### Table of Contents

1. Letter from the Principal .................................................. 2
2. Staff Directory .............................................................. 3
3. Mast Landing School Vision Statement ............................. 4
4. District Calendar ............................................................ 5
5. Daily Schedule ............................................................. 6
6. Attendance ................................................................. 9
7. Curriculum ................................................................. 10
8. Student Activities ......................................................... 12
9. Assessment and Reporting ............................................... 12
10. Student Services ......................................................... 13
11. Transportation ......................................................... 14
12. Student Behavior Expectations ....................................... 15
13. Student Health and Safety ............................................. 18
14. Student Property ......................................................... 18
15. Student Records ......................................................... 19
16. Community Involvement ............................................... 20
Welcome to Mast Landing School!

We are a community of approximately 230 grade 3-5 students and 45 staff dedicated to providing opportunities for engaging and rigorous academics alongside opportunities for students to explore and develop their interests. Students are at the core of all that we do—from the structure of our school day (which begins with a 20-minute community meeting each day and includes two outdoor recesses) to ongoing opportunities for students' voices to be at the center of school-wide events and decision making.

This handbook was designed to serve as a guide in understanding expectations at Mast Landing School and the supporting district policies. We hope it will be a helpful resource as you navigate your child's journey with us.

If there is an inadvertent conflict between this handbook and the RSU No.5 School Department Policies, School Department Policies will prevail. Mast Landing School has the right to make changes to the student handbook at any time without prior notice. Updates will be posted in the handbook. The RSU 5 School Board conducts its regular meetings on the 2nd and 4th Wednesday of each month at the High School. Meetings convene at 6:30 P.M. and the public is cordially invited to attend. Special meetings will be announced in the school's weekly newsletter as well as local newspapers and on the local cable television channel.

This handbook is just one part of the communication between your family and our school community. In the weeks and months ahead, look to learn more about our school, events, and students' learning via bi-weekly newsletters, teacher emails, and district communication. Please do not hesitate to reach out should you have questions about our school or your child's learning.

We look forward to the year of learning ahead!

Sincerely,

Emily Grimm
Principal
Principal:
Emily Grimm

Administrative Secretary:
Sara Handspicker

Office Secretary:
Valeska Hornschild-Bear

School Nurse:
Lynett Larkin-Silva

3rd Grade:
Crystal Boucher
Jona Chase
Tom McKibben
Jule Whelan

4th Grade:
Laurie Allen
Sasha Levasseur
Bess Milligan
Emily Robinson

5th Grade:
Trevor Bean
Lynn Shea
Tracey Tremblay
Scott Webber
Heather Zachau

School Counselors:
Natasha Huber
Chris Gray

Mast Landing School Staff
2019-2020

Social Workers:
Cindy Kivler
Beth Rankin

Art:
Becky Christie

Library/Media Specialist:
Julia Colvin

Music:
Ben Potvin

Physical Education:
Robin O’Connor

STEM:
Gayle Wolotsky

Specialists:
Susan Martling (Literacy)
Cheryl Sleeper (Math)

ELL Teacher:
Jess Sturges

Special education:
Jammie Murphy
Heather Perry
Christina Small

Strategists:
Melinda Carr (Special ed.)
Susan Dee (Literacy)
Talya Edlund (Math)

GT:
Chelsea Cekutis

Speech Pathologist:
Bethany Jensen

Occupational Therapist:
Anna Brown

Physical Therapist:
Sarah Burtchell

School Psychologists:
Heather Gilpin
Peter Wolinsky

Ed Techs:
Cathy Britton (Special ed.)
Melonie Koss (Special ed.)
Danielle Lizotte (Special ed.)
Cynthia Lunt (Library)
Michaela MacDonald (Special ed.)
Julia Schwarz (RTI B)
Sue Simmons (Special ed.)
Katherine Wigmore (Special ed.)

Food service:
Deanna Coro
Dorothy Curtis

Custodians:
Debbie Farmer
Jody Freeman
Renee Nason
All staff may be contacted via email using last name followed by a first initial @rsu5.org (ex. grimme@rsu5.org) or by calling 865-4561 to leave a voicemail if not available.

MAST LANDING SCHOOL VISION STATEMENT

* We believe in teaching the whole child. We value students for who they are and strive to give children different opportunities to shine. We believe the optimal learning environment is one in which parents, educators and students work together to meet each child’s needs. As educators, we inspire students to reach their fullest potential by fostering different learning styles and exploring multiple pathways to grow.

* We believe in student centered learning. Students have a voice and choice in their learning and take responsibility for their own learning experiences. As educators, we make this possible by providing differentiated instruction and a rigorous curriculum for the mind and body. We also provide enrichment opportunities and support services in the visual and performing arts, in reading and writing, and in mathematics and science. We listen to students and we care. Students are actively engaged by participating in activities such as student council, student directed assemblies, student directed Free Fridays and by being student ambassadors, library pages and math team members. Students set learning goals and develop self discipline and independence.

* We believe it is important to establish a sense of community within the school. The strengths of all are recognized, appreciated, supported and celebrated. Small learning communities are valued and are characterized by a feeling of mutual respect and trust. The environment is one that fosters and nurtures strong relationships among students and between staff and students. Celebrations are part of the school culture. Mast Landing is a joyful place for educators, students and families.

* We believe that collaboration among educators and with parents is essential. The school culture provides multiple opportunities for educators to work and learn together. Educators are encouraged to try new things, share ideas and problem solve in order to provide the best learning environment for students and to push each other to continually grow as professionals. Student focused communication among educators and with parents is essential.
CALENDAR
### DAILY SCHEDULE

**OFFICE HOURS**
Our school office is open from 7:45am to 4:15pm Monday through Friday during the school year. During the summer, Emily Grimm is available by appointment most weekdays and our administrative secretary is in the office on Tuesdays.

Voicemail messages may be left for staff members 24 hours a day. Staff members will return your phone call when they are not working with students. In order to keep disruption to the learning environment to a minimum, calls will not be put through to a classroom during the school day except in case of an emergency. For non-emergency matters, staff members are also available by email. Email addresses are accessible through the school’s website: http://mls.rsu5.org/

SCHOOL DAY
Students may go to their classrooms at 8:35am. The instructional day begins at 8:45am. Students should arrive to the lobby no earlier than 8:30am, as there is no supervision available before that time.

Students are dismissed at 3:25pm. Please call the school prior to 12:00pm with any changes to your child’s end of day transportation or pickup needs.

ARRIVAL AND DISMISSAL
If you are dropping off your child in the morning or picking your student up at the end of the day, please use the drop-off circle by the front entrance. Students may be dropped off beginning at 8:30, unless they are required to be here earlier for band or chorus. To promote efficiency and ensure the safety of our students, please follow the traffic pattern shown by driving through the back lot before entering drop-off/pick-up circle. If your child is not present when you arrive at drop-off time, please circle back around to allow the flow of traffic to continue.

Any change to a student’s daily after-school routine must be sent to the office in writing. This includes changes in bus arrangements (i.e. getting off the bus at another stop or riding on a different bus). This note should include the child’s full name, the drop-off location, a parent signature, and the date this change will take place. The office will give the child a “pink note” for the bus driver. For student safety, bus drivers will not honor changes to student transportation without this note.

We urge parents to limit requests to dismiss students earlier than 3:25pm. If you must have your child dismissed before the end of the school day, please send a note to the office on the day of the dismissal indicating the time your child will be picked up, and by whom. Your or the designated adult must come to the office and sign the child out of the building.
DISMISSAL PRECAUTIONS POLICY
Students will be released only to parents, legal guardian, and other persons specifically authorized in writing by the parents/legal guardians to pick up the student. If the building principal/designee has reason to question the authenticity of any written or verbal communication regarding the release of a student, the parents/guardians shall be contacted for confirmation. The building principal/designee has the authority to deny the release of students to unauthorized or unknown persons. A custodial parent/guardian who wishes the school to comply with provisions of a court order to restrict access to a child is responsible for providing a certified copy of such order to the school.

SCHOOL CANCELLATIONS, EARLY DISMISSAL, AND LATE START
Maine weather occasionally results in a school cancellation, delay, or early dismissal. Cancellation notices can be heard on local radio and television stations. If you have chosen to participate in the school messenger service, you will also receive an automated call from the school department informing you of the change. In the event of a delayed start to the school day, bus pick up times will be adjusted to match the delay. For example, if school start is delayed one hour, the bus pick-up times are pushed ahead exactly one hour.
In the event of a delayed start, all student activities prior to the start of the school day are cancelled. If school is dismissed early, all event school-sponsored activities are cancelled for the day.

Scheduled half-day dismissals happen occasionally. Students are dismissed at 12:00pm on these days. All half days are noted on the school calendar.

SNACK
All students have an opportunity to eat snack each morning. Please send a healthy snack with your child each day.

BREAKFAST/LUNCH
Your child may bring lunch from home or purchase a school lunch. Both breakfast and lunch are offered at school daily. The RSU5 School Nutrition Program provides meals that align with the USDA Child Nutrition regulations. A breakfast and lunch menu will be sent home with your child each month and can also be accessed on the school website.

School breakfast costs $1.70 and lunch costs $2.60. Milk is available for purchase for $.60. Milk or juice comes with each lunch purchased. Parents may add to and monitor a student’s lunch account through myschoolbucks.com.

Applications for free or reduced lunches are sent home at the beginning of each school year, are available in the office throughout the year, and can be accessed at https://www.nlappsccloud.com/Welcome.aspx#loaded.
RECESS
Students have two recess opportunities to engage in unstructured play each day: one in the morning and one adjacent to lunch. Despite Maine’s variety of weather, we aim to preserve time outside for students. Outdoor recess is available to students whenever the temperature is above 0 degrees Fahrenheit. Please make sure your child has appropriate clothing to enjoy the outdoors.

