent Liaison

The Parent Liaison serves as the contact person between the school and the community regarding positive approaches to student behavior. Monthly informational events serve as communication links to share ideas, strategies and materials. Parents can contact anyone on the PBIS committee at the school 207-562-7552 or by email for more information.

Acknowledgement for Positive Behavior

Students receive recognition throughout the year for making good choices and upholding the values of Dirigo Middle School. Members of the faculty complete “Good News Postcards” when they observe students demonstrating behavior deserving recognition. These postcards are reviewed by the main office, celebrated with the student and then mailed home to the family. Also, students can receive “tickets” for making positive choices to be responsible, respectful, compassionate, and cooperative. These tickets are totaled toward grade level and school wide celebrations. This is a positive acknowledgement system for our kids when they are doing their personal best.

Behavioral Records

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

General Campus Conduct

Throughout the Dirigo campus, at all times, students are expected to:

1. Students are not to threaten, intimidate, or cause bodily harm to any students or school employee.
2. Students are not to throw dangerous or inappropriate objects.
3. Students should always have teacher permission to leave classrooms.
4. Students should walk in halls and classrooms, and noise should be kept to a minimum level.
5. Students will not use, possess, or distribute tobacco, alcohol, or drugs in the building and/or on school property, including buses, bus stops, and home and away school activities.
6. Students are not to have in their possession matches, lighters, knives, or weapons of any type.
7. Students are not to leave the school grounds at any time without office permission.
8. Students are to refrain from using inappropriate language and gestures.
9. Students will refrain from damaging school or private property.
10. Students are to refrain from inappropriate displays of affection.
11. Students are expected to attend and be on time for all classes unless excused.
12. Students are to do their own work. Cheating will not be tolerated.
13. Students are to follow the dress code.
14. No inappropriate material is allowed on any medium.
15. Walk in the halls at all times. Refrain from running, pushing, shoving or inappropriate contact.
16. Use technology appropriately. Electronics should only be used for educational purposes during class and personal electronic devices are not permitted.
17. Be responsible with food. During the school day, food and drink may be consumed at the discretion of the teacher/staff. During passing times students should not have food out.
18. Understand that displays of affection between students should not exceed the bounds of good taste. Hugs, kisses, bodies touching, body contact and sexually suggestive contact is inappropriate. Inappropriate displays of affection will result in referral to the office and notification of parents.

Failure to adhere to these expectations shall result in detention or suspension as deemed appropriate by school administrators.

Detention

Teachers and administrators have the authority to detain students after school hours for infractions of classroom or school rules. Before assigning students to detention, the student will be informed of the reason for the detention, and the student will be given an opportunity to explain his/her version of the incident.

Teachers/administrators have the discretion to substitute alternative discipline in cases where they deem detention inappropriate.

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

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

School Suspension Procedures

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

Interviews and Searches

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

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

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

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

Tobacco Use and Possession

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

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

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

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

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

Visitors

Students are not to have visitors other than parents or guardians in school. Parents are always welcome to visit the school and classes, though we ask that they make prior arrangements with the school administration and classroom teacher. Visitors must check into the office, secure approval, and sign the visitor record upon arriving and departure from the school building. A visitor's pass will be issued. Visitors are expected to respect school rules and expectations.

Emergency Forms

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

School Emergency Evacuation Procedures/Fire Drills/Lockdown

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

Bus Rules

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

Meeting the Bus:

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

On the Bus:

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

Arrival at School:

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

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

Activity Bus

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

The activity bus run will depart from Dirigo High School and T.W. Kelly Dirigo Middle School at approximately 5:00 PM. On odd numbered days, East Dixfield students will be taken home first. On even numbered days, Canton students will be taken home first.

EAST DIXFIELD RUN (ODD NUMBERED DAYS): Goes house to house

CANTON RUN (EVEN NUMBERED DAYS): Goes house to house as far as Bonney Road on Canton Lake

DIXFIELD/PERU RUN: Goes house to house along Weld Street (no side streets), and house to house in Peru

CARTHAGE RUN: Goes house to house as far as Bradbury's Market

Outdoor Guidelines

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

Personal Electronic Devices

Personal electronic devices are not allowed during the school day (7:45-2:25) at Dirigo Middle School unless specifically directed by a teacher for educational purposes.

