

## **MSAD #70 MISSION STATEMENT**

The purpose of MSAD #70 is to give graduates the tools to develop and succeed in their life goals, to promote an environment where the community can share ideas and information, and to provide employees with an environment that encourages them to maximize their professional development.

## **MSAD #70 SHARED VISION FOR FUTURE**

Our school is an open and welcoming place where students, staff, parents, and community members work together to provide quality education in an environment that is physically, socially and emotionally safe. The buildings have adequate space and are equipped with up-dated materials, libraries, laboratories, and current technology. Our school serves as a focal point for the community, responding to its needs. It not only receives from, but also gives back to the community.

Our students accept responsibility for their own education demonstrated by their respect for self-consideration of others and development of the academic skills they will need to become successful adults. Students receive a comprehensive education grounded in basic skills, with opportunities to explore a variety of disciplines. Students have individual needs and goals, and we strive to address those needs and goals in an equitable and individual manner.

Educators at MSAD #70 perceive themselves as a community of learners who are committed to continuing professional development to refine and extend their knowledge and skills. They are approachable, open-minded, and flexible in their relationships with colleagues, students and community members, and enthusiastic and creative in meeting the needs of a diverse student population. They receive the respect of the community for their dedication, their hard work, and their commitment to the success of their students and school. The district encourages and fosters the continuing professional development of all it employees.

The community understands that a well-trained and well-educated graduate is an investment in the economic future of the area. The community is an integral force in promoting and maintaining the quality of education by providing resources and participating in an active partnership with the school. Residents are encouraged to share their time, their expertise and their enthusiasm. The school is a center for the continuing educational and social needs of the community.

Graduates of MSAD #70 have received the training necessary to advance. They have a positive self-image and understand the importance of a well-found lifestyle. Our graduates have mastered the skills needed to make responsible decisions and become productive citizens.

## **M.S.A.D. #70 Code of Conduct**

### **INTRODUCTION**

The MSAD #70 Board of Directors are committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

To achieve this goal, MSAD #70 has established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior.

### **MSAD #70 Core Values**

- Fairness
- Compassion
- Honesty
- Responsibility
- Respect and
- Courtesy

The board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

The Board adopts this Student Code of Conduct (“Code”), consistent with the requirements of 20-A M.R.S.A. 1001 (15) (Adoption of Student Code of Conduct)

The Code applies to students who are on school property, who are 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.

### **Statement of MSAD #70 Values and Standards for Ethical and Responsible Behavior**

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

- Fairness
- Compassion
- Honesty
- Responsibility
- Respect and
- Courtesy

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

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

**DOES:**

Seek to strike a balance between the needs of the individual and the needs of the community

Understand the difference between justice and vengeance

Treat others the way he/she would like to be treated

Exhibit impartial and even-handed treatment of others

Listens to all sides

A person who is **COMPASSIONATE**

**DOES:**

Treat all other people with kindness

Possess an ability to empathize with others

Recognizes when others have been hurt and lends a helping hand

A person who is **HONEST** in all academic endeavors and relationships

**DOES:**

Seek to speak the truth, respectfully

Recognize that trust is an essential component of all relationships

Interact with others in a sincere and genuine manner

Acknowledge his/her own shortcomings

A person who is **RESPONSIBLE**

**DOES:**

Take care of personal and school property

Acknowledge making a mistake

Answer for personal actions or failures to act

**DOES NOT:**

Engage in malicious criticism

Attempt to further one's own interests at the expense of others

Show favoritism

**DOES NOT:**

Tease or taunt others

Seek to judge others

Seek to draw attention to another's shortcomings

Purposely hurt others

**DOES NOT:**

Seek to steal from others or cheat

Plagiarize the work of others

Engage in secretive, fraudulent or manipulative behavior

**DOES NOT:**

Rationalize or make excuses for unacceptable behavior or evade the consequences of personal actions or blame others

Report harmful, hateful, or dangerous behavior to an adult

A person who is **RESPECTFUL** and **COURTEOUS** of self and others

**DOES:**

Appreciate diversity

Tolerate views and beliefs that differ from one's own

Support and contribute to a healthy and safe environment

Seek to understand others

Respect other's space and needs

Speak calmly and kindly to others

**DOES NOT:**

Participate in activities that have the potential to cause physical or emotional harm

Make derogatory statements about another's gender, sexual orientation, ethnicity, socio economic class, religion, disability, intellect, or appearance

## **MAKE-UP WORK**

Students who are absent from school, due to excusable reasons, will be allowed two days for each day absent for make-up work to be completed. Written assignments will be given for all assignments missed – oral or written. \*Students who have been given permission for an extended absence must request work from their teacher(s) well in advance of the departure date (no less than one week, preferably two weeks).

## **EXCUSED ABSENCES**

Sufficient excuse as determined by MSAD #70 will be the following:

1. Illness of the student – if illness is chronic (more than three absences in a quarter) a note from the doctor may be required. We encourage regular well-care visits to the family's physician.
2. Death in the family or that of a close friend.
3. Inclement weather contributing to hazardous travelling conditions.
4. Emergencies that may arise within the immediate family.
5. Professional appointments that cannot be scheduled around the school day.
6. Observance of recognized religious holidays when the observance is required during a regular school day.
7. Planned absences for personal or educational purposes that have been approved by administration in advance. **(A Planned Absence Approval Form, from the office, must be completed prior to trip.)**

**Please remember all medications must be brought to school by a parent/guardian. The medication must be in the correct pharmacy dispensed bottle with instruction for administration. The medication may be dropped off at school as early as 8:00 a.m.**

## **EXCUSABLE TARDINESS**

1. Inclement weather contributing to hazardous traveling conditions.
2. Late buses.
3. Illness of the student-if illness is chronic (more than three days tardy in a Quarter) a note from the doctor may be required.
4. Emergencies that may arise within the immediate family.