ATTENDANCE

ABSENCES
It is important for students to be in school every day. Regular attendance is closely linked to academic success. Ensuring your child’s regular attendance helps to communicate a strong message that education is important. If a student is absent, the parent must phone the office by 9:00 A.M.

A student absence will be marked excused for the following reasons:
- personal illness
- appointment with a health professional that can only be scheduled during school hours,
- observance of a recognized religious holiday when the observance is required during the school day,
- family emergency, or
- planned absence for a personal or educational purpose.

If a student is out three or more consecutive days for illness, a note from a doctor is required to excuse the absence. At certain times of the year, student testing is scheduled. The dates of these tests are announced through the school newsletter. Please try to avoid absences during these times and try to take your family vacations during scheduled vacation times. (See: Compulsory Attendance, Policy JEA)
TARDINESS
Students who report to school after 8:45 a.m. will be considered tardy. Please be aware that frequent tardiness can have a negative impact on your child’s learning and can be disruptive to the classroom environment. Students who arrive at school after 8:45 a.m. must sign in at the front office.

TRUANCY
Students who have seven or more unexcused absences, or five unexcused consecutive absences may be considered truant and their parent(s)/guardian(s) may be contacted by administration or a representative assigned by the superintendent to develop a plan to support student attendance. *(See: Truancy, Policy JHB)*

CURRICULUM

READING AND WRITING
Mast Landing School employs the Teachers’ College Units of Study in reading and writing. Students receive direct instruction, alongside opportunities for small group work and individual conferences with the teacher. This balanced model creates a predictable structure for students, enables them to have significant time each day to use their growing skill set as readers and writers, and creates opportunities for them to receive specific feedback through the responsive small-group instruction of their teachers. Additionally, students enjoy daily extended opportunities to read both fiction and nonfiction and to engage in opinion, information, and narrative writing over the course of the school year.

Collectively, these elements of instruction support students in developing comprehension and fluency that are essential to their development as readers and the skills essential to the craft of being a writer. Most importantly, the workshop model is designed to develop the habits of reading and writing and a passion for these long beyond a student’s current year in school.
MATH
Everyday Mathematics 4 is the primary source for math instruction at Mast Landing School. Students are taught mathematical content and practices through interactive and engaging routines and taught games to practice the skills and concepts taught. Everyday Mathematics 4 is a spiral curriculum that continually reinforces abstract math concepts through concrete real-world applications. Teachers plan opportunities for students to become mathematical thinkers and problem solvers by explaining their thinking and strategies.

UNIT STUDIES (SCIENCE AND SOCIAL STUDIES)
Students engage in science and social studies content through unit studies. During these hands-on rotations, students have opportunities to explore content in life, earth, physical science, and engineering. Social studies topics engage students in geography, history, and civics including units on Freeport and Maine history, colonization, and the Revolutionary War. These units provide students an opportunity to explore new topics while extending and applying their literacy skills.

SPECIALS
Students have an opportunity each school day to engage in learning in one of the specials (art, library, music, physical education, and STEM). The weekly schedule is shown below.

<table>
<thead>
<tr>
<th>Special</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>60 minutes</td>
</tr>
<tr>
<td>Music</td>
<td>30 minutes twice weekly</td>
</tr>
<tr>
<td>Library</td>
<td>45 minutes weekly</td>
</tr>
<tr>
<td>Physical Education</td>
<td>30 minutes twice weekly</td>
</tr>
<tr>
<td>Science, Technology, Engineering, and Math (STEM)</td>
<td>45 minutes weekly</td>
</tr>
</tbody>
</table>
HOMEWORK
Homework provides opportunities for students and teachers to maximize classroom instruction, for families to become more involved with their children’s education, and for students to develop self-discipline and organizational skills. (See: Homework, Policy IKB)

STUDENT ACTIVITIES
We believe it is important to provide students a variety of ways to develop their interests, connect with peers, and extend their learning beyond the classroom. Students have a variety of opportunities to engage in student activities including student council, Green Team, Civil Rights Team, Drama Club, band (5th), chorus (4th and 5th), Math Team (5th), and Odyssey of the Mind.

We also encourage students to participate in the many Freeport Community Programs offered throughout the school year. Contact FCP at 865-6171 or visit their website at http://www.rsu5cp.org/ for more information.

ASSESSMENT AND REPORTING

PROGRESS REPORTS
Student progress reports are printed for parents and are available online on PowerSchool (rsu5.powerschool.com/public/home.html) three times a year, at the end of each trimester. Instructions on how to create and access a parent account can be found on the school website (Parents – PowerSchool – Create a Parent Account/Access Grades).

CONFERENCES
Parent/teacher conferences are scheduled in the fall and spring. Conferences with teachers are not limited to scheduled conference times. Parents can contact teachers at any time they would like to schedule an additional time to meet.

PROMOTION
The staff at Mast Landing School strives to provide the utmost academic support to all students. In order to be promoted to the next grade level, students must meet a minimum standard of achievement. Retention is an action of last resort. However, in some cases, promotion can place a student in a situation where even minimal success is improbable. Parents will be notified as early
in the academic year as feasible regarding a student’s risk of retention. The faculty and staff at Mast Landing School are deeply committed to ensuring success for each individual student.

PLACEMENT
Our staff invest significant time and thought into creating balanced and cohesive learning communities. As learning needs are a priority we cannot guarantee preferred friendship groupings. Students will be placed with a familiar positive learning peer. We do not accept requests for specific teachers. However, if you have information that you would like to share about your child’s learning style and any other pertinent information that you feel would be helpful to us as we try to match student needs with teacher strengths, your perspective is welcomed.

As a parent, you have the right to request the professional qualifications of your child's teachers. All teachers in Title 1 schools must meet general qualifications as well as the specific requirements of the subject they are teaching.

STUDENT SERVICES

ACADEMIC SUPPORT/RESPONSE TO INTERVENTION (RTI)
Mast Landing School has a Student Assistance Team (SAT), a collaborative team of teachers, specialists, and the principal. The team meets regularly to review student data, discuss strategies and make decisions about interventions for students who may benefit from additional support in academics, social-emotional, or behavioral expectations. Depending on an individual student’s intervention plan (SIP), a student may receive additional support within the classroom and/or through pull-out services.

HEALTH SERVICES
Our school nurse is here each day. In order to maintain your child's optimum performance at school, we offer a comprehensive program for health promotion, disease and injury management and health education.

Vision and hearing screening tests are done yearly on all students in grades 3 and 5. Additional screenings will be done at any time if a parent, teacher, or physician has concerns. Physical exams by a physician and a health history are required for students entering kindergarten, third, sixth and ninth grades. Health records are maintained on all children. Any known health problems should be reported to the nurse. The information is handled confidentially to ensure the child’s needs will be addressed or anticipated. Counseling and education on health-related problems are provided to students, families and staff.

Parents and schools share a common goal to promote lifelong health for all children. Our support and educational efforts can help them learn to make responsible decisions and develop daily
health habits for exercise, nutrition, rest, safety and personal growth. We ask that you refrain from sending candy, soda, gum or highly sugared foods to school with your child.

COUNSELING SERVICES
School counseling is an important aspect of effective upper elementary programs. Counselors are resources to students, teachers, and parents in addressing many of the developmental needs of upper elementary students. Individual and group sessions are available.

INSTRUCTIONAL SUPPORT (SPECIAL EDUCATION)
Students suspected of having a disability that may require special education services are first referred to the Mast Landing Student Assistance Team (SAT). The classroom teacher completes a referral with the assistance of the SAT team, documenting interventions that have been tried. A plan will be put in place by the SAT team which may include a referral for special education evaluation if interventions are not successful. If the SAT team decides a referral is warranted, the first step is an IEP meeting, at which time the team decides if additional evaluations should be made.

Referral of a student can be made by parents, professional school staff, and/or other individuals or agency representatives knowledgeable about the child. Parent permission is required to proceed with the IEP referral process. (See: Referral/Pre-Referral of Students with Disabilities, Policy IHBAA)

Occupational therapy, physical therapy, speech therapy, social work services and academic support are available to those students who qualify for these services.

SECTION 504/ADA PROCESS
All programs or activities offered by RSU 5 when viewed in their entirety shall be readily accessible to individuals with disabilities. Information relating to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities can be obtained by contacting the ADA/504 Compliance Coordinator: Office of the Superintendent, 17 West Street, Freeport, ME 04032 865-0928. Individuals who need auxiliary aids for effective communication in programs and services are invited to make their needs and preferences known to the ADA/504 Compliance Coordinator. This notice is available in large print and on audiotape from the ADA/504 Compliance Coordinator.

TRANSPORTATION

BUS PROCEDURES
Bus routes are posted on the RSU 5 website. Go to Departments: Transportation and select “Bus routes.”

Any change in your child’s transportation plan for the end of the day requires a note for your child to give to the main office. If you have an emergency change in your child’s transportation plan that
takes place after your child has left for school, please call the office as soon as possible to inform the office of this change.

Students are picked up and dropped off at assigned bus stops when they live more than one mile from the school. Children who are not riding their assigned buses or who are not getting off the bus at their assigned stop must have a “pink note” from the office (see Dismissal). Large objects may not be brought on the school buses without prior arrangement with the bus driver. Students should consult with their bus driver about the use of electronics on the bus. (See: Student Transportation Services, Policy EEA)

STUDENT CONDUCT ON BUSES
The law does not relieve parents of students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus – and only at that time – does he/she become the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that the bus is an extension of the classroom, the RSU Board requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of building administration by the bus driver.