Dress Code

At Dirigo Middle School students are prohibited from wearing:

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

Dress Code (continued)

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

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

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

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

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

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

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

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

Lockers and Backpacks

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

Harassment, Sexual Harassment, Bullying and Cyberbullying

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

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

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to consequences. The full RSU 56 policies and definitions regarding these topics can be found on the RSU 10 website by [clicking this link](#).

The full policy is distributed in paper copy to all students at the start of the school year.

Hazing

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

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

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

Bomb Threats

The RSU #56 recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

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

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

Bomb Threats (continued)

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

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

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

Dance Expectations

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

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

In order to bring a guest, TWKDMS students must submit a written request to the building principal. Forms are available in the office and it must be turned in by the Wednesday before the dance.

1. Guests must be in grades 6, 7, or 8.
2. If a student owes money for a school issued device repair, then he or she will not be allowed to attend dances until payment has been received or is making regular payment that have been arranged with the office.

School Services

Food Service

DMS offers a choice of healthy meals each school day. All students will have free breakfast available to them. Students may buy lunch for a fee each day. Students who qualify can receive free or a reduced price breakfast and lunch. All meals served meet nutrition standards established by the U.S. Department of Agriculture.

RSU #56's expectation is that meals will be either paid in advance or paid for at the time of service. Parents or guardians can pay for meals online at myschoolbucks.com. The Board believes pre-payment online or by check is the most secure option. The School Nutrition Program will credit the online payment transaction charge for all deposits over \$25.00 (this includes multiple accounts).

TWKDMS students will be allowed to charge up to 5 meals. After the 5th meal charge, parents/guardians will be called and written notification from the school nutrition staff will be sent home. Students will not be allowed to charge after 5 meals and a meal alternate will be served.

At the beginning of each school year, a lunch application is sent home with each child for parents to complete if they feel they qualify for free or reduced school lunches based on income. Federal regulations state that students who qualify for free meals and choose to bring a bag lunch from home will be charged for milk purchases. TWKDMS will participate in the USDA FFVG program during the 2017-2018 school year. Fresh fruits and vegetables will be offered throughout the school year. These may be offered midmorning at no charge to your child. TWKDMS will provide a no cost breakfast program. Breakfast will be available in the cafeteria; students will be able to eat breakfast in the cafeteria or bring breakfast to their Advisory group. Breakfast is free for all students.

Health Services

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

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

Medication

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

request for prescription medication to be administered throughout the school year is to be submitted by the parent/guardian AND health care provider.

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

Technology

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

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

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

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

Directory Information

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

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

Extra and Co-Curricular Activities

Athletics

The following interscholastic sports programs will be held during the school year for students: soccer, girls' basketball, boys' basketball, cheerleading, wrestling, softball, baseball, field hockey, cross country, cross country skiing and track.

Eligibility

A student's primary responsibility in school is to be successful in his/her schoolwork and related studies. If athletics or other activities come in conflict with his/her successful school program, the student will be required to temporarily drop the activity as explained in the following guidelines.

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

1. A student who is on academic probation may regain eligibility if his/her two-week progress report indicates that he/she is meeting the academic minimum. The student will have to do two-week progress reports until the end of the marking period.
2. A student may continue participating in practices while on probation.
3. A student on probation may travel with the team only if bus departure is after the normal school day. Students will remain with the team/club/organization at all times.
4. All middle school students will be considered eligible at the beginning of the first marking period of each year.

Civil Rights Team

Dirigo Middle School has a Civil Rights Team.. The group focuses on making the school a better place. An advisor is being hired.

Student Council

Student Council focuses on putting on school dances and other fundraising events throughout the school year. These funds are used to support events such as the Mt Blue Day and Field Day. Student must run and be elected to participate in Student Council. Interested students should speak with Ms. Dolloff.

Band and Chorus

Band is open to any students who would like to join. Bringing your own instrument is advised but borrowing one from the school is okay as well. Chorus is where you sing solo's and group pieces. It is open to anyone who would like to join. The Chorus group goes to KVMA's to audition for their Chorus as well. These groups meet during period 1 for 7th and 8th graders and during period 2 for 6th graders. Interested students should speak with Mr. Orlando.

