

Stratton School
Eustis School Dept./Flagstaff RSU
Student Handbook
2019-2020



**Carrabassett Valley - Coplin Plt - Eustis - Langtown - Stratton – Wyman –
Coburn Gore**

Student Handbook

Dear Parent/Guardian:

The Stratton School staff wishes to welcome everyone back for the 2019-2020 school year. It has been a busy summer preparing for the year and the handbook has been revised to bring it up to current practices, procedures and policies. These changes reflect the belief that students are accountable for their actions and embrace the philosophy that a courteous, respectful environment is essential for teaching and learning. Outlined in the handbook you will find attendance policies, athletic and extra-curricular activities, student behavior, emergency planning, students services and other important topics. Please take the time to read over the handbook with your child. If you need a printed copy, please contact the school so one can be provided.

We are all looking forward to a safe, educational and enjoyable year.

Sincerely,

Barry O. London

Principal

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WELCOME TO THE 2019/2020 SCHOOL YEAR

PURPOSE OF THE HANDBOOK

- This handbook aims to guide parents, students, teachers, and administrators through a smooth school year. In it, the reader will find the District's guiding beliefs, a listing of administrators, descriptions of school programs and resources, a few Board policies, as well as more practical advice to cover problems such as, "What do I do in an emergency," "How much homework might my child have," "Where's my coat?"
- Of course, we talk about rules, too. Below, we discuss behavior in the classroom and on the bus, rules for dress, and attendance.
- The bottom line throughout this handbook is our shared goal: to create and maintain a safe school, with respect for all students, their families, school staff, and community, responsibility for property, excitement, flexibility, and good humor. With all this in place, a fine education becomes possible...and likely.
- Every situation is unique and the intent of this handbook is to act as a guide as Eustis School Department policies are interpreted. If there is a discrepancy between the handbook content and Eustis School Department policies, the policies will govern.

DIRECTORY

ADMINISTRATION

Office of the Superintendent of Schools

65 School St., Stratton, ME 04982

(207) 246-2283

Michael Shea, Superintendent of Schools

Barry London Principal / Athletic Director / 504 Officer / Attendance Officer / NCLB Coordinator

Administrative Assistant, Kathy Matthews

Paula Stevens, Technology Director

SCHOOL BOARD OF DIRECTORS

Sarah Strunk, Chair

Susan Fotter

Jeff Brickley

Dave Richards

Casey Cote

DISTRICT PERSONNEL

PreK-K – Wendy Friend

Gr. 1 – Tabitha Emery

Gr. 2 - Sheila Lecander

Gr. 3 & 4 - Anna Beaulier

Gr. 5 Homeroom, 5-8 Math, 7&8 ELA - Pearl Butler

Gr. 6 Homeroom, 5-6 Social Studies, 5-6 ELA - Katie Wuori

Gr. 7 & 8 Homeroom, 5-8 Science, 7 &8 Social Studies - Paula Stevens

Physical Education – Mat Brown

Art - Anne Poirior-Flight

Music – Brenna Cockerham

Special Ed. Director – Jessica Milligan

Social Worker- Andrea Drumstas

Special Ed. Teacher – Alice Totman

Special Ed. Tech. – Haley Nutter

Nurse - Trisha Lebeda

School Counselor - Dr. Dorothy Breen

Ed. Tech. – Ragan Beauregard

Ed. Tech. – Stephanie Coburn

Ed. Tech. – Greg Siekman

Ed. Tech. – Caitlin Wyman

Title 1 - Christine Carnahan

Communications Director/Library Director-Denise MacKay

Volunteer Coordinator/Substitute Teacher - Millie Howard

Cook – Joanne Raymond

Custodian/Bus Driver – Mat Horton

Custodian/Bus Driver – Jim Bellwood

Custodian/Bus Driver – Joe Puleo

SCHOOL SCHEDULE

Students should report to the designated area upon arrival. Students walking to school or arriving by some means other than a school bus should arrive no earlier than 7:40 AM when the school opens for the day. Students wishing to eat breakfast should go to the kitchen window in the gym, then proceed to the cafeteria to eat. All students will be dismissed to their classrooms when the morning bell rings.

There will be a staff person on duty during the morning hours and for school sponsored athletics, study hall, and the after-school program. If your child is not involved in these activities, outside of school childcare and supervision needs to be arranged.

Students may bring their bicycles to school at their own risk. Please remember that **Maine's Bicycle Safety and Education Law requires all persons under age 16 to wear a helmet.** Bikes will be parked in the bike rack next to the main entrance. For safety reasons, bikes cannot be used on school grounds except for a school sponsored function.

Remember always walk on the left, facing the traffic and ride your bike on the right, with your back to the traffic.

All recreational vehicles are prohibited from school grounds.

ATTENDANCE POLICY

I. Absence from School:

The Eustis School Department recognizes the importance of daily attendance and participation in class. Chronic student absences affect the dynamics of classes. Teachers thoughtfully plan learning activities based on the number of students in their classes and although a child may have made up missed work, they have missed important discussions and interactions with their peers and explanations by their teachers. Regular school attendance is essential to a solid educational background.

EXCUSED AND UNEXCUSED ABSENCES/TARDIES/DISMISSALS

State of Maine statutes provide for excused school absences and tardies in the five following areas:

A. Personal illness.

B. Appointments with a health professional that must be scheduled during the regular school day

C. Observance of recognized religious holidays, when the observance is required during the regular school day.

D. Emergency family situations such as severe illness or death in the family. (Shopping and hair appointments are not emergencies.)

E. Planned educational leaves such as long trips that have been approved in advance by the principal, however families are encouraged to schedule these during regular school vacations

Parents are responsible for the school attendance of students who are under 17 years of age. The School Committee shall work with families in an effort to ensure compliance.

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

Students who are absent for any other reasons are considered to have an unexcused absence and to have been truant. Truancy is a violation of both district policy and state law.

When a student is absent for any reason, parents must send a note to school that includes the parent's signature, the specific reason for the absence, and the date of the absence; or make a phone call or send e-mail to the school to explain the absence.

A student who misses any part of a school day due to illness will not participate in extra-curricular activities or school functions except by permission of the principal.

Students should not attend school when they do not feel well since they usually perform at a very low level and may infect other students.

EARLY DISMISSAL

Parents are strongly urged not to dismiss students from school unless there is a family emergency or an appointment that cannot be made at another time. Students requesting dismissal from school need to bring a note to school with the parent's signature, the date and the reason for dismissal. Students are not allowed to leave school with anyone other than the parent or someone authorized by the parent. Persons listed on the emergency cards are designated to pick up children.

If a child becomes ill after arriving at school, the nurse will contact parents or their designated emergency contact to make arrangements for getting the student home. Parents must arrange transportation for children who are ill. No student will be released from school unless a parent or an adult appointed by the parent is available to supervise the sick child.

THE START OF THE SCHOOL DAY/HOMEROOM

Breakfast begins at 7:40 AM and ends at 8:00 AM. Students are expected to be in their homeroom no later than 8:05 AM for attendance. School begins at **8:10 AM**. Students who come after this time should report to the office before going to class. Students should bring a note from parents explaining the reason for the tardiness. Parents will be contacted in cases where a student has been tardy more than twice in a trimester without a valid reason.

PROCEDURES FOR ABSENCES

Regardless of the reason of the absence, parents/guardians are required to notify the school between the hours of 7:30 AM and 9:00 AM on the day of the absence or tardy. This assists the school in keeping records and ensuring student safety. If the school is not contacted by 9:00 AM, parents/guardians will be called to confirm the whereabouts of the student and document the reason for the absence. Excused absence will be based on the categories above.

TARDY AND EARLY DISMISSALS

Students will report to homeroom by 8:05 AM and again at 2:20 PM. Students not reporting to homeroom will be considered absent/tardy. Excused tardies will be based on the five categories previously discussed.

In grades K through four (4) unexcused tardies will be addressed by the classroom teacher and/or principal. It may also require a parent meeting or other interventions.

In grades five (5) through eight (8) students will be permitted two unexcused tardies per trimester. On the third unexcused tardy during the same trimester, students may be expected to attend an after school make up session that afternoon and every day tardy thereafter.

Early dismissals are treated the same as tardies; two unexcused early dismissals per trimester, the third early dismissal will result in an after school make up session the following day.

PLANNED ABSENCES

Planned absences for academic or athletic purposes lasting more than two (2) consecutive days must be pre-approved by the principal. Parents/guardians should make every effort to meet with the school to provide a quality academic plan for the time period their student is absent and, if necessary, create a plan for missed classroom time upon returning. **Students and parents are expected to request all class work at least five (5) days prior to any known absences.**

It is further expected that planned absences will not exceed a total of five school days, except in extenuating circumstances.

Upon returning to school from an extended absence, the student will meet with each of their teachers to go over their completed work, tests/quizzes and other material missed, and develop a timeline for missed work and classroom activities. All work must be completed according to the

agreed upon timeline determined during the approval process. **The student may be required to attend after school study hall to satisfactorily make up work.**

The student must request special permission in writing if they are taking their iPad out of the state.