Children who become a serious disciplinary problem on the bus may have their riding privileges suspended by the school administrator. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely. (See: Student Conduct on School Buses, Policy JICC)

STUDENT BEHAVIOR EXPECTATIONS
The Mast Landing School staff have made a commitment to the Responsive Classroom framework, a way of teaching that emphasizes social, emotional, and academic growth in a strong and safe school community. Six principles guide the Responsive Classroom approach:

1. Teaching social and emotional skills is as important as teaching academic content.
2. How we teach is as important as what we teach.
3. Great cognitive growth occurs through social interaction.
4. What we know and believe about our students—individually, culturally, developmentally—informs our expectations, reactions, and attitudes about those students.
5. How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.
6. Partnering with families—knowing them and valuing their contributions—is as important as knowing the children we teach.
Aligned with this framework, we implement both proactive discipline—which helps students understand expectations and build students’ skills—and reactive discipline to get back on track when they engage in misbehavior. To support this work, Mast Landing students across the grade levels collaborated to develop school-wide expectations, which are shown below.

- Be Fair
- Be Safe
- Be Respectful
- Do Your Best
- Have Fun

When students engage in misbehavior, the school responds with the goals of maintaining the safety of students and structure of the learning environment, helping students to recognize and fix their mistakes, and helping students to develop the skills to engage in expected behavior in the future. Staff will use logical consequences (practicing the expected behavior, fixing it, and/or reflection) to address minor misbehavior. A student engaging in severe or repetitive unsafe physical or emotional behavior or behavior that is significantly disruptive to the learning of others will meet with the principal.

District policy, including the System Wide Code of Conduct included in this handbook, will be followed at all times.

BULLYING/PEER MISTREATMENT
It is our mission to provide a safe, orderly, and respectful school environment conducive to teaching and learning for all students. No student should be afraid to go to school because of bullying, and no parent should be worried that their child may be bullied.
Any member of the school community should feel free to report bullying without fear of retaliation for reporting. An incident should be reported as soon as possible to the building principal. Bullying may be reported to the school by students, parents and staff.

The principal will ensure that all reports of bullying and retaliation are investigated promptly and that documentation of the investigation, including the substance of the complaint or report and the outcome of the investigation is prepared and forwarded to the Superintendent within a reasonable period of time. If bullying has been substantiated, the building principal or designee as appropriate under the circumstances will determine the appropriate disciplinary consequences, which may include detention, suspension or expulsion; alternative discipline; remediation; and/or other intervention. (NEPN/NSBA Code: JICK-R)

DRESS CODE
Students are required to dress appropriately while attending school. Appropriate attire is that which is safe, does not call undue attention to the wearer and does not cause disruption to the learning environment. Students are encouraged to dress comfortably. Since outside recess is a regular part of our school day, we encourage your child to dress appropriately for the weather (e.g. warm clothing, hats, mittens and boots in cooler weather). You may choose to send in dry socks and pants to be stored in your child’s locker. Please label your children’s outerwear so that we may more effectively help them keep track of their clothing.

State laws prohibit bare feet in public buildings.
STUDENT HEALTH AND SAFETY

ACCIDENTS
Accidents and illnesses which occur at school or at a school function are reported to the office and recorded. Minor accidents will be handled at school. If they are considered serious, the school nurse will notify parents. If the parents cannot be contacted, the person designated as an emergency contact will be notified. The school is not liable for accidents which happen at school, on school vehicles, or at school functions.

ILLNESS
If a child is ill, he/she should stay home and/or be taken to a physician. Contagious diseases (chicken pox, conjunctivitis, impetigo, mononucleosis, lice, ringworm, scabies, strep throat, etc.) must be reported to manage school wide infection. (See: Communicable/Infectious Diseases, Policy JLCC).

If your child is going to be absent, please notify the school of the absence and symptoms or disease. A message can be left at the office anytime (night or day) by calling 865-4561. We do ask that you please notify the office of a student absence by 9:00 a.m.

In the event your child becomes injured or ill during the school day, he/she will be assessed by the nurse or designated school personnel. Parents will be notified if a child requires medical attention or dismissal.

IMMUNIZATIONS
Immunizations are required according to state law. Contagious diseases (chicken pox, conjunctivitis, impetigo, mononucleosis, ringworm, scabies, strep throat, etc.) must be reported to manage school wide infection. (See: Immunization of Students, Policy JLCB)

MEDICATION
Students shall not be permitted to carry and self-administer medicine in school except under very special circumstances – as requested and prescribed by the student’s physician and approved by the school nurse. If, in certain instances, it is necessary for a student to have medication administered to him/her while in attendance at school, the nurse or designee will administer medication to the child. A parent must sign and provide the name and purpose of the medication, prescribed dosage, time to be administered, termination date, possible side effects, written order of the prescribing physician, and the physician’s signature. Medication cannot be sent to school with your child. Any medication must be brought to school in the original container by a parent/guardian. (See: Administering Medication to Students, Policy JLCD)

STUDENT PROPERTY
VALUABLES
Students are asked not to bring money and/or items of value to school. The school will not be responsible for items brought to school. Students are prohibited from buying, selling and trading items at school.

LOCKERS
Student use of all school storage facilities, including but not limited to, lockers, desks and parking lots used by students for the storage of their personal items are school property and shall remain at all times under the control, custody and supervision of the school authorities. Students may not use locks on their locker. School administrators/designees have the authority, at any time and without prior notice, to inspect and search storage facilities and their contents. (See: Questioning and Searches of Students, Policy JIH)

LOST AND FOUND
An area for lost and found items is maintained in the cubbies inside the cafeteria. Several times a year the unclaimed items are donated to Freeport Community Services. Please label your child’s clothing, lunchbox, and backpack to ensure lost items make their way back to you.

ELECTRONIC DEVICES/TECHNOLOGY
In order to minimize disruptions to the learning environment, cell phones, MP3 players, video equipment or other similar devices, are not permitted to be used upon entrance to the school building. We encourage students to leave these items at home. If students do choose to bring these devices to school, the devices must remain deactivated and out of sight during school hours. The school is not responsible for lost, damaged or stolen items, or the misuse of the device by another person.

Mast Landing School provides computers, networks and Internet access that are used in classrooms and are for educational use only. Students who are found mistreating technology equipment or using computers for non-educational purposes will be subject to disciplinary action. (See: Student Computer and Internet Use and Internet Safety, Policy IJNDB; Student Computer and Internet Use and Internet Safety Rules, IJNDB-R)

STUDENT RECORDS
Mast Landing School may disclose directory information (name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received) if it has provided notice to parents and has not received timely written notice refusing permission to designate such information as directory information. Identifying information, including name, grade level, etc. will not be published on the Internet without parent/guardian prior written consent.
In a health or safety emergency, education or health records may be disclosed to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

In accordance with Maine law, Mast Landing School will send student education records to the school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

The Family Educational Rights and Privacy Act (“FERPA”), provides that parents may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the building principal or Superintendent in writing and must identify the record(s) to be inspected. (See: Student Education Records and Information, Policy JRA and Annual Notice of Student Education Records and Information Rights, Policy JRA-E and JRA-R)

TRANSFER STUDENTS
Mast Landing School, in accordance with 20A M.R.S.A. 6001-B, shall request all of a transfer student’s education and disciplinary records from the school from which he/she is transferring. Mast Landing School may also request oral or written reports from the previous school as to whether the student has been expelled or suspended, or withdrew from school before an expulsion hearing or suspension. In such cases, the student will not be allowed to enroll in Mast Landing School until the Superintendent has made a determination as to whether to admit the student and if so, under what condition. If an applicant is allowed to enroll in Mast Landing School pending receipt of education and disciplinary records, such enrollment shall be considered conditional until the superintendent has made a determination as to the student’s disciplinary status in the previous school. (See: Admission of Resident Students, Policy JFAA)

COMMUNITY INVOLVEMENT

VOLUNTEER OPPORTUNITIES
There are many ways for parents and community members to become involved at the school—PTC, volunteering in the classroom or library, chaperoning field trips, etc. Classroom teachers will communicate his or her volunteer needs directly to families. In order to maximize the volunteer experience for all, please do not show up unannounced or bring siblings while volunteering. Volunteers are expected to respect the confidential nature of working in a school environment. In order to ensure confidentiality volunteers must complete a brief application form and watch a short video, both of which can be accessed on the school website (“Volunteer information”).


VISITING THE SCHOOL
Parents are always welcome at school. If you would like to visit the classroom or meet with your child’s teacher please schedule the visit in advance with the classroom teacher. Mrs. Grimm is always available by appointment to provide tours of the school, discuss your child, answer questions, and receive feedback about the school. To help ensure the safety of our students, all visitors must register at the office upon entering the building and obtain a visitor pass. Visitors must return their pass when they sign out.

NOTICE OF NONDISCRIMINATION

The RSU No. 5 School Department does not discriminate on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies.

Office of the Superintendent
17 West Street
Freeport, ME 04032
(207) 865-0928

Inquiries concerning the application of nondiscrimination procedures may also be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, 33 Arch Street, 9th Floor, Boston, MA 02110. (See: Non-Discrimination/ Equal Opportunity and Affirmative Action, Policy AC; Harassment and Sexual Harassment of Students, Policy ACAA; and Student Discrimination and Harassment Complaint Procedure, Policy ACAA-R)
RELEVANT DISTRICT POLICIES
SYSTEM-WIDE STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. 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 student behavior and provides the framework for a safe, orderly and respectful learning environment.