Drama

Drama is open to anyone who wants to join. Students audition for a role and get to be in a play on Arts Alive night. Students interested in joining should speak with Ms. Dority or Ms. Buck.

Library

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

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

Pest Management of School Grounds

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

District Notifications

Parents' Right to Know

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

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

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

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

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

Third Party Complaints Concerning RSU 56 Personnel

RSU #56 welcomes and encourages your interest and participation in education matters. The successful fulfillment of our educational goals is dependent upon school and community cooperation and support. The RSU #56 Board and Teacher Association have outlined procedures to follow to assure that all complaints and criticisms are handled in a timely and satisfactory manner. Date of most recent revision: August 18, 2014.

Appendix A: RSU #56 Policy ACAD

Hazing

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

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

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

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

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

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

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

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

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

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

Appendix B: RSU #56 Policy ADC

Tobacco Use and Possession

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

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

RSU #56 prohibits tobacco advertising on any clothing, such as T-shirts or hats, worn to school or to school-sponsored activities in school buildings, at school functions, and in school publications.

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

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

Because tobacco use leads to dependency, the Board is committed to comprehensive school health education programs, which will provide information to students and staff regarding the effects and possible consequences of tobacco use as well as instruction to students on avoiding tobacco use.

The District will provide information on how to access cessation programs for students and staff.

This tobacco policy will be printed in employee and student handbooks and posted in appropriate employee work areas both inside and outside the schools of the district. Parents/guardians should also be sent notification in writing of this tobacco policy in the student handbooks. Staff will be informed of the policy through the employee handbook at the beginning of the school year and the local media will be asked to communicate this tobacco free policy community-wide.

Appendix C: RSU #56 Policy ADC-R

Tobacco Use and Possession Administrative Procedure

Violation of the Tobacco Use and Possession Policy will be dealt with as specified within this procedure. The consequences and procedures set forth below may be modified by the administration when warranted by the specific circumstances of the particular case.

The Building Administrator or his/her designee will contact law enforcement anytime a minor student under the age of eighteen (18) has been found to violate this policy. However, the Building Administrator/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.

STUDENTS

A. First Offense

Student will be suspended for three days. Parents will be called and notified in writing of the offense. Parents will receive a letter regarding cessation programs available for their child and will receive information as to how they may provide additional support for their child to quit smoking. The student will then be referred to the school nurse, or other appropriate school personnel as deemed necessary. If appropriate the student will be referred to the building's Student Assistance Team (SAT). At the initial appointment the student will be provided with the following:

1. Information regarding tobacco use;
2. A list of agencies and/or clinics where assistance can be found or referrals to appropriate outside agencies; and
3. Information regarding an age-appropriate cessation program.

B. Second Offense

Students will be suspended for five days. Parents will be called and notified in writing of the offense. If appropriate the student will be referred to the building's SAT. At the appointment the student will be provided with the following:

1. Referrals to appropriate outside agencies;
2. Attendance at a cessation program and/or a referral for further medical assistance regarding addiction.

C. Subsequence Offenses

Students will be suspended for ten days and referred to the Superintendent and/or the School Board for possible expulsion.

In all cases the student's needs will be evaluated and information and support provided.

OTHER PERSONS IN VIOLATION

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

Any employee violating this policy shall be subject to disciplinary measures, including but not limited to being provided information about cessation programs and alternatives to smoking.

NOTICES

This Board's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Communications may include but are not limited to: making announcements at all outdoor events; posting of signs in appropriate places on school property; publishing notices in local newspapers at the beginning of each school year; posting the tobacco-free policy on the school district web site and documenting the policy in staff and student handbooks.

Appendix D: RSU #56 Policy GBEB

Staff Conduct with Students

The RSU #56 Board of Directors expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

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

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

Prohibited Conduct

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

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

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

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

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

Reporting Violations

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

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

Disciplinary Action

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

Dissemination of Policy

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

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

Appendix E: RSU #56 Policy IKE

Grade Retention

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

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

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

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

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

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

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

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

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

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

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

Appendix F: RSU #56 Policy JICH

DRUG AND ALCOHOL USE BY STUDENTS

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

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

Prohibited Conduct

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

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

Prevention/Education

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

Intervention

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

assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Discipline

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

Policy Communication

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

Reviewing/Revision

Policy Committee will review and evaluate this policy periodically.