PLANNED TARDIES AND EARLY DISMISSALS

To be excused for appointments, the student should bring a note from the parents to the office before 8:10 AM. The student will be given an early dismissal slip that should be submitted to the teacher(s) from whose class he/she will be leaving or missing.

All other absences will be excused at the discretion of the principal.

ATHLETIC TUTORIALS

The Stratton School values its athletes and encourages their success athletically and academically. Students attending an athletic tutorial should submit a calendar identifying the time period they expect to be out of school. Students and parents are also expected to give teachers at least five days prior notice to students leaving for a tutorial and see teachers the day before they are to be absent to collect their work. A parent meeting is encouraged prior to each extended tutorial experience or at the beginning of the athletic season.

HABITUAL TRUANCY

A student is habitually truant if s/he has missed more than five (5) days of school. After the fifth absence, an academic plan will need to be put in place for the student. Parents will be required to attend a meeting to discuss necessary steps for the child. After the fifth absence, students will not be able to play in sports events or attend extracurricular activities on the day following the absence or if they are tardy the day of the event. After the child has been absent eight (8) or more days, there will be a meeting called and retention will be considered.

ACADEMIC STUDY HALL

Academic study hall is a one hour after school session to assist students with completing their work that was due that day or is behind with their studies. Study hall will run from 2:30 PM - 3:30 PM Monday through Thursday. Students assigned to study hall are expected to stay for the whole hour and complete their work. Other work can be completed after the child has checked in with the study hall staff member. **Absences, excused or unexcused, from study hall will be made up the next day and/or may result in an extended study hall. Students receiving**

study hall for incomplete work will need to stay for study hall regardless of whether there is an academic, extracurricular, or athletic event that afternoon. Students may also sign up for study hall in advance if they wish to stay with the study hall staff member if approved in advance.

ILLNESS

A student who misses any part of the school day due to illness will not participate in extracurricular activities or school functions that day except by permission of the principal. **A student who missed any part of the school day due to illness or unexcused absence will not be allowed to play in any extracurricular activities that day or the day after. If the student misses a day of school after a sports event, they will be unable to play in the next event, unless approval is granted by the principal.**

ACADEMICS

HOMEWORK

Homework is encouraged at all grade levels. The following are suggested averages for homework times:

Grade K-3

Homework at this level is most often independent reading, which has been directly related to increased reading achievement. Parents can give their children a tremendous boost by reading to and with students every day.

The kinds of homework and the length of the assignment will be in keeping with the child's age and attention span.

Grades 4-8

It is expected that the time allotted to homework assignments will be increased as the child progresses from fourth grade to eighth grade. These are general guidelines only. Amounts will vary according to teacher, student and assignment. If your child is spending excessive amounts of time doing homework that leads to stress and/or anxiety, please bring this to the attention of the classroom teacher.

Grades 4-5 20-30 minutes

Grades 6-8 30-60 minutes

High expectations and standards in the classroom pay off. Set aside a time and a place every day/evening where your child can work quietly. Check your child's work and ask to see the work before and after the teacher has seen it. Engage in daily discussions with your child about their learning. Regular meals and sleep habits enhance achievement. Policy ref.IKB

FIELD TRIPS

Field trips are an academic day that enhance student learning, and students are expected to attend field trips as part of the regularly scheduled day. Students missing a field trip may be expected to attend an after school study hall and/or complete any related school work.

PLAGIARISM

Plagiarism is the act of copying what someone else has written or created and passing it off as original work. Plagiarism whether committed intentionally or unintentionally is a serious offense and unacceptable. The staff will instruct students about plagiarism at age appropriate levels. All instances of plagiarism will be reported to administration for corrective actions and will be documented as an administrative warning. The parents of any student who disregards an administrative warning regarding plagiarism will be required to meet with the principal to discuss the gravity of plagiarism and subsequent consequences. Students who continue to plagiarize after such a meeting will receive no credit for any future work deemed to have been plagiarized.

ACADEMIC PROBATION

Students who are performing below grade level expectations or on a report card will automatically be placed on Academic Probation. Classroom teachers may place any student on Academic Probation at any time regardless of the student's current average if they believe the student is not meeting the standards or working up to their potential. Once on Academic Probation, a student and the parents will receive notification via an **Academic Action Plan** and then verbally by the teacher or administrator at the end of each week. An email may be the appropriate form of communication if approved by the parent and teacher. It is the student's responsibility to achieve a satisfactory level of performance. Failure to meet this responsibility will result in the student becoming ineligible to participate in school activities including dances or interscholastic competitions. **A student remains on Academic Probation for the duration of the grading trimester unless a parent teacher conference determines otherwise.** At the time when new grades are issued, if the student is meeting the standards and working up to his/her potential the student may be removed from the Academic Probation list. Parents play an important role in helping students monitor make-up obligations and should contact the teacher when necessary to assist with satisfactory progress.

MAKE-UP WORK

When a student misses assignments because of absence, it is the student's responsibility to make arrangements with teachers for make-up assignments. **Assignments due on the day of an absence should be turned in the day the student returns to school.** For longer absences, students may have up to a week to initiate work on missed assignments, but should meet with the teacher to create a make-up plan. Failure to complete missed assignments may result in the student not making satisfactory progress. Students who fail or are not working up to their potential can be put on academic probation. Parents play a particularly important role in helping students monitor make-up obligations.

ACADEMIC STUDY HALL

Academic study hall is a one hour after school session to assist students with completing their work that was due that day or is behind with their studies. Study hall will run from 2:30 PM - 3:30 PM Monday through Thursday. Students will call home when a student has not completed their daily assignments, to make arrangements for pick up. Students assigned to study hall are expected to stay for the whole hour and complete their work but may participate in extra-curricular activities after 3:30 PM

TESTING

Teachers monitor classroom achievement through regular evaluation. This may take many forms besides testing.

In addition, standardized tests are administered each year:

a. MEA's are given to 3rd graders through 8th graders during the school year for Math and ELA. Grades 5 & 8 also take the Science MEA.

b. The NWEA measure of academic progress will be administered to students during the school year.

c. Teachers may also use the iReady diagnostic assessment to monitor student growth

Check with the teacher to see when regular testing occurs. Standardized testing results will be sent to parents when made available to the district. Teachers or administrators can assist in interpreting results.

d. The NAEP will be administered to 4th and 8th grade students.

REPORT CARDS

Report cards are sent home with the students three times each year at the end of each trimester. For the first two trimesters, report cards are sent home, signed and returned to school. As these reports come home, parents and teachers should get together to discuss the child's progress. It is very important that teachers and parents develop direct communication with each other through phone calls, e-mail or direct contact.

Each year, parents will be contacted to meet with their child and the teacher to evaluate progress and set goals. These conferences will be scheduled in the fall with a follow-up conference in the spring, if warranted. All parents are encouraged to attend.

CONTACT WITH TEACHERS

Parents and teachers are encouraged to talk outside of class time. Please call your teacher for an appointment anytime. Your child's teacher may also be contacted via e-mail. These addresses are available from the school, and on the website, and may be the preferred method of communication but does not replace the face-to-face or phone conversations. Text messaging is generally discouraged as the above mentioned provide a much better clearer message. You can call the school or check the website for staff email listing.

PROMOTION, RETENTION AND ACCELERATION OF STUDENTS

The administration, teaching, and support staff shall strive to create instructional plans and arrangements to provide maximum opportunity for each student to progress through school according to his/her own needs and abilities. School staff will consult with and inform parents at every level. While the wishes of parents are important and will be considered, final decision regarding promotion, retention or acceleration of students will be made by the school principal.

Policy ref. IKE

SPECIAL PROGRAMS, CO-CURRICULAR, EXTRA-CURRICULAR AND ATHLETICS

ILLNESS AND PARTICIPATION

As stated previously, student attendance is important to the success of the student and athlete. Restating from a previous section of the handbook; A student who misses any part of the school day due to illness will not participate in extracurricular activities or school functions that day except by permission of the principal. **A student who missed any part of the school day due to an unexcused reason or illness will not be allowed to play in any extracurricular activities that day and the day after. If the student misses a day of school after a sports event, they will be unable to play in the next event, unless approval is granted by the principal.**

ASSEMBLIES

Throughout the year, assemblies will be held in the gym in recognition of various events. Assemblies present students with the opportunity to demonstrate maturity and pride through polite attentiveness. Students are expected to adhere to all school rules during these assemblies.

SCHOOL DANCES

Middle school dances are open to students in grades five through eight from the Stratton School and invited guests approved in advance by the principal. Students may invite one guest for whom they will be responsible during the dance. Invited guests shall be in grades five through eight for most events. Guests should be signed up in the office no later than 2:30PM the day before the dance.

Any guest causing a problem at a dance will be asked to leave and will not be admitted to future dances. The host of a troublesome guest will forfeit attendance at the next school dance.

The class/group sponsoring a dance will provide a minimum of one Stratton School parent and two school staff members as chaperones, and additional chaperones may need to be provided. All parents and guardians are welcome at dances.