Article 1 – Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following state-wide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

Article 2 – Code of Conduct

All students are expected to comply with the Code of Conduct and all 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 that such conduct directly interferes with the operations, discipline or general welfare of the school.

Article 3 – General Behavior Expectations

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. 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.

Article 4 – Discipline
Violations of the Code of Conduct may result in positive and restorative interventions and/or disciplinary action. Administrators have the discretion to tailor discipline to the facts and circumstances of the particular case. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

See Policies: JK – Student Discipline JKB – Detention of Students JKD – Suspension of Students JKE – Expulsion of Students

Article 5 – Expectations

The following is a summary of the school unit’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 handbooks for more information about the expectations and consequences. In case of an inconsistency between this Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

A. Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

See Policies: JICIA – Weapons, Violence and School Safety JICK – Bullying EBCC – Bomb Threats

B. Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

See Policies: JICIA – Weapons, Violence and School Safety JICK – Bullying

C. Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

See Policy – ACAD – Hazing
D. Discrimination and Harassment/Sexual Harassment

Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability. Nor should students harass one another on the basis of race, color, sex, sexual orientation, religion, ancestry, or national origin or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

See Policies: AC – Nondiscrimination ACAA – Harassment and Sexual Harassment of Students

E. Bullying

Students shall not engage in bullying behavior, including unwanted physical contact, acts or communications of any kind that: 1) damage a student’s property; place a student in reasonable fear of physical harm and/or damage his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or 2) is so severe that it creates a hostile educational environment for the student who is bullied. Violations may result in disciplinary action up to and including expulsion from school.


F. Drug and Alcohol Use

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

See Policy – JICH – Drug and Alcohol Use by Students

G. 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 suspension from school.

See Policy – ADC – Tobacco Use and Possession

H. Conduct on School Buses

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon their particular violation.

See Policy – JICC – Student Conduct on School Buses

I. Computer/Internet Use

Students may use school computers, networks and Internet services only for educational purposes and other purposes authorized by the school unit. Students shall comply with all policies and rules governing
acceptable use. Unacceptable use may result in use restrictions, suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

See Policy – IJNDB – Student Computer and Internet Use

**Article 6 – Removal of Disruptive/Violent/Threatening Students**

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 physical force or restraint, except 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.

4. 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.

See 20-A MRSA § 4009 – Protection from Liability See Comprehensive Emergency Management Plan

**Article 7 – Special Services**

1. Referral. The school unit has adopted policies and procedures for determining when a student shall be referred for special services.

See Policies: IHBAA – Referral/Pre-Referral Policy of Students with Disabilities IHBAC – Child Find

2. Review of Individual Educational Plan. The school shall schedule an IEP meeting to review the IEP 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 other; 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.

See Policy – JKF – Disciplinary Removals of Students with Disabilities

**Article 8 – Referrals to Law Enforcement Authorities**

The Superintendent and administrators 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/administration 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. See Policies: KLG – Relations with Law Enforcement Authorities, OR KLGA – Relations with School Resource Officers and Law Enforcement Authorities

**Article 9 – Dissemination of System-Wide Student Code of Conduct**

The System-Wide Student Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators. Legal Reference: 20-A MRSA §§ 254 (11); 1001 (15), (15-A)

Adopted: March 24, 2010 Revised: January 23, 2013

**NEPN/NSBA Code: ACAA**

**HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS**

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

**Harrassment**

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

**Sexual Harassment**

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

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.
STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the RSU5 Board of Directors in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

Definitions

For purposes of this procedure:

A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation, or disability; and

B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation, or disability.

How to Make a Complaint

A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the Curriculum Director/Affirmative Action Officer. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the Affirmative Action Officer.

B. School staff is expected to report possible incidents of discrimination or harassment of students to the building administrator/designee. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.

C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

D. Students are encouraged to utilize the school unit’s complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, Suite 900, Boston, MA 02109-3921 (Telephone: 617-223-9622; TDD 877-521-2172; Fax 617-289-0150).

Complaint Handling and Investigation
A. Affirmative Action Officer shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.

B. Affirmative Action Officer may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.

C. The complaint will be investigated by Affirmative Action Officer, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor’s authority. Any complaint about the Superintendent should be submitted to the Chair of the Board of Directors, who should consult with legal counsel concerning the handling and investigation of the complaint.
   1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
   2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
   3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
   4. Affirmative Action Officer shall keep a written record of the investigation process.
   5. Affirmative Action Officer may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
   6. Affirmative Action Officer shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
   7. The investigation shall be completed within 21 business days of receiving the complaint, if practicable.

D. If the Affirmative Action Officer determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:
   1. Determine what remedial action is required, if any;
   2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
   3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

E. If the student’s parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent’s decision shall be final.

Legal Reference: Americans with Disabilities Act (28 CFR § 35.07) Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7) Title IX of the Education Amendments of 1972 (20 SC § 1681 et seq.) Title VI of the Civil Rights Act of 1964 (PL 88-352) 29 20 USC § 1232g; 34 CFR Part 99 5 MRSA §§ 4571; 4602; 4681 et seq, 20-A MRSA §§ 6001 et seq.
Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action

Adopted: May 27, 2009
Revised: December 8, 2010
Revised: November 28, 2012
Revised: November 20, 2013
NEPN/NSBA Code: ACAD

HAZING

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

It is the policy of the Board of Directors 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.

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

In the case of an organization affiliated with this school unit 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.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

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

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

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

Legal Reference: 20-A MRSA § 6553
TOBACCO USE AND POSSESSION

In order to promote the health and safety of students, staff and visitors and in compliance with applicable state and federal laws, the RSU5 Board of Directors prohibits smoking and all other use of tobacco products in school buildings, and other school unit facilities, on school buses or in other school-owned vehicles, and on school grounds at all times by all persons.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times. Students are also prohibited from wearing and/or displaying any type of tobacco promotion materials.

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

Violation of this policy will be considered a serious offense. Disciplinary actions will be taken in accordance with school procedures.

All of these same prohibitions shall apply to electronic cigarettes and other devices designed to deliver nicotine through inhalation or “vaping”, or used to simulate smoking.


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

Adopted: May 27, 2009
Revised: December 8, 2010
Reviewed: November 20, 2013
Revised: October 28, 2015

NEPN/NSBA Code: ADC

BOMB THREATS

The RSU No. 5 Board of Directors recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a
potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

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

A. **Conduct Prohibited**

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

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

B. **Definitions**:

   1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
   2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
   3. A "bomb threat" is the communication, by any means, whether verbal or nonverbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
   4. "School premises" means any school property and any location where any school activities may take place.

C. **Development of Bomb Threat Procedures**

   The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of RSU No.5’s Comprehensive Emergency Management Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

   1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
   2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
   3. Incident "command and control" (who is in charge, and when);
   4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members, and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board of Directors. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school unit’s Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit’s bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. Section 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board of Directors to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. Section 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.
A student who has been identified through the IEP process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. **Aiding Other Students in Making Bomb Threats**

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. **Failure to Report a Bomb Threat**

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. **Staff Disciplinary Consequences**

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. **Civil Liability**

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. **Lost Instructional Time**

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest practicable opportunity, as determined by the Superintendent in consultation with the Board of Directors. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. **Notification Through Student Handbook**

All student handbooks shall address the school unit’s bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal References: 18 U.S.C. Section 921; 8921 17-A M.R.S.A. Section 210 20-A M.R.S.A. Section 263; 1001(9); 1001(9-A); 1001(17); 1001(18) Ch. 125 10.06 (Me. Dept. of Ed. Rules)
STUDENT TRANSPORTATION SERVICES

The Board of Directors will provide transportation for all elementary students living beyond a reasonable distance from their school or from a scheduled bus stop as the Board has determined. This distance is defined as one mile.

Distance shall be measured by the shortest publicly traveled way from the residence to the bus stop or school door. In cases questioned, distance will be measured and established by the Superintendent or his/her designee.

Exceptions to the above distance shall be made for the following reasons only:

A. Health

Exceptions to established walking distances may be made for students with disabilities as required by their IEP or Individual Health Plan (504 Plan). Exceptions may also be made to accommodate a student’s need for transportation with written documentation for the student’s physician.

B. Pre-Kindergarten and Kindergarten Students

Pre-Kindergarten and Kindergarten bus service will include pick-up and delivery to the home, providing a suitable bus turn is available.

C. Hazardous Walking Conditions

Hazardous walking conditions shall be defined as those which would place a child of a given age in a situation of greater than normal or average danger.

Authorized bus stops will be located so as to load and unload students with the most safety allowed by road conditions. The distance between stops may vary according to safety factors. If possible, students will be loaded and unloaded so that it is not necessary for them to cross a main highway to reach their homes. Requests for bus stops, inconsistent with this regulation must be made in writing and submitted to the Superintendent or his/her designee.

Cross Reference: JICC – Student Conduct on School Buses Legal Reference: title 20A MRSA, Sec. 5401

Adopted: April 28, 2010
Revised: December 14, 2011
STAFF CONDUCT WITH STUDENTS

The RSU No. 5 Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

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

Unacceptable Conduct

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

A) Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board’s policy on Harassment and Sexual Harassment of Students;
B) Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
C) Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
D) Prompting students to confide their personal or family problems and/or relationships without a direct connection to the student’s school performance or having a direct educational purpose. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff;
E) Sending students on personal errands;
F) Sexual banter, allusions, jokes, or innuendos with students;
G) Asking a student to keep a secret;
H) Disclosing inappropriate personal, sexual, family, employment, or other private matters to one or more students;
I) Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner;
J) Permitting students to address you by your first name, or in an overly familiar manner;
K) Being alone with individual students out of the view of others without a specific educational purpose;
L) Inviting or allowing students to visit the staff member’s home without prior notification to the school administration and the students’ parents; (see note below)
M) Visiting a student’s home, unless on official school business; (see note below)
N) Maintaining personal contact with a student outside of school by phone, email, texts, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
O) Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
P) Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or except as participants in community activities. RSU No. 5 assumes no liability for such activities.