Appendix G: RSU #56 Policy JICA

Student Dress

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

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

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

OR prohibit student dress such as:

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

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

General Rules:

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

APPAREL

Upper Garments

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

- Strapless garments (arm pit to arm pit) are prohibited.
- Two shoulder straps (2 fingers width) shall be required on all upper garments with no one shoulder or halter-tops permitted.
- Bare midriffs; low cut necklines that reveal cleavage or bare backs are prohibited. Garments must be of appropriate length to cover the midriff as well as cut and/or fit to meet these requirements while sitting and/or bending.
- Off the shoulder shirts with sleeves are permitted as long as the above criteria is met. (Ex. Tank top worn under shirt)

Lower Garments

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

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

Footwear

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

Accessories

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

ENFORCEMENT

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

Appendix H: RSU #56 Policy JJI

Eligibility for Participation in Co & Extra-Curricular Activities

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

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

While the Board recognizes the importance of co/extracurricular activities to students, the schools and the community, it is the Board's intent to ensure that participation in co/extracurricular activities does not interfere with student learning and academic progress. It is the Board's intent to establish eligibility standards that support the wellbeing of students and the integrity of the schools' co/extracurricular programs.

High School Academic Eligibility

1. In order to participate in co/extracurricular activities, scrimmages, exhibition games, performances, competitions, or tournaments a student must be a full-time student in the R.S.U. #56 school system. For high school students this means the student must be enrolled in a minimum or an equivalent of four full-time classes and passing four. Students not meeting this academic minimum are on probation.
2. All students will be checked for eligibility at each grading report.
3. A student who is on academic probation may regain eligibility if his/her two-week progress report indicates that he/she is meeting the academic minimum. The student will have to do two week progress reports until the end of the marking period (quarter/trimester).
4. While on probation, a student may continue participating in practices only.
5. A student on probation may travel with the team only if bus departure is after the normal school day. Students will remain with the team/club/organization at all times.
6. All incoming freshmen will be considered eligible at the beginning of the first marking period of the year.
7. Eligibility of transfer students will be determined by the Principal and, for interscholastic activities, the Principal and/or Athletic Director.
8. Summer school will not be allowed to gain eligibility.

Middle School Eligibility

1. In order to participate in co/extracurricular activities, scrimmages, exhibition games, performances, competitions, or tournaments students must pass all subjects to be eligible.
2. A student who is on academic probation may regain eligibility if his/her two week progress report indicates that he/she is meeting the academic minimum. The student will have to do two week progress reports until the end of the marking period.
3. A student may continue participating in practices while on probation.
4. A student on probation may travel with the team only if bus departure is after the normal school day. Students will remain with the team/club/organization at all times.

5. All middle school students will be considered eligible at the beginning of the first marking period of each year.

Sports Physicals and Insurance

Because of the relationship between athletics and student health and safety, a sports physical will be required every two years before a student may participate in interscholastic athletic activities. The school nurse will review the completed physical exam form and the athletic director will maintain the updated electronic student physical exam list. Thereafter, a student will be required to submit a completed Parent Approval/Sports Medical update form each year prior to participation. Returned forms will be reviewed by the athletic director, kept on file in the athletic director's office and will be accessible for coaches at sporting events in the event of an emergency.

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

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

Parent Permission for Student Athletes

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

Conduct Standards

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

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

Notification Policy

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

Appendix I: RSU #56 Policy JRA-E

Annual Notice of Student Educational Records and Information Rights

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

Inspection of Records

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

Amendment of Records

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

Disclosure of Records

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

Directory Information

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

Military Recruiters/Institutions of Higher Education

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

School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the RSU #56 as an administrator,

supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the RSU #56 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the RSU #56 with regard to education records.