Students will not be permitted to re-enter a dance after leaving. Once a student leaves a dance, he or she must leave the school grounds at once.

All refreshments must be served and consumed in the designated area. Demonstrations of affection are not permitted. Attendance at school dances is a privilege that may be revoked. Students who are absent from school on the day of a dance may attend the dance only with specific permission from the principal. Students who are on social probation may not attend. Students who are on academic probation may attend only if they receive notification of achieving a satisfactory level of performance either via a Freedom Form or verbally by the administrator on the day of the dance.

Dance times will be announced and students will be picked up promptly at the ending time.

SCHOOL BREAKFAST, LUNCH AND SNACK

Breakfast and lunch is available to all students.

Lunch money is due on the day being served for Adults eating lunch. The cost is \$5.00

Healthy snacks will be provided for the after school program.

In the interest of having students eat healthy foods, please do not send soda with your child.

Students may not purchase or consume soda during school hours, milk is provided. Please do not send in items that need to be cooked.

All families are encouraged to submit an application for free and reduced meals. Schools receive state and federal subsidy and grant monies according to the numbers of qualifying families. All information is confidential. Please fill out the provided documents as this data is required of all schools.

LOCKERS

Lockers in school are the property of the Eustis School Department and are provided to students for convenient storage. The school retains the right to open and to inspect lockers and their contents at any time for any reason. Therefore, students should not expect that items stored in their lockers will be kept private.

Students should not keep money or valuables in their lockers. The office will store valuables during the day, on a short term basis if the student requests it.

Lockers should be kept neat, organized and clean. Clothes and papers should not be visible from outside a closed locker.

TELEPHONE USE/COMMUNICATION DEVICES

During the school day, students may use the office phone for emergencies with the permission of school staff.

Students are prohibited from using privately owned electronic devices, including but not limited to cellular telephones, handheld computers, MP3 players, I-Pads and electronic games during classes and school activities, including study halls, field trips and extracurricular activities, unless verbal permission is given by staff.

During classes and school activities, all such devices must be turned off and stored in a purse, backpack/book bag or locker. Cell phones may not be used during school hours or for school sponsored after school programs. Devices may be collected and kept by the teachers or office at any time.

If this rule is violated, the staff member will confiscate the device for the remainder of the day and a parent will have to pick up the device. First offense- parent picks up phone, verbal warning; second offense-parent pick up and an after school detention; 3rd offense-parent meeting

The use of cameras (still or video) is strictly prohibited in locker rooms and restrooms. Use in classrooms and anywhere on school grounds is only allowed under direct supervision of a staff member with permission. In other school locations, students are required to obtain permission before photographing any individual.

Any use of cellular telephones and other electronic devices that violates any Board policy, administrative procedure or school rule is strictly prohibited. This includes, but is not limited to violations of the student code of conduct, harassment and cheating. Such devices may be subject to search if there is reasonable suspicion that a student is violating Board policies, procedures or school rules, or engaging in other misconduct.

Students violating these rules will be subject to disciplines, which may include:

- a. Exclusion of the device from school for an extended period.**
- b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.**

Policy ref. JFCK – R

LOST AND FOUND

Students and parents should look at lost and found items often. All unclaimed items will be donated to a local charity after efforts have been made to find their rightful owner.

SCHOOL PROPERTY

The school building and its contents exist for the sole reason of providing students with a safe, comfortable, and pleasant environment in which to learn. Please do not mark on desks, walls or any part of the building or its contents. Teachers and students should report any damage in the building to the principal as soon as possible. Anyone found responsible for damage to school property will pay for repair or replacement. Please put litter in the proper containers.

Students are responsible for the care of the books loaned to them by the school.

Materials on loan from the library may be signed out for a two-week period. In the event an item is not returned to the library at the end of the two-week period, student will not be allowed to check out additional books until the book is returned or replacement is paid for. All textbooks should be covered throughout the year. Excessive damage done to textbooks and/or library materials will be assessed and paid for by the student responsible. Payment will be based on the age of the material, the replacement cost, and the difference between the return-condition and the issue-condition. Teachers keep records of book numbers and the condition of issued books.

STUDENT SERVICES

SPECIAL SERVICES

1. **Referral.** The School unit has adopted policies and procedures for determining when a student shall be referred for special services.
2. **Review of Individual Educational Plan.** The school shall schedule a meeting to review the I.E.P. of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

STUDENT ASSISTANCE TEAM MISSION STATEMENT

We, a concerned group of educators and citizens of Eustis School Department, are organized to reach students who may need some means of assistance in order for them to better fulfill their educational and personal potential.

Our purpose is to identify and refer students in need (Pre-K-8) to appropriate referral resources, and to utilize intervention strategies to help these students to better understand and confront problems that they may be experiencing.

STUDENT ASSISTANCE TEAM (S.A.T.)

The S.A.T. exists to help students become more effective learners. Student Assistance Teams play an integral role in helping schools become more student - centered institutions. The S.A.T. composition includes school personnel, but may involve representatives from community agencies. The collaboration of these people provides a vehicle to assist all students to achieve high academic, social, emotional and behavioral standards.

All written records regarding the S.A.T.'s involvement with your child will be kept as part of your child's permanent record. These records are available for you to review by appointment.

S.A.T. REFERRAL PROCESS

All S.A.T. members will maintain ethical and legal standards of confidentiality at all times. At the beginning of each school year, S.A.T. members will be identified to staff, students and parents through a written notice posted in schools and also sent to parents.

The following represents the steps of a typical S.A.T. referral:

1. Staff members, students or parents may make referrals to the S.A.T.
2. The S.A.T. requests classroom information from all of the referred students' teachers.
3. The S.A.T. meets to discuss the following aspects of the referral:
 - a. Specific content of the referral
 - b. Possible intervention strategies
 - c. Need for additional information
4. Designated S.A.T. member(s) may meet with the referred student.
5. A caseworker will be assigned to each student involved in the S.A.T. process.
6. The S.A.T. meets to review the process for each referred student.

The referred student will continue to be monitored by the S.A.T. regarding progress of the specified recommendations. For more information, please call your school principal.

INDIVIDUAL EDUCATION PLAN TEAM

The following may make a referral of a student suspected of having a disability:

1. Any professional staff of Eustis School Department having knowledge of the student.
2. Parents, surrogate parents, or legal guardians, of the child.
3. Representatives of agencies such as:
 - a. Bureau of Mental Retardation
 - b. Bureau of Children with Special Needs
 - c. Department of Human Services
 - d. Preschool Coordination Site (CDS)

Referrals shall be made in writing to one of the following: The child's regular teachers, a special education teacher, the Director of Special Education, or the building principal.

Please call your school for up-to-date information about the I.E.P. policy.

Policy ref. IHBAD Legal ref. Chapter 101 (2005), section 7.7

GIFTED AND TALENTED

Eustis School Dept. and Stratton Schools Gifted and Talented Programs serve gifted, talented and creative children of both genders and all cultural and socioeconomic groups in Kindergarten through Grade Eight. Gifted, talented and creative children have the potential to perform at remarkably high levels for their age, experience, or environment. The Gifted and Talented Program help these students thrive by offering challenging and supportive educational experiences and services. Together, these programs and services nurture the academic, creative, artistic, leadership abilities, and social/emotional needs of gifted, talented and creative children.

SECTION 504

Section 504 is the section of the Rehabilitation Act of 1973 that applies to persons with disabilities. Basically it is a civil rights act that protects the civil and constitutional rights of persons with disabilities. Section 504 prohibits organizations which receive federal funds from discriminating against otherwise qualified individuals solely on the basis of handicap. Section 504 is enforced by the U.S. Department of Education, Office of Civil Rights (OCR).

A person under 504 is considered *handicapped* if he/she:

1. has a physical or mental impairment, which substantially limits one or more major activity.
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

In addition to school-age children who are eligible for special education services, this includes, for example, persons with communicable diseases, temporary handicapping conditions, attention deficit disorder (ADD), behavior disorders, chronic asthma and severe allergies, physical handicaps, and diabetes.

STUDENT CODE OF CONDUCT

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

Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet statewide standards for ethical and responsible behavior. The standards can be summarized by six principles: Respect, Honesty, Compassion, Fairness, Responsibility, and Courage.

CODE OF CONDUCT

All students are expected to comply with the Code of Conduct, related Board policies and school rules. The Code applies to students:

- * on school property,
- * while in attendance at school or at any school - sponsored activity, or at any time or place where conduct directly affects the operations, discipline or general welfare of the school.

GENERAL BEHAVIOR EXPECTATIONS & DISCIPLINE POLICIES

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

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious or repeated offenses. Behavior that also violates the law may be referred to law enforcement authorities.

EXPECTATIONS

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

STUDENT CONDUCT/STUDENT BEHAVIOR

The Eustis School Department and the Stratton School support a safe and healthy learning environment that is free from harassment and bullying, and promotes a **Respectful, Organized, Always safe, and Responsible** motto for all (ROAR). Good behavior is expected of all students that respects themselves, other students and staff, as well as personal property. We believe that everyone is accountable for their actions and personal responsibility is the key to good teaching and learning. While embracing a Positive Behavioral Intervention and Support (PBIS) approach, there are consequences, positive and negative, for our behaviors.