Note: It is understood that staff members who live in, or have friends in, the community and/or have children who have friends in the community may have reason to visit a student’s home, or have a student visit at their home, without prior notice being given to school administration due to personal relationships, but no such visits or relationships should violate the spirit of this policy.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy. Staff members are required to notify promptly the principal or Superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the Board’s policy on Reporting Child Abuse and Neglect.

Dissemination of Policy

This policy shall be included in all employee, student and volunteer handbooks.

Cross Reference:
ACAA - Harassment and Sexual Harassment of Students
GCSA - Staff Computer/Internet Use
JLF - Reporting Child Abuse and Neglect

Adopted: June 9, 2010
Reviewed: February 29, 2012
Revised: January 10, 2018

REFERRAL AND GENERAL EDUCATION INTERVENTIONS POLICY

It shall be the policy of RSU No. 5 to refer all school-age students suspected of having a disability that requires special education to the IEP Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made by parents at any time, and by professional school staff regardless of the results of the initial child find activities, but after completion of the general education intervention process. Other individuals or agency representatives (including representatives of the Department of Health and Human Services) with knowledge of the child may also make referrals. Any such referral should be made in accordance with procedures that may be approved by the Superintendent of Schools.
Regardless of the source of the referral, a referral will be considered received by the school unit on the date that the written referral is received by the office of the Director of Instructional Support. It shall be signed and dated by the Director of Instructional Support or designee, thereby indicating the date of the receipt of that referral.

The Superintendent of Schools, in consultation with the Director of Instructional Support, may develop procedures for referral and the use of general education interventions within the local school unit, and may from time to time amend those procedures as necessary.


Adopted: June 24, 2009
Reviewed: April 25, 2012
Revised: April 24, 2013
Reviewed: February 28, 2018

NEPN/NSBA Code: IJNDB

STUDENT TECHNOLOGY, INTERNET USE, AND INTERNET SAFETY

RSU No. 5’s electronic devices, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops and tablets issued directly to students, whether they are used at school or off school premises.

Compliance with RSU No. 5’s policies and rules concerning electronic devices and Internet use is mandatory. Students who violate these policies and rules may have their device privileges limited, suspended, or revoked. The administrators are authorized to determine, after considering the circumstances involved, whether and for how long a student’s technology use privileges will be altered. The administrator’s decision shall be final.

Violations of this policy and RSU No. 5’s technology and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

RSU No. 5 and MLTI owned devices remain under the control, custody, and supervision of the school unit at all times. The school unit monitors RSU No. 5 and MLTI devices and Internet activity by students. Students have no expectation of privacy in their use of school devices, whether they are used on school property or elsewhere.

INTERNET SAFETY

RSU No. 5 uses filtering technology designed to block materials that are obscene or harmful to minors, including child pornography. Although RSU No. 5 takes precautions to supervise student use of the Internet, parents should be aware that RSU No. 5 cannot reasonably prevent all instances of inappropriate technology and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.
In the interest of student Internet safety, RSU No. 5 also educates students about online behavior, including interacting on social networking sites and chat rooms, the dangers of hacking, and issues surrounding “sexting” and cyberbullying awareness and response.

The Superintendent /designee shall be responsible for integrating Internet safety training and “digital citizenship” into the curriculum and for documenting Internet safety training.

The Superintendent shall be responsible for implementation of this policy and the accompanying “acceptable use” rules. The Superintendent/designee may implement additional administrative procedures or school rules consistent with Board policy to govern the day-to-day management and operations of the school unit’s technology system.

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


Cross Reference:
EGAD - Copyright Compliance;
GCSA - Employee Computer and Internet Use
IJNDB-R - Student Technology, Internet Use, and Internet Safety Rules
IJND – Distance Learning Program

Adopted: February 24, 2010
Revised: June 13, 2012
Revised: November 20, 2013
Revised: November 14, 2018

STUDENT COMPUTER AND INTERNET USE AND INTERNET SAFETY RULES

These rules accompany Board policy IJNDB (Student Technology, Internet Use and Internet Safety). Each student is responsible for his/her actions and activities involving school unit computers, laptops, or tablets issued to students, networks, and Internet services, and for his/her computer files, passwords, and accounts.

These rules provide general guidance concerning the use of the school unit’s electronic devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the building principal or the Technology Director.

A) Acceptable Use

The school unit’s electronic devices, networks, and Internet services are provided for educational
purposes and research consistent with the school unit’s educational mission, curriculum, and instructional goals. Incidental personal use is acceptable given that it does not interfere with educational activities.

All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using devices, whether the use is on or off school property.

Students are also expected to comply with all specific instructions from school administrators, school staff or volunteers when using the school unit’s devices.

B) Consequences for Violation of Electronic Devices Use Policy and Rules

Compliance with the school unit’s policies and rules concerning technology use is mandatory. Students who violate these policies and rules may, after having been given the opportunity to respond to an alleged violation, have their device privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and or legal action.

The building principal shall have final authority to decide whether a student’s privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student’s prior disciplinary record, and any other relevant factors.

C) Prohibited Uses

Examples of unacceptable use of school unit electronic devices that are expressly prohibited include, but are not limited to, the following:

1. Accessing or Posting Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials or engaging in “cyber bullying;”

2. Illegal Activities – Using the school unit’s electronic devices, networks, and Internet services for any illegal activity or in violation of any Board policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school devices;

3. Violating Copyrights – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner’s permission (see Board policy/procedure EGAD – Copyright Compliance). The school unit assumes no responsibility for copyright violations by students;

4. Copying and Downloading Software – Copying or downloading software without the express authorization of the Director of Technology. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by students;

5. Plagiarism – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author,
publisher, and website must be identified;

6. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts;

7. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school unit’s devices, networks, and Internet services, including but not limited to hacking activities and creation/uploading of technology viruses; and

8. **Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites** – Accessing blogs, chat rooms or social networking sites to which student access is prohibited.

D) **No Expectation of Privacy**

RSU No. 5 and MLTI owned devices remain under the control, custody, and supervision of the school unit at all times. Students have no expectation of privacy in their use of school devices, including email, stored files, and Internet access logs.

E) **Compensation for Losses, Costs, and/or Damages**

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

F) **Student Security**

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

G) **System Security**

The security of the school unit’s devices, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to bypass system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her device privileges limited, suspended, or revoked.

H) **Additional Rules for Laptops and Tablets Issued to Students**

1. Laptops and tablets are loaned to students as an educational tool and are only authorized for use in completing school assignments unless permission is given to a student by a teacher or parent to use the device for personal reasons.
2. Before a laptop or tablet is issued to a student, the student must sign the school’s “acceptable use” agreement and parents must attend an informational meeting. Attendance will be documented by means of a “sign in” sheet. The meeting will orient parents to the goals and workings of the laptop program, expectations for care of school-issued laptops, Internet safety, and the school unit’s rules in regard to use of this technology.

3. Students and their parents are responsible for the proper care of laptops and tablets at all times, whether on or off school property, including costs associated with repairing or replacing the laptop or tablet. RSU No. 5 offers a protection program for parents to cover replacement costs and/or repair costs for damages not covered by the warranty. Parents who choose not to participate in the protection program should be aware that they are responsible for any costs associated with loss, theft, or damage to a laptop or tablet issued to their child.

4. Loss or theft of a laptop or tablet must be reported immediately to the Principal, and, if stolen, to the local law enforcement authority as well.

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

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

7. Parents are responsible for supervising their child’s use of the laptop or tablet and Internet access when in use at home.

8. The laptop or tablet may only be used by the student to whom it is assigned and by family members.

9. Laptops and tablets must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Cross Reference:
EGAD – Copyright Compliance
IJNDB – Student Technology, Internet Use, and Internet Safety

Adopted: February 24, 2010
Revised: June 13, 2012
Revised: November 20, 2013
Revised: November 14, 2018

HOMEWORK

The RSU No. 5 Board believes that homework should be meaningful, engaging, process-oriented, and integrative, while being mindful of the diverse capacities of students.

Homework helps students apply the skills they have been taught in school. As a child advances through school, it is reasonable that the amount of homework can be expected to increase.
Schools will communicate homework expectations and supports to students and parents/guardians.

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

Adopted: February 24, 2010
Reviewed: December 12, 2012
Revised: April 24, 2019

COMPULSORY ATTENDANCE

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

A. A person who graduates from high school before their 17th birthday;

B. A person who has:
   1. Reached the age of 15 years or completed the 9th grade;
   2. Permission to leave school from that person’s parent;
   3. Been approved by the principal for a suitable program of work and study or training;
   4. Permission to leave school from the Board or its designee; and
   5. Agreed in writing with that person’s parent and the Board or its designee to meet annually until that person’s 17th birthday to review that person’s educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student’s parent may appeal to the Commissioner; or

C. A person who has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. An exception to the attendance in public school under this paragraph must be approved by the Commissioner.

Alternatives to Attendance at Public Day School

A. Equivalent instruction alternatives are as follows:

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

      a. A private school approved for attendance purposes pursuant to 20-A MRSA § 2901;
      b. A private school recognized by the department as providing equivalent instruction;
      c. A home instruction program that complies with the requirements of 20-A MRSA § 5001-A(3)(A)(4); or
      d. Any other manner arranged for by the Board and approved by the Commissioner.