Health or Safety Emergencies

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

Other School Units

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

Other Entities/Individuals

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

Complaints Regarding RSU #56 Compliance with FERPA

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

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

Appendix J: RSU #56 Policy ACAA

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

HARASSMENT

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

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

SEXUAL HARASSMENT

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

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

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

Appendix K: RSU #56 Policy JJE

STUDENT FUNDRAISING ACTIVITIES

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

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

A. Fundraising Guidelines

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

1. All student fundraising activities must be approved in advance by the building administrator. There shall be sufficient benefits to the school and/or students to justify the fundraising activity.
2. All fundraising activities must provide a service or product.
3. Students cannot sell raffle tickets when money is the sole prize.
4. Student fundraising activities must be supervised by a building administrator, teacher and/or activity advisor.
5. The activity must be one in which schools and students may appropriately engage, and must not subject the schools or students to unnecessary risk or responsibility. In the event there is a question regarding the appropriateness of a fundraising activity or the activity is one that is new to the school system, the building administrator shall consult with the Superintendent.
6. Participation by students shall be voluntary.
7. The activity must not be unduly demanding of student or staff time or work. Neither students nor staff should miss instructional time to plan or implement fundraising activities, acquire, demonstrate or distribute products,

solicit sales, or to collect or record monies. Students may participate in fundraising activities during non-instructional time, such as lunch periods and before or after school.

8. There shall be no mandatory quotas for product sales or donations.

9. Class time will not be used for distribution of promotional materials.

10. Students participating in fundraising activities are expected to conduct themselves in accordance with Board policies, school rules and the student code of conduct.

11. In the interest of student safety, organized activities involving door-to-door solicitation by all students are prohibited unless accompanied by a responsible adult. No student shall operate a motor vehicle doing door-to-door solicitation.

12. Club and class dues shall be determined by the club or class officers in consultation with the club or activity advisor. The building administrator shall have final authority over the setting of club and class dues.

13. The building administrator and teachers or advisors supervising fundraising activities will be responsible for the collection, monitoring, deposit into student activity accounts, and disbursement of funds raised in accordance with the Board's policy DFF, Student Activities Funds Management.

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

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

1. The fundraising activity or charity drive should be sponsored by a recognized school club or student organization and shall be approved in advance by the building administrator.

2. The activity or drive must be supervised by a building administrator or teacher.

3. Instructional time should not be used for planning or soliciting funds.

4. Class time should not be used for distribution of promotional materials.

5. Participation in or donation to any fundraising activity shall be optional. Under no circumstances will any student be compelled to participate or donate, or be penalized for not participating or donating.

6. Fundraising activities must be conducted in accordance with the guidelines in Section A of this policy.

7. The building administrator or teacher charged with supervising the fundraising activity or drive will be responsible for the collection, monitoring and disbursement of funds raised. Use of any student activity account must be in accordance with the Board's policy DFF Student Activities Funds Management.

C. Use of Students in PTO/Parent Group Fundraisers

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

1. Any fundraising activity sponsored by a PTO or other parent group that involves student participation must be approved in advance by the building administrator and be conducted in consultation with staff.

2. Participation should provide a positive experience for students.

3. Participation by staff and students shall be voluntary.

4. Instructional time will not be used for fundraising activities or solicitations.

5. All activities must be conducted in accordance with the fundraising guidelines in Section A of this policy.

D. Coordination of Fundraising Activities

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

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

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

Appendix L: RSU #56 Policy JICK

Bullying and Cyberbullying in Schools

I. Introduction

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the RSU #56 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

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

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

II. Prohibited Behavior

The following behaviors are prohibited:

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

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

III. Bullying and Cyberbullying Defined

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

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

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

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

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

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

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

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's

association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

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

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

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

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

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

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

IV. Application of Policy

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

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from schools or school-sponsored events;

3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

V. Reporting

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

- A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report incidents of bullying to the school principal or other school personnel designated by the superintendent.
- B. Students who have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.
- C. Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a staff member or school administrator.
- D. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

VI. Responding

The school principal or a superintendent's designee will:

- A. Promptly investigate and respond to allegations of bullying behavior;
- B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to the superintendent;
- C. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:
 1. Meeting with the student and the student's parents;
 2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
 3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
 4. Counseling;
 5. Anger management;
 6. Health counseling or intervention;
 7. Mental health counseling;
 8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
 9. Community service; and
 10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.
 11. Positive Behavioral Interventions and Supports (includes but not limited to the use of Functional Behavior Assessments and Behavior Intervention Plans).
 12. Teaching of appropriate behaviors through social skill training.