DISCIPLINE

Violation of some school rules are also violations of the law and under certain circumstance may be referred to the police (e.g. theft, tobacco, drugs, alcohol, weapons, assaults, harassment, and traffic offenses). Violations of statutes related to terrorizing are extremely serious and will be dealt with as such. Violations may result in disciplinary actions up to and including expulsion.

One of the most important lessons that any student learns is self-discipline. While it does not appear as a subject in the curriculum, it is vitally important to the development of self- control, character, and an organized approach to work. It is the key to responsible conduct and proper consideration for other people. By learning to live with formal rules, every person within a community has the opportunity to achieve his or her potential.

Students should conduct themselves in a way that will reflect pride and respect in their school and selves. With that in mind, students should strive to:

1. Arrive for class on time.
2. Sit in the assigned seat.
3. Be attentive to the person speaking.
4. Privately discuss with the teacher any matters involving a disciplinary action.
5. Treat peers and adults with respect.

The classroom or duty teachers will handle discipline problems unless the situation warrants the principal's attention.

Students who consistently act in ways that are harmful or disruptive towards others will be brought to the principal's office. Disciplinary consequences depend upon the seriousness of the violation and student's prior disciplinary record. Consequences will range from verbal warnings up to and including in school and out of school suspensions by the principal. If necessary, disciplinary issues may be referred to the Superintendent.

DISCIPLINE AND BEHAVIOR OFFENSES AND CONSEQUENCES

The following is the range of action and consequences that apply to most circumstances. Attendance and truancy cases will be addressed according to Board Policy and Maine state law.

I Staff/Administrative Response	II Parent/Guardian Involvement	III Reallocation of Student's Time	IV Exclusion from Normal School Activities	V Expulsion
<u>Options</u> *Verbal redirection *Out of classroom *Loss of Privilege *Teacher/Admin Conference with student *Contact with parent *Restorative practices	<u>Options</u> *Phone call to parent *Written notification *Parent Conference *Restorative practices	<u>Options</u> *Detention *Community Service *Suspension (I/O) with parent notification *After school make up time *Alternative Lunch/recess location *Restorative practices	<u>Options</u> *Suspension *Parent conference *Alternative placement * Restorative practices	<u>Options</u> *Parent notified, superintendent and school board action
Offense		Definition		Range
Bus Misbehavior		Any violation of school policy or bus rules occurring on a bus		I-IV
Cheating/Academic Dishonesty		Copying, plagiarizing, altering or assisting others in such actions		I-IV
Computer/Electronic Communication Misuse		Any unauthorized use of computers, software, or		I-IV

	internet/intranet account, accessing inappropriate websites	
Destruction of Property/Vandalism	Damage, destruction or defacement of property belonging to the school or others	I-IV
Disrespect towards Adults	Inappropriate comments or physical gestures to teachers, staff members or adults in the school community	I-IV
Disruption, Classroom	Behavior that interferes with the learning of others in any learning environment	I-IV
Failure to Serve Assigned Consequences	Failure to serve detention, suspension or other assigned consequences	I-IV
Fighting	A hostile confrontation with physical contact involving two or more students	II-IV
Harassment	A sufficiently severe action or persistent pattern of actions or statements directed at an identified individual or group which are intended to be or which a reasonable person would perceive as ridiculing and demeaning	II-IV
Hazing	Intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in a group	IV-V
Insubordination	Refusing to follow reasonable directions of teachers, staff or admin	III-IV
Intimidation	Engaging in actions or statements that put an individual in fear of bodily harm	I-IV
Physical Attack	Aggressive action with physical contact directed at another person on school	IV-V

	grounds or at a school-sponsored event	
Profanity	Using vulgar or abusive language, cursing, or swearing	I-IV
Refusal to Obey School Rules	Failure to comply with school rules, regulations, policies, and/or procedures	I-V
Theft	Taking or obtaining property of another without permission or knowledge of owner	II-IV
Threat to Staff, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a staff member	IV-V
Threat to Student, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to another student	IV-V
Tobacco use/Possession	Unauthorized or use of tobacco or tobacco products, including possession with the intent to sell, give deliver, or distribute.	III-V
Uncooperative Behavior	Intentional failure to follow reasonable directions of a staff member or participate in a school or class activity	I-IV

Serious offenses such as weapons at school, alcohol at school, and/or bomb threats are addressed as board policy and have serious consequences addressed as separate, specific offenses.

REMOVAL OF DISRUPTIVE/VIOLENT/THREATENING STUDENT

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.

3. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.

The responding administrator will take appropriate action. If the student fails to obey verbal directions:

Force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance.

Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student.

The administrator may invoke the school unit's crisis response plan if appropriate.

REFERRALS TO LAW ENFORCEMENT AUTHORITIES

The Superintendent and principal have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/principal may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

SCHOOL BUS PICKUP AND DROP OFF

Each student will be picked up and dropped off at a designated spot. Students will be picked up and dropped off at the bus stop nearest their homes unless parents request a different location. All pickup and drop off points must be along existing bus routes. It will be the parent's responsibility to transport the student to and from existing bus routes.

If a parent wishes to have their student dropped off at a location other than a previously designated point they may request this in writing. Written requests should be delivered to the school office at least an hour before dismissal.

The director of transportation and maintenance along with administration will design a system of designated routes. These routes are reviewed annually to assure safe pick up and drop off locations.

The bus and its passengers are an extension of Stratton School. When students are out of the district or away from your community, on a bus, they represent the school, the community and their family. A violation of these rules will be a direct reflection on you and everyone else in the district.

SCHOOL BUSES - RULES AND EXPECTATIONS

Bus Rules:

The right of pupils to use district transportation services is conditioned upon their behavior and the observance of the rules pertaining to proper conduct. Because the bus is an extension of the classroom, pupils must conduct themselves in a manner consistent with established standards for classroom behavior. Unsafe and/or disrespectful behavior will result in loss of riding privileges. Drivers are in full charge of their buses and pupils and are authorized to enforce transportation rules. Safe transportation of pupils by Eustis School Department is of primary importance. Chaperones are a vital component of field trips and will have full authority to discipline a student as an extension of the classroom teacher. The following rules were made with this in mind.

Meeting the Bus:

1. All pupils should arrive five minutes prior to the determined stop time.. Drivers will stop and look for students that would be in view of their stop. Parents should park in a safe place at the bus stop that allows the bus to safely pick up and drop off riders.
2. Pupils walking on the highway to a bus stop should always walk on the left, on the shoulder of the road facing traffic.
3. Pupils, when crossing the highway, should make eye contact with the bus driver and wait until the driver motions for the student to walk across the highway.
4. Pupils shall not run alongside the bus when it is moving.

On the Bus:

1. Pupils shall obey the driver, who has full charge of the bus.
2. Pupils shall not extend arms, legs, or heads out of the bus or into the aisle.
3. Pupil shall go to assigned seats, without crowding or pushing, and remain seated while the bus is in motion.
4. Pupils shall refrain from talking with the driver except in an emergency.
5. Pupils shall not tamper with the emergency door or any other part of the bus.
6. Pupils will not mar or deface the bus. Anyone found responsible will pay for the repair of the replacement of the damage.
7. Pupils will not open windows without permission from the driver. Bus drivers will have full control over their usage.
8. Pupils will not fight or scuffle in the bus or create any disturbance.
9. Pupils must not shout at pedestrians or occupants of other vehicles, or throw objects out of or within the bus.
10. Prior to alighting from the bus, pupils will remain seated until the bus stops.
11. Pupils will not place lunch boxes or other objects in the aisle of the bus. Glass objects will not be allowed on the bus.

12. Pupils after alighting from the bus (if they must cross the highway), will go to the front of the bus and wait until the bus driver directs them to cross the highway.
 13. No food will be eaten on the bus while traveling nor will the drinking of beverages be allowed while in transit.
 14. School issued laptops are not to be used on the bus.
 15. Privately owned electronic devices may be used by students at the driver's discretion. Drivers who observe any inappropriate use of an electronic device, may confiscate the device and turn it over to a school administrator. The device may require a parent to pick it up and may be subject to search.
 16. If a pupil's behavior is unacceptable, as outlined in the preceding rules, bus drivers are authorized to issue written warnings. Suspensions from bus transportation will be addressed by a school administrator.
- Violations shall be classified as either Class A or Class B. Administration reserves the right to impose appropriate consequences regardless of the number of offenses.

Class A Violation:

(General Rules of Behavior)

1st Offense - Written Warning

2nd Offense - Two (2) days of bus transportation suspension

3rd Offense - Five (5) days of bus transportation suspension

4th Offense - (Conference with student, parents, bus driver, principal and director of transportation) Twenty (20) days of bus transportation suspension

5th Offense - (Conference with student, parents, bus driver, principal)

Bus transportation services suspended for the scholastic year. Parents will be informed of right to meet with School Board.