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

Credit for Attendance at a Private School
A student shall be credited with attendance at a private school only if a certificate showing the name, residence and attendance of the person at the school, signed by the person or persons in charge of the school, has been filed with the school officials of the administrative unit in which the student resides.

Discontinuation of Home Instruction

If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent instruction alternative as provided for by law. The receiving school shall determine the placement of the student. At the secondary level, the principal of the receiving school shall determine the value of the prior educational experience toward meeting the standards of Maine’s system of Learning Results.

Excusable Absence

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

A. Personal illness;
B. An appointment with a health professional that must be made during the regular school day;
C. Observance of a recognized religious holiday when the observance is required during the regular school day;
D. A family emergency;
E. A planned absence for a personal or educational purpose that has been approved;
F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents’ student transfer agreement. “Education disruption” does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

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

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

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

Cross Reference: IHBG - Home Schooling JFC - Student Withdrawal From School/Dropout Prevention Committee JHB - Truancy

Adopted: July 8, 2009
Reviewed: January 23, 2013

TRUANCY

TRUANCY DEFINED
A student is truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA § 5001-A) and he/she:

A. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or
B. Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

ATTENDANCE COORDINATORS

In accordance with Maine law, the Superintendent shall appoint one or more attendance coordinators. The duties of the attendance coordinator include, but are not limited to:

A. Interviewing a student whose attendance is irregular and meeting with the student and the parents to determine the cause of the irregular attendance and filing a written report with the principal;
B. Filing an annual report with the Superintendent summarizing school year activities, findings and recommendations regarding truants;
C. Serving as a member of the dropout prevention committee; and
D. Serving as the liaison between the school and the local law enforcement agency in matters pertaining to student absenteeism under Maine law.

TRUANCY PROCEDURES

As required by law, the following procedure shall be followed when a student is truant.

A. The principal, upon determining that a student is truant, shall notify the Superintendent of the student’s truancy within five school days of the last unexcused absence.
B. Within in five school days of notification, the Superintendent/designee will refer the student who has been determined to be truant to the school’s student assistance team.
C. The student assistance team will meet to determine the cause of the truancy and assess the effect of the student’s absences, as well as any future absences for the student. If it is determined that a negative effect exists, the student assistance team shall develop an intervention plan to address the student’s absences and the negative effect of these absences.

An intervention plan may include, but is not limited to:
1. Frequent communication between the teacher and the family;
2. Changes in the learning environment;
3. Mentoring;
4. Student counseling;
5. Tutoring, including peer tutoring;
6. Placement into different classes;
7. Evaluation for alternative education programs;
8. Attendance contracts;
9. Referral to other agencies for family services; and
10. Other interventions including but not limited to referral to the school attendance coordinator, student assistance team, or dropout prevention committee.
Failure of the student or the student’s parent(s) to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student’s truancy.

D. The student and his/her parents/guardians shall be invited to attend any meetings scheduled to discuss the student’s truancy and the intervention plan.

E. If the Superintendent/designee is unable to correct the student’s truancy, the Superintendent/designee shall serve or cause to be served upon the parent(s) in hand or by registered mail a written notice that the student’s attendance is required by law. The notice shall:
   1. State that the student is required to attend school pursuant to 20-A MRSA §5001-A (the compulsory attendance law);
   2. Explain the parent’s right to inspect the student’s attendance records, attendance coordinator’s reports, and principal’s reports;
   3. Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with 20-A MRSA § 5053-A and will jeopardize the student’s status in the grade he/she is in;
   4. State that the Superintendent/designee may notify local law enforcement authorities of a violation of 20-A MRSA § 5053-A and the Department of Health and Human Services (DHHS) of a violation under and 20-A MRSA § 5051-A(1)(C); and
   5. Outline the plan developed to address the student’s truancy and the steps that have been taken to implement that plan.

F. Prior to notifying local law enforcement authorities, the Superintendent/designee shall schedule at least one meeting of the student assistance team as required by law and paragraph B of this policy and may invite a local prosecutor.

G. If after three school days after the service of the notice described in paragraph E of this policy the student remains truant and the parent(s) and student refuse to attend the meeting referred to in paragraph F, the Superintendent/designee shall report the facts of the unlawful absence to local law enforcement authorities. Local law enforcement may proceed with enforcement action against the parent unless the student is at once placed in an appropriate school or otherwise meets the requirements of the compulsory attendance law.

ANNUAL REPORT TO COMMISSIONER

The Superintendent shall submit an annual report regarding truancy to the Commissioner by October 1. The report must identify the number of truants in the school administrative unit in the preceding school year; describe the school unit’s efforts to deal with truancy; account for actions brought to enforce the truancy law; and include any other information on truancy requested by the Commissioner.

Legal Reference: 20-A MRSA §§ 5001-A; 5051-A-5054-A 22 MRSA § 4002

Cross Reference: JEA – Compulsory Attendance JFC – Dropout Prevention—Student Withdrawal from School JLF – Reporting Child Abuse and Neglect

Adopted: November 18, 2009
Revised: January 23, 2013
Revised: March 26, 2014

NEPN/NSBA Code: JFAA

ADMISSION OF RESIDENT STUDENTS
The RSU No. 5 School Department shall admit as students those of legal school age whose parents or guardians legally reside within the unit. Adequate proof of residence shall be required. The Board reserves the right to verify residency through appropriate means for any enrolled student or any family applying for enrollment.

“Residence” means bona fide residence—one’s actual residence maintained in good faith—and does not include a temporary or superficial residence established for the purpose of free school attendance in this system. It shall be considered the place where important family activity takes place—the place where the family eats, sleeps, relaxes and plays. It is a place which can be called a “home.” While it is possible for an individual to maintain property and pay taxes in more than one location or community, for purposes of student eligibility for school attendance, “residence” shall mean where the parent maintains a home.

Guardianship shall be substantiated by a copy of a court order or probated will appointing the resident as guardian of the student. No student shall be accepted for enrollment or allowed to continue in enrollment on the basis of guardianship established by a power of attorney.

Resident students entering school for the first time shall be admitted upon presentation of an original birth certificate to the Principal, along with a record of required immunizations and pertinent health records. Photocopies shall be made and retained in the student’s file.

New resident students who are transferring into the school system shall be admitted on the basis of age, health, behavior and academic records received from the previous school. However, original documentation may be required if deemed necessary to appropriately determine a student’s eligibility for enrollment and assignment.


Cross Reference: JFAB – Admission of Non-Resident Students

Adopted: March 24, 2010
Reviewed: January 23, 2013

NEPN/NSBA Code: JICC

STUDENT CONDUCT ON SCHOOL BUSES

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

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

In view of the fact that a bus is an extension of the classroom, the Board requires children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.
In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of the building Principal by the bus driver. The building Principal will inform the parents immediately of the misconduct and request their cooperation in checking the child’s behavior.

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

Legal Reference: 20-A MRSA Section 5401

Cross Reference: EEA - Student Transportation Services
Adopted: April 28, 2010
Reviewed: January 25, 2012
Reviewed: April 12, 2017

DRUG AND ALCOHOL USE BY STUDENTS

The RSU No. 5 Board of Directors and staff of the RSU No. 5 School Department support a safe and healthy learning environment for students which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

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

A. Prohibited Conduct

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

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

B. Disciplinary Action

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

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

D. Intervention

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

E. Policy Communication

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


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

Adopted: July 8, 2009
Revised: December 14, 2011
Reviewed: October 25, 2017

NEPN/NSBA Code: JICK

BULLYING

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

Bullying Prohibited

Bullying, including “cyberbullying,” is not acceptable conduct in RSU5 and is prohibited.

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

Definition of Bullying

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

Bullying

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

A. Has, or a reasonable person would expect it to have, the effect of:
   1. Physically harming a student or damaging a student’s property; or
   2. Placing a student in reasonable fear of physical harm or damage to his/her property;

B. Interferes with the rights of a student by:
   1. Creating an intimidating or hostile educational environment for the student; or
   2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

C. Is based on:
   a. student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
   b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Cyberbullying

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

Application of Policy

This policy applies to bullying that:

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

Consequences for Policy Violations

Students

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

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

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

School Employees and Others

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

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

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

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

Staff Training

RSU5 will provide professional development and staff training in bullying prevention and response.

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level. The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students,
BULLYING – ADMINISTRATIVE PROCEDURE

This procedure is intended as guidance for school administrators in carrying out their responsibilities when bullying is alleged to have occurred. It provides important definitions as well as steps for reporting, investigating and responding to allegations of bullying.

Bullying behavior alleged to be based on race, color, ancestry, national origin, sex, sexual orientation, religion or disability should be addressed under the procedures set forth in the Student Harassment and Sexual Harassment procedure, ACAA-R, rather than under this procedure.

Definitions
The following terms are defined in Maine law (20-A MRSA § 6554):

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

A. Has, or a reasonable person would expect it to have, the effect of:
   1. Physically harming a student or damaging a student’s property; or
   2. Placing a student in reasonable fear of physical harm or damage to his/her property;
B. Interferes with the rights of a student by:
   1. Creating an intimidating or hostile educational environment for the student; or
   2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
D. Is based on:
   1. student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
2. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

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

For the purpose of this policy, bullying does not mean mere teasing, put-downs, “talking trash,” trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane or does not interfere with students’ opportunity to learn, the instructional program or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy and/or responsible behavior in the classroom and the school environment.