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

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

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

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

VII. Assignment of Responsibility

A. The School Board is responsible for:

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

Superintendent is responsible for:

- Oversight, implementation, and enforcement of this policy.
- Designating a school principal or other school personnel to administer the policies at the school level;
- Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
- Developing procedures to implement the requirements for reporting and responding to bullying under sections V and VI of this policy or delegating that responsibility to principals or designees.
- Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board; and
- Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
- Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
- Filing the SAU policies to address bullying and cyberbullying with the Department of Education.

Appendix M: RSU #56 Policy IHBAC

ADOPTED: 3/3/08

CHILD FIND RSU #56 seeks to ensure that all children within its jurisdiction are identified, located and evaluated who are school-age, 5 through the school year in which they turn 20, and who are in need of special education and supportive assistance -- including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or 7

consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade. RSU #56 is responsible for Child Find for resident students attending private or public schools through public tuition payments or public contract and will meet this duty either through appropriate arrangements with the receiving unit or school or through direct Child Find services by unit personnel or contracted personnel. The School unit's Child Find responsibility will be accomplished through a unit-wide process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the Individualized Education Plan (IEP) Team. This Child Find process will include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. RSU #56 may schedule Child Find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. If screening occurs in the spring prior to school entry, RSU #560 will refer the child to the regional Child Development Services site within 10 school days. If the Child Find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services. School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the school unit's pre-referral and referral policy. References: 34 C.F.R. § 300.111 (2006); Maine Department of Education Reg. Ch. 101, 1V(2) (2007)

Appendix N: ILD

EDUCATIONAL RESEARCH: STUDENT SUBMISSION TO SURVEYS, ANALYSES, OR EVALUATIONS In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes. No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analysis, or evaluation that reveals information concerning: A. Political affiliations or beliefs of the student or the student's parent; B. Mental or psychological problems of the student or the student's family; C. Sex behavior or attitudes; D. Illegal, anti-social, self-incriminating, or demeaning behavior; E. Critical appraisals of other individuals with whom respondents have close family relationships; F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; G. Religious practices, affiliations, or beliefs of the student or student's parents; or H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program without the prior written consent of the student's parent/guardian, or of the student, if he/she is 18 years of age or older. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments. Page 1 of 2 **POLICY: ILD** A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student. The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution. The school unit will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable,* the school unit will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may

opt out of such surveys, analyses, or evaluations. [NOTE: "Insofar as practicable" acknowledges that there may be circumstances in which a research request is made or is approved only after the school year has begun. When this occurs, the school unit should notify parents far enough in advance for them to access surveys and related instructional materials and to opt their children out, if desired.]

Appendix O: JKAA: USE OF PHYSICAL RESTRAINT AND SECLUSION

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

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

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

1. Physical escort: A temporary touching or holding of the hand, wrist, arm, shoulder, hip or back for the purpose of moving a student voluntarily.
2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
3. Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.
4. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
5. The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.
6. The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.
7. A brief period of physical contact necessary to break up a fight.
8. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or MDOE Rule Chapter 33.
9. MDOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.

B. Seclusion: The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student. Seclusion does not include:

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

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

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

IV. Training Requirements

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

B. RSU #56 will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Emergency Management Plan.

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V. Parent/Legal Guardian Complaint Procedure A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within thirty (30) business days, if practicable. A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint

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

Appendix P: JLCA

PHYSICAL EXAMINATIONS OF STUDENTS A physical examination is required every two years for all interscholastic athletic program participants. According to the MPA handbook appendix P a licensed physician, nurse practitioner, physician's assistant, and Doctor of Osteopathy are the only approved examiners. The School Nurse will review the Physical Exam form and the athletic director will maintain the updated electronic student physical exam list. Parents/guardians will be required to complete a Parental Approval/Sports Medical update form yearly. The sports medical update form will be reviewed by the athletic director, kept on file in the athletic director's office and accessible for coaches at sporting events in the event of an emergency.