Class B Violation:

(More severe behavior violations including but not limited to vandalism, fighting, throwing objects)

1st Offense - Five (5) days of bus transportation suspension

2nd Offense - (Conference with parents, student, bus driver, principal and director of transportation) Ten (10) days of bus transportation suspension

3rd Offense - Suspension of bus transportation services for the scholastic year. Parents will be informed of right to meet with School Board.

In case of vandalism, restitution will be sought.

Policy: J1CC

ATHLETIC/AFTER-SCHOOL EVENTS

We expect students, coaches and parents, to demonstrate good sportsmanship and courtesy at all times. Students and parents who cannot follow standards of behavior at games or school-sponsored events will be required to leave. Students on social probation may not attend athletic

or after school events. Student spectators may not wait in the building after school for a 4:00PM or later event or game. Students must arrange all transportation to and from home games and events. Players and spectators should make sure they leave the building or grounds as soon as the last event is finished.

Students attending a game or event will stay in the designated area.

STUDENT COMPUTER AND INTERNET USE

The Eustis School Department provides computers, iPads, networks, email, Internet access, and other server based resources to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. These will collectively be referred to as “technology resources” through this policy and accompanying rules. This policy and the accompanying rules also apply to devices issued directly to the students, whether in use at school or off school premises. Use of devices issued to students through the Maine Learning Technology Initiative is also covered under this policy and the accompanying rules.

The Board believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet require that schools establish reasonable controls for lawful, efficient and appropriate use of the technology.

Student use of school technology resources is a privilege, not a right. Students are required to comply with this policy and accompanying rules (IJNDB-R). Students who violate the policy and/or rules may have their computer/ipad privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action. All Eustis School Department technology resources remain under the control, custody, and supervision of the school district. The school district reserves the right to monitor all computer/ipads and Internet activity by students or staff. Students have no expectation of privacy in their use of school technology resources.

The Eustis School Department utilizes filtering technology designed to block materials that are pornographic, obscene, harmful to minors, or not conducive to the learning environment. While reasonable precautions will be taken to supervise student use of the Internet, The Eustis School Department cannot reasonably prevent all instances of inappropriate use, including access to objectionable materials and communication with persons outside of the school in violation of the Board policies/procedures and school rules. The school district is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy and the accompanying rules on an annual basis through handbooks, the school web site, and/or other means selected by the Superintendent. The Superintendent is responsible for implementing this policy and the accompanying rules. The Superintendent may develop additional administrative procedures and/or rules governing the day-to-day management and operations of the school district’s computer system as long as they

are consistent with the Board's policies and rules. The Superintendent may delegate specific responsibilities to the Technology Director, building principal, and others as he/she deems appropriate.

Cross Reference: IJNDB - R Student Computer and Internet Use Rules GCSA Employee Computer and Internet Use IJND Distance Learning Program EGAD Copyright Compliance JIC Student Conduct Legal Reference: 47 USC § 254(h) (5) (Children's Internet Protection Act)
Adopted: September 17, 2009

SCHOOL HEALTH AND SAFETY

ILLNESSES AND ACCIDENTS

Students who do not feel well should stay home. Students who have illnesses that are spread person to person should not attend school. In some cases, a physician's note may be requested that deems the student non-contagious and safe to return to school. Please notify the school nurse if your child has symptoms or is diagnosed with a communicable illness so that proper precautions are taken to protect others.

Emergency information should be updated in the office on a yearly basis or as needed.

Illnesses and accidents need to be reported first to the duty teacher and then to the office.

Parents, or the adult designated on the emergency card, will be called in the case of illness or accidents.

ANIMALS/PETS ON SCHOOL PROPERTY

We love pets, but for safety and sanitary reasons please do not bring animals on Eustis School Department property.

Legal Reference: 7 MRSA § 3971 22 MRSA § 801 - 825 Approved: 12/12/1998

EMERGENCY PROCEDURES

If a child is seriously hurt or ill, school officials will call 911 and advise parents.

In an emergency, the fire alarm will sound and all people in the building will proceed according to the following guidelines:

- A. During an emergency drill, inappropriate behavior such as pushing, shouting, or running will not be tolerated.
- B. Leave the building according to the directions posted in each room.
- C. The first person to exit should push the door open and make sure that it stays open while everyone exits the building.

- D. Once outside, students will stay in a line with their class, or follow the instructions of staff. Classes should line up quietly in the appropriate areas.
- E. Teachers will account for all of their students.

MEDICATION

In general, students are not permitted to possess medications at school. Any medications needed to be taken during the day will be kept in the office. Students that have met certain criteria may be granted permission to carry and use their own inhaler. Students attending overnight trips that require daily medications will need to fill out paperwork and provide the medications 48 hours prior to the trip. Medication should be taken before and/or after school whenever possible. In the case of a lunchtime or middle of the day dosage, administration prefers that the parent give the medication. Parents may speak to the principal or the school nurse and fill out the proper paperwork to make other arrangements whenever the situation requires.

IMMUNIZATIONS

Elementary School Rule:

In the absence of disease history or a valid exemption (pursuant to 20-A MRSA 6355), the following immunizations are required for attendance in Maine schools, K - 12, public and private:

5 DTP/DTaP (diphtheria, tetanus, pertussis)

1 TDap for 7th grade entry

4 Polio

2 MMR (measles, mumps, rubella)

1 or 2 Varicella (chickenpox) - students under age 13 need only one dose, students age 13 and over require two doses given 4 - 8 weeks apart

Varicella, chickenpox vaccine, or natural disease history, is required for grades K - 12.

1 MCV4 for entry into seventh grade, a 2nd of for entry into 12 grade –if first dose was on or after 16th birthday, only one required.. (meningococcal with serogroups A,C,W, and Y)

Nursing staff may use Maine's immunization information system to look up your child's immunization records.

EXCLUSION BASED ON IMMUNIZATION STATUS

Exclusion from School

A. Exclusion will be by order of the Superintendent.

A child not immunized or immune by natural disease **shall be excluded** from school and school activities when in the opinion of the Superintendent the child's continued presence in school poses a clear danger to the health of others. The Superintendent shall exclude the child from

school and school related activities during the period of danger or until the child is immunized. Determination will be made, on a case-by-case basis.

The following periods are defined as the “period of danger”:

Measles: 15 days (one incubation period) from the onset of symptoms of the last identified case.

Rubella: 23 days (one incubation period) from the onset of symptoms of the last identified case.

Mumps: 18 days (one incubation period) from the onset of symptoms of the last identified case.

Varicella: 16 days (one incubation period) from the onset of symptoms of the last identified case, (the 16 - day exclusion will not take effect until the start of school year 2007 when all students K - 12 are required to be immunized against varicella as indicated under Section 5 of this rule).

IMMUNIZATION EXEMPTIONS

Exemptions from vaccine may be granted for medical, philosophical or religious reasons. A signed parental exemption does not release a student from exclusion if exclusion is determined to be necessary by the Superintendent. Eustis School Department may make reasonable accommodations to assist any excluded student in keeping up class work, but is not required to provide off site tutoring. **Exempt forms must be signed annually.**

HEALTH SERVICES

Consistent with Maine DOE requirements, the school nurse performs vision and hearing screening exams. Information is reported to the state without identifying information.

The Eustis School Department currently contracts with a private physician, responsible to advise and oversee the nursing team, and the health services offered within the district.

The Eustis School Department has a registered nurse employed with the district. This nurse is on staff and utilizes a team approach to provide service to Stratton School. The Eustis School Department nurse is available to answer questions and meet the needs of students in the school. School nurse works within the boundaries of his/her license, in accordance with state law, and under the guidance of the state nurse consultant.

“School nursing is the specialized practice of professional nursing that advance the well-being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal growth and development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy and learning.”

National Association of School Nurses

HEALTH EDUCATION

Health education is ongoing. It takes on many forms covering such things as Physical Education, social and emotional wellness, nutrition, personal health, safety and first aid. Through social work, community organizations and nursing staff, whole family life is taught in our school. Typically, puberty in fifth grade and pregnancy and STD prevention in grades seventh and eighth. If you would like to opt out, please contact the nurse directly.

CHILD PROTECTION

By law, school personnel are required to report signs of neglect or abuse, and we will do so. If you have special instructions or knowledge that will keep your child safe while in our care, it is important that you relay that information to the office. These matters will be kept confidential.

INSURANCE

The Eustis School Department will make available a Student Accident Insurance Protection Plan for children injured at school or on the way to and from school. In spite of our intense efforts to promote safety, pupils are sometimes injured at school.

The school district does not maintain health or accident insurance covering pupils. Therefore, it is your responsibility as parents (or guardians) to make certain that your son/daughter is adequately insured.

INTEGRATED PEST MANAGEMENT

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and - *as a last resort* - pesticides. This holistic approach is often called Integrated Pest Management (IPM).

PESTICIDE USE

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. *If* higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

Parents, legal guardians and school staff will be notified of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in the school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records or a copy of the School's Integrated Pest Management Policy by contacting out IPM coordinator, Barry London at (207) 246-2283.