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

Retaliation
“Retaliation means” an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes reporting that is not made in good faith on an act of bullying (i.e., the making of false allegations or reports of bullying).

School Grounds
“School grounds” means 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.

Alternative Discipline
“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.

Bullying Reports

Students and Parents/Guardians
Students who believe they have been bullied, or who have witnessed or learned about an act of bullying should report this behavior to the building principal.

Parents/guardians may report bullying on behalf of their children or when they have witnessed or are aware of the occurrence of bullying.
Reports of bullying may be made anonymously, but no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Any student who has been determined to have made a false report of bullying will be subject to disciplinary consequences.

**School Employees**
For the purposes of this procedure, “school employees” includes coaches, advisors for cocurricular or extracurricular activities and volunteers.

All school employees are expected to intervene when they see acts of bullying in progress and are required to report incidents of bullying they have witnessed or become aware of to the building principal as soon as practicable.

School employees who fail to report bullying or who have made a false report of bullying will be subject to disciplinary consequences up to and including termination, in accordance with any applicable collective bargaining agreement.

**Others**
Contractors, service providers, visitors or community members who have witnessed or become aware of bullying are encouraged to report such incidents to the building principal.

**Form of Reports**
Complaints or reports of bullying may be made orally or in writing, but all reports will be recorded in writing by school personnel authorized to receive complaints or reports, using the school unit’s reporting form (JICK-E1).

School employees are required to make reports of bullying to the principal in writing. Although students, parents and others, as identified above, may make bullying reports anonymously, all persons reporting incidents of bullying are encouraged to identify themselves.

Bullying reports may be made anonymously, but in no instance will action be taken against any person or organization affiliated with the schools solely on the basis of an anonymous report.

The building principal will forward a copy of the report to the Superintendent by the end of the next school day.

**Interim Measures**
The building principal may take such interim measures as he/she deems appropriate to ensure the safety of the targeted student and prevent further bullying and will inform the parents of the targeted student of measures taken.

**Investigation**
The principal will ensure that all reports of bullying and retaliation are investigated promptly and that documentation of the investigation, including the substance of the complaint or report and the outcome of the investigation is prepared and forwarded to the Superintendent within a reasonable period of time.
Response to Bullying by Students

If bullying has been substantiated, the building principal or designee as appropriate under the circumstances will determine the appropriate disciplinary consequences, which may include detention, suspension or expulsion; alternative discipline; remediation; and/or other intervention.

Alternative discipline includes but is not limited to:

A. Meeting with the student and the student’s parents;
B. Reflective activities, such as requiring the student to write an essay about the student’s misbehavior;
C. Mediation when there is mutual conflict between peers, rather than one-way negative behavior, and when both parties freely choose to meet;
D. Counseling;
E. Anger management;
F. Health counseling or intervention;
G. Mental health counseling;
H. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
I. Community service; and
J. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

If the bullying behavior appears to be a criminal violation, the building principal will notify local law enforcement authorities.

If bullying has been substantiated, the building principal will provide written notification to:

A. The parents/guardians of the targeted student, including the measures being taken to ensure the student’s safety; and to
B. The parents/guardians of the student found to have engaged in bullying, including the process for appeal.

All communications to parents must respect the confidentiality of student and employee information as provided by federal and Maine law and regulations.

Appeals

Any appeal of the building principal’s decisions in regard to consequences for bullying must be submitted, in writing, within 14 calendar days of the parental notification. The Superintendent will review the investigation report and actions taken and decide whether to sustain or deny the appeal. The Superintendent’s decision shall be final.

Cross Reference: ACAA-R – Student Harassment and Sexual Harassment Procedure JICK – Bullying JRA-R – Student Education Records and Student Information

Adopted: March 27, 2013
WEAPONS, VIOLENCE AND SCHOOL SAFETY

The RSU No. 5 Board of Directors believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

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

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

A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and numchucks;
B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
E. Willful and malicious damage to school or personal property;
F. Stealing or attempting to steal school or personal property;
G. Lewd, indecent or obscene acts or expressions of any kind;
H. Violations of the school unit’s drug/alcohol and tobacco policies;
I. Violations of state or federal laws; and
J. Any other conduct that may be harmful to persons or property.

Disciplinary Action
Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.
All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

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

The School Committee authorized the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

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

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

If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the School Committee may draw any reasonable inferences from the student’s behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

Legal References: 20 USCA § 8921 (Gun-Free Schools Act of 1994) 20-A MRSA §§ 1001 (9); 1001 (9-A); 6552 17-A MRSA §§ 2(9); 2(12-A) NEPN/NSBA Code: JICIA RSU No. 5 School Department Page 3 of 3

Cross Reference: ACAA-Harassment and Sexual Harassment of Students, ADC-Tobacco Use and Possession, EBCA-Crisis Response Plan, JICH-Drug and Alcohol Use by Students, JK-Student Discipline JKD-Suspension of Students JKE-Expulsion of Students JKF-Disciplinary/Removal of Students with Disabilities JIH-Questioning and Searches of Students KLG-Relations with Law Enforcement Authorities

Adopted: July 8, 2009
Reviewed: January 23, 2013

QUESTIONING AND SEARCHES OF STUDENTS

The Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

When special circumstances exist, including but not limited to a suspected ongoing violation of the Board’s drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.
Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Only locks provided by RSU5 may be used to secure student lockers.

Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used.

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

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, and/or other appropriate persons, any administrative procedure necessary to carry out this policy.

This policy and the accompanying procedure will be included in student/parent handbooks. Such administrative procedures shall be subject to Board approval.


Adopted: March 24, 2010
Reviewed: March 13, 2013
Revised: November 20, 2013

USE OF PHYSICAL RESTRAINT AND SECLUSION

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

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

I. DEFINITIONS.
The following definitions apply to this policy and procedure:

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

Physical restraint does not include any of the following:
1. **Physical escort:** A temporary touching or holding inducing a student to walk to another location, including assisting the student to the student’s feet in order to be escorted.

2. **Physical prompt:** A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.

3. **Physical contact:** When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.

4. **A brief period of physical contact necessary to break up a fight.**

5. **Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.**

6. **The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.**

7. **The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.**

8. **Restraints used by law enforcement officers or school resource officers employed by a police department in the course of their professional duties are not subject to this policy/procedure or DOE Rule Chapter 33.**

9. **DOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.**

### B. **Seclusion**

The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

**Seclusion does not include:**

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

### II. PROCEDURES FOR IMPLEMENTING PHYSICAL RESTRAINT AND SECLUSION.

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

### III. ANNUAL NOTICE OF POLICY/PROCEDURE.

RSU5 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee.

### IV. TRAINING REQUIREMENTS.

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

#### B. RSU5 will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent’s Office, in each school office and in the school unit’s Emergency Management Plan.

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

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

Legal Reference: 20-A M.R.S.A. §§ 4502(5) (M); 4009 Me. DOE Rule, Ch. 33 (April 2013)


Adopted: June 24, 2009
Reviewed: March 24, 2010
Revised: January 26, 2011
Revised: November 28, 2012
Revised: June 12, 2013

IMMUNIZATION OF STUDENTS

All students who enroll in the RSU No. 5 School Department schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, varicella, mumps and rubella.

Pre-Kindergarten students must have a certificate of immunization or evidence of immunization against IPV, MMR, Varicella, and polio.

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

A. The parents/guardians provide to the school written assurance that the child will be immunized within 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or
B. The parents/guardians provide a physician’s written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or
C. The parents/guardians state in writing each year that immunization is contrary to their sincere religious or philosophical beliefs.

The Superintendent shall exclude from school activities any non-immunized student when there is a clear danger to the health of others as provided by law.
The Superintendent/designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

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

Cross Reference: JLCC – Communicable/Infectious Diseases JRA – Student Educational Records

Adopted: July 8, 2009
Reviewed: October 26, 2016

COMMUNICABLE/INFECTIOUS DISEASES

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

All students under quarantine shall be excluded from school and school activities. Quarantine regulations established by the Bureau of Health shall be observed. The school nurse shall be responsible for notifying the local health department of all students having a communicable disease as required by law and Department of Education rules. The building principal shall be notified of all communicable disease cases and contacts in the school.

Students who have other types of communicable diseases shall be excluded from school as prescribed by law, or shall observe other protective procedures according to recommendations issued by the Maine Center for Disease Control and Prevention and in accordance with laws of confidentiality.

When a student returns to school after having had a communicable disease, a certificate from the attending physician may be required. The building principal and/or the school nurse must give permission before the student is readmitted to class.

Legal Reference: 5 MRSA § 19201 ets.eq. 20-A MRSA §§ -1001.1 I-A-- 6301 22 MRSA § § 8-0 1,- 80211, 806, 823, 824

Adopted: July 8, 2009
Revised: March 24, 2010
Reviewed: October 26, 2016

ADMINISTRATION OF MEDICATION TO STUDENTS

The Board discourages the administration of medication to students during the school day when other options exist, but recognizes that in some instances it may be necessary for a student to have medication administered to him/her while the student is in attendance at school. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.
The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student self-administration of emergency medication for Asthma, Anaphylaxis and Diabetes.

This policy does not apply to medical marijuana, which is addressed in RSU No. 5 Board’s policy JLCDA, Medical Marijuana in Schools.

The Board encourages collaboration between parents/guardians and the schools in matters involving student medication.

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

I. DEFINITIONS

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

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

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

"Individual Health Plan" means a plan developed by the school nurse, student and family to provide care coordination and facilitate the management of the student’s health condition in the school setting and to inform school educational plans.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s health care provider. For the purpose of this policy, "medication" does not include medical marijuana.