SCHOOL POLICIES AND PROCEDURES

VISITORS

All parents and visitors are required to sign in at the office upon arriving at school. Once signed in, an identification badge will be issued for the duration of their stay in the building.

Parents are welcome and encouraged to visit at any time. Parents who would like to have an extended conversation with a particular staff member should schedule an appointment.

Parents should not send visitors to school with their children without approval of the principal in advance.

DRESS CODE POLICY

No student may come to school dressed in a manner that disrupts the learning environment. All pupils who go to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school or shall be required to prepare themselves for the schoolroom before entering.

1. All pupils shall be neat, clean and attired appropriately for a school situation.
2. No headgear of any kind are to be worn in school except for verified medical or religious reasons.
3. No obscenities are to be worn at any time. There is to be no writing promoting weapons, alcohol, drugs, or sex. (Displays in student lockers are an extension of this rule.)
4. Students are not allowed to come barefooted to regular school activities.
5. Specific groups may impose additional dress and groom regulations on their membership because of the particular needs of specialized activities.
6. The administration has an obligation to take action to control any conditions pertaining to grooming or dress, whether or not specifically mentioned in these rules and regulations, when

safety, neatness, health, cleanliness, or morality appear in the judgment of the principal or their designee, to require action.

7. Administration may suspend this part of the policy during special events.

NEPN/NSBA CODE: JRA-R

SPECIFIC GUIDELINES AND EXPECTATIONS ARE LISTED BELOW:

Students are expected to dress in such a way that encourages academic excellence and is not distracting. They need to be dressed appropriately for the weather and their job. We ask all parents to help their child dress/choose clothes that will assist in success for all children Pre-Kindergarten to Grade 8. This includes but is not limited to:

- Shorts and skirts that reach to the fingertips or below
- Shirts having shoulder straps at least two fingers wide and cover the under arm.
- Clothing that does not allow any undergarments to be showing
- Leggings worn with a shirt or other article of clothing covering the bottom.

Children will be allowed to call home on the first dress code offense. After the first offense children will be given clothes meeting the dress code criteria to be worn for the day.

STUDENT EDUCATION RECORDS AND INFORMATION ADMINISTRATIVE PROCEDURE

This administrative procedure is intended to assist administrators and school staff in complying with the requirements of federal and state statutes and regulations concerning student education records and information, including special education requirements.

A. Definitions

The following definitions apply to terms used in this procedure.

1. "Act" means the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g).

2. "Directory information" means the following information contained in an education record of a student: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received.

3. "Eligible student" means a student who has attained 18 years of age who has not been judged by a court of competent jurisdiction to be so severely impaired that the student is unable to make decisions or exercise judgment on his/her own behalf. When a student attains the age of 18, all rights accorded to parents concerning education records transfer to the eligible student.

4. "Parent" means parent, regardless of divorce or separation, a legal guardian, or individual acting as a parent or guardian provided that there shall be a presumption that a parent has the authority to exercise the rights governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.

5. "Education Record" means information or data that directly relates to a student and is maintained by the school unit in any medium, including but not limited to handwriting, print, computer media, video or audio tape, microfilm and microfiche. Records of instructional, supervisory and administrative personnel and personnel who support these individuals, which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a temporary substitute for the person who made the record are excluded from this definition.

6. "Student" includes any individual with respect to whom the school unit maintains education records.

B. Notification

Parents and eligible students shall be provided with notice of their rights under FERPA and other applicable federal and state laws and regulations concerning education records at the beginning of each school year or upon enrollment if a student enrolls after the start of the school year. The Eustis School Department may provide notice through any of the following means:

1. Mailing to students' homes;
2. Distribution to students to take home;
3. Publication in student handbooks;
4. Publication in newsletters or other materials distributed to each parent/eligible student.
5. Publication to the School website.

C. Access to Policy and Administrative Procedures

Eustis School Committee's policy on Student Education Records and Student Information shall be posted in the school. In addition, school administrators shall provide copies of this administrative procedure to parents/eligible students upon request.

D. Inspection and Review of Education Records

Parents/eligible students may review and inspect their educational records by the following procedure:

1. The parent/eligible student must make a written request to the Superintendent or building administrator to review the records.
2. The Superintendent or building administrator will comply with the request without unnecessary delay and in a reasonable period of time, but in no case more than 45 days after it received the request, and will comply before any IEP Team meeting regarding an Individualized Education Program or any due process hearing relating to the identification, evaluation, or placement of the student.
3. The Superintendent or building administrator may deny a request for access to or copies of the student's education records if there is reasonable doubt as to the legality of the parent-child relationship. Access will be withheld until a determination of legal right to access can be established.

Parents/eligible students may also request to review the following:

1. The Eustis School Department 's list of types and locations of all records and titles of officials responsible for the records; and
2. The Eustis School Department's record of disclosures of personally identifiable information (see following section).

E. Requests to Amend Education Records

Parents/eligible students may ask the Eustis School Department to amend education records they believe are inaccurate, misleading or in violation of the student's privacy rights as follows:

1. The parent/eligible student must make a written request to the Superintendent or building administrator to amend the education record. The request must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

2. The Superintendent or building administrator shall, within a reasonable period of time after receipt of the request, either amend the record in accordance with the request or inform the parent/eligible student of its refusal to amend the record and inform the parent/eligible student of their right to request a hearing.

3. If the parent/eligible student requests a hearing, it shall be held within a reasonable period of time from the Eustis School Department's receipt of the written request. The parent/eligible student shall be given advance notice of the date, place, and time of the hearing. The Superintendent shall designate an individual to conduct the hearing. This individual may be an employee of the Eustis School Department so long as he/she does not have a direct interest in the outcome of the hearing. The parent/eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.

4. The Eustis School Department shall make its decision in writing within a reasonable period of time. The decision of the School Unit shall include a summary of the evidence and the reasons for the decision.

5. If, as a result of the hearing, the Eustis School Department decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the education records of the student accordingly and so inform the parent/eligible student in writing.

6. If, as a result of the hearing, the Eustis School Department decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent/eligible student of their right to include a statement in the student's education record about the contested information and/or setting forth any reasons for disagreeing with the decision of the School Unit.

7. Any statement placed in the student's education record under the preceding paragraph shall be maintained as long as the record or contested portion(s) thereof are maintained by the Eustis School Department. If the education records of the student or the contested portion(s) thereof are disclosed by the School Unit to any party, the explanation shall also be disclosed.

F. Disclosure of Education Records

All disclosures of education records will be made in compliance with federal and state statutes and regulations. The Eustis School Department will maintain a record of disclosures of personally identifiable information from the education records of a student. Such records do not include disclosures to the parents/eligible student, disclosures made pursuant to written consent of the parents/eligible student, disclosures to school officials or disclosures of directory information. The School Unit will not disclose any personally identifiable information from the education records of a student without the prior written consent of the parent/eligible student. The written consent shall include a specification of the records that may be disclosed, the purpose(s) of the disclosure(s), and the identity of the party or parties to whom the disclosure(s) may be made.

There are several exceptions to the requirement to obtain prior written consent before disclosing education records as follows:

1. **Directory Information.** The Eustis School Department may make directory information (as described in the Definitions section) public at its discretion unless a parent/eligible student has notified the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

The Eustis School Department may disclose directory information about former students without the consent of the parent/eligible student.

2. **Military Recruiters/Institutions of Higher Education.** Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Eustis School Department 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 School Unit to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. **School Officials with Legitimate Educational Interests.** Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the Eustis School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and the

school unit's designated law enforcement unit personnel, if any); members of the School Committee; persons or companies with whom the Eustis School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and parents, students or volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. **Other School Units.** Under Maine law (20-A M.R.S.A. § 6001-B), the Eustis School Department is required to send a student's education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records. Consent is not required for the transfer of these records, except for confidential health records.

At the request of the Superintendent of the school unit where a student seeks admission, the student's current or former school administrators shall provide, in a timely fashion, an oral or written report to the Superintendent indicating whether the student has been expelled or suspended or is the subject of an expulsion or suspension proceeding.

5. **Other Entities/Individuals.** Education records may be disclosed to other governmental entities, agencies and individuals as specifically permitted by FERPA and the accompanying regulations.

6. **Information on the Internet.** Under Maine law (20-A M.R.S.A. § 6001), the Eustis School Department shall not publish on the Internet any information that identifies a student, including but not limited the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names, without written parental consent.

G. Waiver of Confidentiality Rights

A parent/eligible student may waive any of his/her rights regarding confidentiality of educational records, but any such waiver must be in writing and signed by the parent/eligible student. The school may not require that a parent/eligible student waive his or her rights. Any waiver may be revoked with respect to actions occurring after the revocation. If a parent executes a waiver, that waiver may be revoked by the student any time after he/she becomes an eligible student.

H. Fees for Copying Records

There shall be no charge to search for or retrieve education records of a student. The Eustis School Department shall provide copies of education records to parents/eligible students upon request. There will be a cost assessed for producing copies of the record to parents/eligible student per page copied, plus postage. Parents/eligible students who are unable to pay such fees will not be denied access to education records. This fee, however, will not prohibit a parent's or eligible student's opportunity for access to the records if they are unable to pay for such copies. There will be no charge to search for or to retrieve the education records of a student.

I. Maintenance and Destruction of Education Records

The Eustis School Department shall maintain accurate and up-to-date education records as required by federal and state statutes and regulations.

1. Records shall be maintained by personnel who are knowledgeable about the applicable confidentiality. All records shall be safeguarded from unauthorized access. Student records must be kept in fireproof storage at the school or a duplicate set kept off-site.

2. A permanent record of a special education student's name, address, phone number, grades, attendance record, classes attended, and grade and year completed shall be maintained without time limitations. All other records will be maintained in accordance with Maine State Rules for Disposition of Local Governmental Records (Schedule L).

3. The Eustis School Department shall not destroy any education record if there is any outstanding request to inspect or review such records.

4. Records of access to education records shall be retained as long as the records themselves.

5. The Eustis School Department shall inform parents of students with disabilities when education records are no longer needed to provide educational services to the student or to demonstrate that the school has provided the student with a free appropriate public education as required by law. At that point, the records may be turned over to parents/eligible student upon their request, or destroyed in accordance with the parent's request or school unit procedures.

J. Complaints

The United States Department of Education maintains an office that handles complaints about alleged violations of FERPA by local school units. Complaints regarding violations of rights accorded parents/eligible students may be submitted in writing to:

Family Policy Compliance Office
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99
20 U.S.C. § 7908

20-A M.R.S.A. § 6001, 6001-B
Me. Dept. of Ed. Rules, Ch. 101, 125
Maine State Archives, Rules for Disposition of Local
Governmental Records (Schedule L)

NCLB/ESEA/TEACHER QUALIFICATIONS

No Child Left Behind/Elementary and Secondary Education Act

On January 8, 2002, President George W. Bush signed into law the *No Child Left Behind Act* of 2001. This law represents an education reform plan that contains the most sweeping changes to the Elementary and Secondary Education Act since it was enacted in 1965. The NCLB Act's intent was to help improve student achievement by setting standards, requiring frequent testing and holding school districts accountable for student performance. NCLB contains four guiding principles:

- * Schools are expected to teach students using methods proven to be successful.
- * Schools and districts must demonstrate that all students are making academic progress.
- * Teachers and paraprofessionals (such as classroom aides) must be highly qualified to work with students.
 - * Parents are given more information and more choices concerning their child's education.

NCLB/ESEA is currently subject to congressional reauthorization. In March of 2010, the Obama administration released its framework for revising the ESEA. To see, go the U.S. Department of Education's Blueprint for Reform. *The Reauthorization of the Elementary and Secondary Education Act (PDF)*

The Stratton School operates a school-wide program under the Federal NCLB/ESEA guidelines. A Title I School-wide program is a method of delivering Title I services in eligible schools. It allows the school to address the educational needs of children living in impoverished communities with comprehensive strategies for improving the entire school so every student achieves high levels of academic proficiency. School-wide programs have great latitude to determine how to organize their operations and allocate the multiple funding sources available to them. They do not have to identify particular children as eligible for services or separately track federal dollars. Instead, School-wide programs can use all allocated funds to increase the amount and quality of learning time. In this way, they can embrace a high - quality curriculum, according to a comprehensive plan that ensures all children meet the state's challenging academic standards.

School-wide programs serve all children in a school. All staff, resources and classes are part of the overall School-wide program. The purpose is to generate high levels of academic achievement in core subject areas for all students, especially those students most in need. This purpose is achieved through:

- * High quality instruction
- * Comprehensive reform strategies and methods that are based on the use of scientifically based research
- * Strategies and methods to improve teacher quality and professional development
- * Consolidated use of funds

Each year, Title I programs are required to host a meeting for parents to explain what the Title I program is and how parents can become involved in the Title I program. At this meeting, the following issues will be addressed:

- * Explain their school's participation in Title I
- * Explain the Title I requirements
- * Explain what participation in Title I programming means, including:
 - A description and explanation of the school's curriculum;
 - Information on the forms of academic assessment used to measure progress; and
 - Information on the proficiency levels students are expected to meet
- * Explain the district parental involvement policy, school parental involvement policy, and school-parent compact
- * Explain what the School-wide program is and how the School-wide plan will be assessed for effectiveness
- * Explain the right of parents to become involved in the school's programs and ways to do so
- * Explain that parents have the right to request opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school must respond to any such suggestions as soon as practicably possible.

In order to keep parents informed, school must invite all parents of children participating in Title I Part A programs and encourage them to attend. In a School-wide program, this means ALL parents are invited.

The Eustis School Department will host Title I parent meetings at the Stratton School in conjunction with the school's parent/teacher meetings at the beginning and the end of the school year.

In accordance with NCLB Title IA regulations - A parent has the right to request from the Superintendent's Office, the professional qualifications of their child's teacher(s).

If you have any questions at any time, please contact: Barry London, NCLB Coordinator at 246 - 2283 or blondon@strattonschool.org

ATHLETICS/CO-CURRICULAR

Athletic/Extracurricular Activities

Students must follow all Board policies and school rules while participating in athletics and extracurricular activities. Students who violate policies and rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

North Franklin County League recognizes the importance of athletic participation as a means to promote sportsmanship, team spirit, good citizenship, high academic standards and community responsibility. These activities demand a high level of commitment; excellence and self-motivation that will help prepare students for the challenges they will meet outside the school community.

General Goals for the Program:

1. To develop good citizenship, character, and respect for rules, organization and leadership:
 - a. By persistently teaching principles of justice, fair play and good citizenship;
 - b. By emphasizing the discipline required in extensive training and
 - c. Through the development of physical fitness and realization that a healthy body increases the probability of success.
 - d. By emphasizing the role of organized sports in an educational institution.
2. Recognize the educational value of commitment to team membership through practice, self-motivation, and responsibility.

Participation in athletics is a privilege that must be earned by each student. This privilege may be revoked for valid reasons by the coach or the principal.

Each student participating in middle school athletics *must have a bi-annual physical*. Every student is required to show evidence to the principal or the school nurse of appropriate health and accident insurance to cover any injury that may occur during the sports in which the athlete is participating.

The conduct of an athlete is closely observed in many areas of life. Accordingly, athletes are expected to strive toward setting a standard of cooperation and cheerful participation in all school activities. Classroom activities and relationships with non-athletic staff are considered an extension of this principle. There is no place on a successful team for an athlete who misses games and practices because of behavior detentions, suspension or truancy. **Students serving behavior detentions and/or suspensions on the day of a game may not participate in that event.** It is important that your behavior be above reproach in all areas.

1. On the field - Be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory. Sportsmanship is "honest rivalry, courteous relations, and graceful acceptance of results." Both players and spectators should abide by the following suggestions:

- a. Treat opponents and officials as invited guests.
- b. Respect players and spectators from other schools.
- c. Respect the authority and judgment of coaches.
- d. Recognize the good play of both teams.

2. In the classroom - as an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to ensure acceptable grades.

To demonstrate this expectation of academic excellence, the staff and coaches have drawn up the following policies:

3. Academic Probation Policy

Classroom Teacher Academic Probation: Classroom teachers may place any athlete on Academic Probation if they believe that the athlete is not working up to potential, regardless of that athlete's current average. Academic probation lasts for the entire season. Classroom teachers report athletes on probation to the principal, who will then be responsible for notifying coaches. Once on academic probation, a student must receive notification of achieving a satisfactory level of performance either via a Academic Action Plan (AAP) or verbally by the administrator at the end of each week in order to participate in athletic games. Responsibilities for monitoring athletes on academic probation are the following:

A. Coach's Responsibility

- i. Submit and maintain an up-to-date list of all players, managers, etc. to principal.
- ii. As the season progresses, inform the office of any personnel changes that will then be posted on the daily attendance sheets.
- iii. Instruct the student to receive notification of achieving a satisfactory of performance either via a AAP or verbally by the administrator at the end of each week in order to participate in athletic games.

B. Teacher's Responsibility

- i. Keep a copy of team lists up-to-date. Team list will be provided to teachers.

- ii. Whenever any of the involved students do unsatisfactory work, inform the principal that you wish the student placed upon academic probation.
- iii. Check either “satisfactory” or “unsatisfactory” and sign the Academic Action Plan each Friday when the student brings it to you or notify the administrator the student’s level of performance so they may convey to the student their level of performance.
- iv. Academic probation, once imposed, normally extends for the duration of the grading trimester.
- v. Academic probation begins on Friday at the end of the first full week after the student is placed on probation.

C. Student’s Responsibility

- i. Each Friday, receive notification of achieving a satisfactory level of performance either via a AAP or verbally by the administrator at the end of each week in order to participate in athletic games.
- ii. Failure to meet this responsibility will result in your becoming ineligible to participate in interscholastic competition.
- iii. If you receive an “unsatisfactory” on a given Friday, you will be ineligible to play on your team or attend a dance during the week following its receipt. Athletes are expected to practice each day. You will become eligible again at the end of that week, on Friday, if you are able to bring your work up to “satisfactory.”
- iv. Student attendance at school the day prior to and the day of a game is required for game participation.