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

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

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

"Unlicensed school personnel" are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL
A. Parental Request

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

Requests shall be valid for the current school year only.

B. Health Care Provider’s Order

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

1. Student’s name
2. Name of the medication
3. Dose
4. Route of administration (e.g., tablets, liquid, drops)
5. Time intervals for administration (e.g., every four hours, before meals)
6. Special instructions; and
7. Name of the prescribing Health Care Provider

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

If the student’s parent or health care provider indicates that he/she does not want a medication administered by unlicensed personnel, a meeting or telephone conference will be held involving the school nurse, the building administrator, the parent(s), and appropriate professionals to discuss alternative options for administration of medication to the student.

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

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

D. Delivery and Storage of Medication
The student’s parents shall deliver any medication to be administered by school personnel to the school in its original container and properly labeled. In the event that this is not practical, the parent must contact the school to make alternate arrangements. The parent is responsible for the replenishment of medication kept at school.

The school nurse is responsible for accepting all medications, and will determine the amount of medication that will be kept at school to manage the student’s health condition.

Scheduled medications (regulated by the Federal Narcotics Act) will not be accepted at school unless it is part of a student’s Individual Health Plan agreed upon by the physician, parent, school nurse and administrator.

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

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

E. Recordkeeping

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

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

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

Records shall be retained according to the current State of Maine schedules pertaining to student health records.

F. Confidentiality

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

G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.
The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

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

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

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

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

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

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

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

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

I. Student Self-Administration of Emergency Medications for Asthma, Anaphylaxis and Diabetes.

Students with these emergency conditions may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication during the school day, field trips, school-sponsored events, or while on a school bus. This authorization will be granted if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) provides a written request for the student to possess and self-administer emergency medication.
2. The student must have the prior written approval from his/her primary health care provider. The written notice from the student’s primary care provider must specify the
name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.

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

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

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

Authorization granted to a student to possess and self-administer Emergency Medication for Asthma, Anaphylaxis and Diabetes shall be valid for the current school year only and must be renewed annually.

A student’s authorization to possess and self-administer these medications may be limited or revoked by the building principal after consultation with the school nurse and the student’s parents if the student demonstrates inability to responsibly possess and self-administer such medication.

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

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

J. Administration of Over-the-Counter Medications

With prior written parent permission, students may receive certain over-the-counter medications at school, e.g., Tylenol, Ibuprofen, Tums, cough drops, etc. pursuant to a standing order from the school physician/school health advisor.

K. Required Training of Unlicensed Personnel to Administer Medication

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

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

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

L. Delegation and Implementation

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

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by Schedule II of the Controlled Substances Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications including the standards for the signs and symptoms of anaphylaxis and the use of epinephrine auto-injectors for students with known anaphylaxis allergies;
6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.

Legal Reference:

Cross Reference: JLCD-E – Medication Administration on School Field Trips (Me. DOE), JLCDA – Medical Marijuana in Schools

Adopted: July 8, 2009
Revised: December 8, 2010
Revised: May 24, 2017

REPORTING CHILD ABUSE AND NEGLECT

I. DEFINITIONS

A. Child abuse or neglect. Child abuse or neglect is defined by Maine law as “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation,
deprivation of essential needs or lack of protection from these, or failure to ensure compliance with school attendance requirements under Title 20-A (specifically when a child who is at least seven years of age and has not completed grade six, has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year).

B. Person responsible for the child. A "person responsible for the child" means a person with responsibility for a child’s health or welfare, whether in the child’s home or another home or a facility which, as part of its function, provides for the care of the child. It includes the child’s parent, guardian or other custodian. II.

II. EMPLOYEES’ DUTY TO REPORT

A. Any employee of the school unit who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the building administrator or other designated agent.
   1. In addition to notifying the building administrator or other designated agent, the employee may also make a report directly to the Department of Health and Human Services (DHHS) or the District Attorney (See also Section III.B which provides further information about reporting to DHHS and/or the District Attorney).

B. If the reporting employee does not receive written confirmation from the building administrator or other designated agent within 24 hours of his/her report that a report has been made to DHHS and/or District Attorney, the employee shall make an immediate report directly to DHHS and, if the person suspected is not a person responsible for the child, to the District Attorney. In such cases, the employee shall then complete a copy of the Suspected Child Abuse and Neglect Reporting Form (JLF-E).

C. If the reporting employee does receive written confirmation from the building administrator or other designated agent within 24 hours of his/her report (which is a copy of the Suspected Child Abuse and Neglect Reporting Form (JLF-E), he/she shall sign the form as acknowledgement that the report was made and return it to the building administrator.

III. ADMINISTRATOR REPORTING AND CONFIRMATION DUTIES

All building administrators, other building designee, and the Superintendent are designated agents to make child abuse and neglect reports.

A. If a building administrator/other building designee receives the report, he/she shall notify the Superintendent immediately.

B. The building administrator/other building designee shall then make a verbal and written report(s) of suspected abuse or neglect to DHHS. In addition, if the person suspected is not the parent, guardian or other custodian of the child, the building administrator/other building designee shall also make a report to the District Attorney.
   1. The law requires the reporting employee to make his/her own report to DHHS and/or the District Attorney if he/she has not received confirmation within 24 hours that such a report has been made by the building administrator/other building designee.

C. The person making the report to DHHS and/or the District Attorney shall complete the Suspected Child Abuse or Neglect Form (JLF-E).

D. The building administrator/other building designee shall provide a copy of the Suspected Child Abuse or Neglect Form to the reporting employee within 24 hours of the employee’s initial report. The reporting employee shall sign the report and return it to the building administrator.
E. The form will be forwarded to DHHS and/or the District Attorney, and shall be retained by the school unit for ten years, as specified in the Maine Archives Rules, along with any other information relevant to the case.

IV. INTERNAL INVESTIGATIONS AND DISCIPLINE

A. Employees. If the person suspected of abuse or neglect is an employee, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies, collective bargaining contracts, and federal and state laws.

B. Students. If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies and federal and state laws.

V. INTERVIEWS OF CHILD AND SCHOOL PERSONNEL

DHHS personnel shall be permitted to meet with and interview the child named in the report when the child is present at the school as provided in this section. The building administrator or designee shall:

A. Require the DHHS employee requesting to interview the child to provide written certification that in the Department’s judgment, the interview is necessary to carry out its duties;

B. Require the DHHS caseworker to discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child’s teacher or guidance counselor or the school nurse, social worker or building administrator, as the caseworker determines is necessary to provide needed emotional support to the child prior to and following the interview;

C. Not place conditions on how the interview is conducted, including, but not necessarily limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; and requiring notice to or consent from a parent or guardian.

D. Provide an appropriate, quiet and private place for the interview; and

E. Not disclose any information about DHHS’s intention to interview the child except to school officials or the school’s attorney who need the information to comply with the interview request.

VI. CONFIDENTIALITY OF INFORMATION AND RECORDS

All records, reports and information concerning alleged cases of child abuse and neglect shall be kept confidential to the extent required by Board policies and applicable law. The building administrator/designee is permitted to release a child’s school records without prior consent of the parent/guardian to DHHS or law enforcement officials as necessary to protect the health or safety of the child or other individuals under federal law.

VII. GOOD FAITH IMMUNITY FROM LIABILITY

Any person who in good faith reports, assists DHHS in making the child available for an interview, or participates in the investigation or proceedings of a child protection investigation is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made and the person knows the report is false.
VIII. Any RSU No. 5 employee who is required to make a report shall, at least once every four years, complete mandated training approved by the Department of Health and Human Services (DHHS). The Superintendent/designee will be responsible for documenting employee training.


Cross Reference: ACAA – Harassment and Sexual Harassment of Students JLF-E – Suspected Child Abuse and Neglect Report Form JRA – Student Records

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STUDENT EDUCATION RECORDS AND INFORMATION

RSU No. 5 shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

A. Directory Information
RSU No. 5 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. RSU No. 5 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

B. Military Recruiters/Higher Education Access to Information
Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU No. 5 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

C. Information on the Internet
Under Maine law, RSU No. 5 shall not publish on the Internet any information that identifies a student, including but not limited to the student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents’ names, without written parental consent.

D. Transfer of Student Records
As required by Maine law, RSU No. 5 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

E. Designation of Law Enforcement Unit
School units may disclose student education records without parental consent to personnel of its law enforcement unit, provided that they have been designated as school officials with legitimate educational interests for the purpose of compliance with FERPA.

The Board hereby designates its School Resource Officer, Freeport Police Department, Cumberland County Sheriff’s Department and the Androscoggin Sheriff’s Department as RSU No. 5’s law enforcement unit for the purpose of disclosure of student education records under FERPA.

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

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


Cross Reference: JRA-E – Annual Notice of Student Education Records and Information Rights, JRA-R – Education Records and Information Administrative Procedure, ILD – Student Surveys

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parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of $.20 per page.

B. Amendment of Records
Parents/eligible students may ask RSU No. 5 to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

C. Disclosure of Records
RSU No. 5 must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information
RSU No. 5 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Parents/eligible students who do not want RSU No. 5 to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

2. Military Recruiters/Institutions of Higher Education
Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU No. 5 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want RSU No. 5 to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests
Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by RSU No. 5 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom RSU No. 5 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units
As required by Maine law, RSU No. 5 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

5. Health or Safety Emergencies
In accordance with federal regulations, RSU No. 5 may disclose education records without prior written consent in a health and safety emergency to any person whose knowledge or the information is necessary to protect the health or safety of the student or other individuals.

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

D. Complaints Regarding School Department Compliance with FERPA
Parents/eligible students who believe that RSU No. 5 has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

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

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