SCHOLAR/ATHLETE AWARD

A Scholar/Athlete is defined as a student who participates in 3 complete varsity seasons and meets or exceeds the Maine Learning Results expectations for their grade level during the year.

EMERGENCY PLANS

The Stratton School has an emergency plan developed for the protection of students and the securing of the building in the event of a bomb threat.

This and other acts of terrorism, as described in *Maine Criminal Statutes, Title 17A, subsection 210*, will be dealt with by the Board of Directors and law enforcement.

Under State of Maine Law, terrorizing is a crime:

- 1. A person is guilty of terrorizing if that person communicates to any person a threat to commit or to cause to be committed a crime of violence dangerous to human life, against the person to

whom the communication is made or another, and the natural and probable consequence of such a threat, whether or not such a consequence in fact occurs, is:

- a. To place the person to whom the threat is communicated or the person threatened in reasonable fear that the crime will be committed; or
- b. To cause evacuation of a building, place of assembly, or facility of public transport or to cause the occupants of a building to be moved to or required to remain in a designated secured area.

2. Violation of subsection 1, paragraph A, is a Class D crime. Violation of subsection 1, paragraph B, is a Class C crime.

Policy ref. EBCC

WEAPONS POLICY

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school vehicle, or at any school sponsored activity:

- A. Knowing possession or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to: firearms, ammunition, explosives, “brass knuckles,” switchblades, butterfly knives, chains, clubs and “Kung Fu stars.”
- B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and replicas of weapons (including some toys).

Administrative Implementation Procedures: The Superintendent shall be responsible for the development and dissemination of appropriate regulations and procedures to implement relevant law, board policy and good practice that shall include these basic components:

- A. Administrators shall take appropriate action against any individual violating this policy, including, but not limited to, student discipline and/or action by law enforcement officials as appropriate.

Students who violate this policy may be expelled under the Title 20 - A MRSA

Section 1001 (9) (1993), which provides that, if found necessary for the peace and usefulness of the school, a school board shall expel any student:

1. Who is deliberately disobedient or deliberately disorderly;
2. For infractions or violence;
3. Who possesses on school property a firearm as defined in Title 17 - A MRSA Section 2, subsection 12 - A, without permission of a school official (see 20 - MRSA Section 6552); or

4. Who, with use of any other dangerous weapon as defined in Title 17 - A MRSA Section 2, subsection 9, paragraph A, intentionally or knowingly causes injury or accompanies use of a weapon with a threat to cause injury.

B. Any student who is determined to have brought a firearm (as defined in 18 U.S.C. Sec. 921) to school will be expelled from the regular school program for at least one year. This may be modified on a case-by-case basis by the superintendent. Such modification may include placement in alternative educational programs. Any student who brings a firearm to school will be referred to the juvenile justice system.

C. Administrators will confiscate any article described in this policy and, if appropriate, submit it to a suitable law enforcement agency.

D. Principals may authorize inspections of student lockers, clothing, purses, bags, backpacks and other personal belongings when there are reasonable grounds to suspect that the inspection will produce evidence that this policy has been violated.

Such regulations are also to include appropriate rules, sanctions and procedures regarding violence and/or use of weapons by employees, visitors, or other persons in addition to students.

Role of School Staff:

School personnel will take appropriate action to secure the health and safety of students during any altercation involving violence and/or use of a weapon. With the objective of defusing potentially violent situations and student anger, school staff will receive training in recognition, prevention and responding to violence. Incidents are to be reported immediately to an appropriate administrator.

Alternative Conflict Resolution:

To reduce potential violence in the schools, the superintendent will be responsible for developing procedures for implementing programs of information, prevention and intervention in violent circumstances. This may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school unit.

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

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 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 whom students may interact in order to pursue school activities are required to refrain from such conduct.

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

The Superintendent or the employee designated as the Affirmative Action Officer will investigate complaints of harassment in accordance with the Student 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.

Each student has the right to perform in an atmosphere, which is free from intimidation, ridicule, hostility, and offensiveness. In order to insure such an atmosphere, employees should not engage in harassment of students and students should not harass other students.

EXAMPLES OF HARRASSMENT:

1. Unwelcome sexual advance, gestures, comments or contact
2. Threats, which may be physical abuse or inappropriate to an educational setting.
3. Offensive jokes.
4. Ridicule, slurs, derogatory action or remarks.

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate.

However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform the school administration at the earliest opportunity.

Students alleged to have been harassed will be informed of their legal options.

Students alleged to have been harassing students will be informed of the allegations. They could be subject to legal action and court orders and they could also be subject, upon substantiation of the allegations, to school discipline up to and including school suspension or expulsion.

If you feel you have been harassed or discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin marital status, disability, or age, you have a legal right to file a complaint with the Affirmative Action Officer of the Eustis School Department.

Title IX of the Education Amendments of 1972 and Maine Human Rights Act of 1972 as amended, and Section 504 of the Rehabilitation Act of 1973, prohibits discrimination in employment of educational programs.

To file a complaint or to obtain a copy of the Affirmative Action Plan, contact the Affirmative Action Office of Eustis School Department.

Eustis School Department is an equal opportunity employer.

Policy ref. AC/ACAA - R Legal ref. Title IX of the Education Amendments of 1972 (20 USC 1681, et seq.) Legal ref. Title VI of the Civil Rights Act of 1964 (42 USC 2000 (d)) Legal ref. 5 MRSA § 4602

INJURIOUS 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”

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

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

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

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

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

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures.

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

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

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

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

Policy ref. ACAD

BULLYING/CYBERBULLYING

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

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

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

Prohibited Behavior

The following behaviors are prohibited:

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

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

Bullying and Cyberbullying Defined

"Bullying" and "Cyberbullying" have the same meaning in this policy as in Maine law:

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:
 - (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;

OR

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 likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
- 3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
- 4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
- 5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- 6. Blocking access to school property or facilities;
- 7. Stealing or hiding books, backpacks, or other possessions;
- 8. Stalking; 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 the following actions on any electronic medium:

- 1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
- 2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;

3. Impersonating or representing another student through the use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving 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 knowingly falsely reporting an act of bullying.

D. "Substantiated" means that the outcomes of the investigation on the Responding Form (JICK-E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

E. "Alternative discipline" means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

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.

Reporting

Refer to the Reporting Form – JICK-E1

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 alleged incidents of bullying to the school principal or other school personnel designated by the superintendent. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the superintendent.

B. Students who are believed to 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 believe that an incident of bullying has occurred 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 alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

Bullying is not acceptable conduct in the Stratton School and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Responding

Refer to the Responding Form – JICK-E2

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 alleged and substantiated incidents to the superintendent;

C. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;

D. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;

E. Inform parent(s) or guardian(s) of the students involved in the findings of the investigation and actions to be taken;

F. Communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

DRUG AND ALCOHOL USE

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

TOBACCO USE

Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including expulsion from school.

BOMB THREATS

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

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

Academic Action Plan

Date: _____ is on academic probation for one or more of the following reasons:

Incomplete Work

Low Achievement

Students placed on academic probation must complete the following Weekly Action Plan for the duration of the trimester. After successfully completing the goal on the plan, the student may regain extra-curricular privileges. Action plans will run from Friday to Friday.

Subject:

Teacher Reason for Academic Probation:

Goal Statement:

Action Steps Date Completed:

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____

_____ has completed the goal on the above action plan and is Released from academic probation as of _____. The student will remain on monitor status for the remainder of the trimester but is eligible for extra-curricular activities provided satisfactory effort and work is evident each week.

Teacher Signatures: _____

Parent Signature: _____

Behavior Plan

Name: _____ Date: _____

Sent from: _____ Time: _____

Sending Adult: _____

I will stop... (What was the inappropriate behavior?)



I will start... (What are some positive options?)



Behavior Plan

Circle all that apply

Level 1	Level 2	Level 3
Failure to follow ROAR	Chronic level 1 behavior	Chronic level 2 behavior
Not following directions	Disrespectful behaviors	Direct Profanity
Unsafe behaviors inside or outside	Inappropriate use of technology	Possession of inappropriate items at school
Uncooperative behavior	Insubordination	Bullying/harassment
Disrupting class	Stealing/cheating	Fighting or similar act
Other:	Other:	Other:

Reporters Comments:

Signatures

Student Signature: _____

Sending Adult Signature: _____

Signature of Administrator: _____

Number of plans to date including this on: _____

Consequences: _____

Parent Called () Yes () No Parent Signature _____

Additional Information:

STUDENT HANDBOOK ACKNOWLEDGEMENT

I, _____, have read the Student Handbook and had the opportunity to go over it with my teacher. Any questions I had were addressed so that I understand the expectations and the rationale for these expectations and consequences.

I am aware that the handbook is on the school website for review by both students and parents.

Student Signature

Date