## **UNEXCUSED ABSENCE/\*TARDY**

Students having an unexcused absence or tardy will not be allowed to make up work missed during their absence. They **will receive a zero for all subject material** due or taken for the time frame missed.

## **MISSING ASSIGNMENTS**

If a student does not pass in assignments when they are due, it is left to the discretion of the teacher, depending on the situation, as to whether the student will be given extra time to make up the assignment. A maximum of two days will be allowed for the assignment to be passed in. **This does not include missing assignments due to illness.**

## **ARRIVALS**

The school doors will open at 7:40 and supervision will begin at that time. Walkers, bicycle riders and students dropped off by parents are not to arrive before 7:40 a.m. **All persons entering the building for any reason must report to the office upon entrance into the building.**

## **DISMISSALS**

All dismissals will be done through the principal's office. Parents are not allowed to go to the classroom to dismiss a child.

Students needing to be dismissed before the end of the day need to bring a note to their teacher **in the morning** stating the time and reason for the dismissal.

Students picked up by parents will be excused after all buses have left the yard. The time for this dismissal is usually around 2:35.

## **USE OF SNOWSLEDS / FOUR WHEELERS**

As Maine law states, no student under the age of 14 may cross public roads with a snow sled. Also, no student younger than 16 years of age is permitted to cross public roadways with a four-wheeler.

Students who meet these age requirements will be directed as to where they may park their snow sled or four-wheeler.

## **SCHOOL CANCELLATION**

School cancellation announcements may be heard on WHOU 100.1 FM or seen on Channel 2.

It will also be posted on the MSAD #70 website.

## **IMPORTANCE OF ATTENDANCE**

The importance of regular daily attendance for success in academic endeavors cannot be over emphasized. Make-up work is never sufficient to correct the loss of academic learning since class discussion, films, experiments, etc., are next to impossible to make up. Although the Board of Directors realizes that occasional absences from school are necessary when illness occurs, these instances must be kept to an absolute minimum. The following policy is intended to promote good attendance habits:

Students will be permitted no more than nine (9) absences in a semester or eighteen (18) absences in a school year. Should a student exceed these absences, he/she may be required to attend and successfully complete summer school, after-school program, or school that is in session on Saturdays or vacations that has been approved by the administration. This will be at the parents' or guardians' expense and a list of tutors will be made available.

When a student has accumulated eight (8), fifteen (15) or eighteen (18) absences, the parent or guardian will be notified of the absences and of the school's policy regarding absenteeism.

When a student exceeds nine (9) or eighteen (18) absences, the student and parent or guardian may have a hearing before a committee composed of the administration, guidance counselor (when available), special services director (when appropriate), and teacher(s). The committee shall have the authority to either deny or grant promotion to the next grade based upon the facts presented ex.; special circumstances, proof of successful tutoring.

## GRADING SYSTEM

Ranks and Honor Roll Report cards will be issued approximately every twelve weeks with mid-trimester grades issued halfway through each trimester. Each time grades are posted, either mid-trimester or end of trimester, eligibility for extracurricular activities will be determined. For sports eligibility, Mill Pond students may not be failing any classes.

The following ranking system will be used for students in grades 3 to 6: A 95-100 A- 90-94 B 85-89 B- 80-84 C 75-79 C- 70-74 F Any grade below 70

Honor Roll and High Honor Roll are announced at the end of each trimester.

Grade requirements are as follows: High Honor Roll (90% or higher in every subject)

Honor Roll (No subject lower than 85%)

Students in grades pre-K to 2 will be evaluated on the following system:

### Classes that meet weekly:

4 – Exceeds the standard

3 – Meets the standard

2 – Partially meets the standard

1 – Does not meet the standard

\*I = Incomplete (Students have two weeks from a Progress Report or the Trimester to make up any missing work.)

With the exception of health, classes that meet once a week (ex. physical education, art, music, band, chorus) will be given a grade corresponding with a 4, 3, 2, or 1 as stated above.

## TUTORIAL SERVICES

If a student is failing any class, including classes that meet only weekly, the student may be required to attend the after-school program or summer school.

## HOMEWORK

We do give our students homework. The amount of homework is based on the age of the student. We believe homework is beneficial to the students for three reasons:

1. To provide independent practice in material that has been covered during the class.
2. To provide a challenge for independent in-depth studies in a topic of specific interest to the student or assigned by the teacher.
3. To provide additional practice in areas that the student might need remediation.

If a student has difficulty with the homework, **it is the responsibility of the student to seek help from the teacher prior to class.** There is time each morning before school starts when teachers are in their classroom and are willing to offer assistance.

## TEXTBOOKS

Textbooks are one of the most expensive items in any school budget. It is the responsibility of each student to prevent the loss or damage of all schoolbooks entrusted to his/her care. If a student loses a book, a second book will not be issued until a satisfactory arrangement has been made with the school administrator. Payment of lost or damaged books will generally be based on the following format: New Book = Full Price, Excellent Condition = 75%, Good Condition = 60%, Fair Condition = 40%, Poor Condition = 20%.

## MISSING BOOKS OR DAMAGED SCHOOL PROPERTY

School textbooks are extremely expensive; therefore, schoolbooks must always be protected with a satisfactory covering. There will be consequences issued if the textbook is not covered.

Students and their parents are monetarily responsible for any lost books or property damage caused by their child. Special arrangements for payment can be made with the principal. **Students will not be issued a report card or be promoted until M.S.A.D. #70 is reimbursed for the damaged property or lost textbook.**



## **MILL POND SCHOOL HOT LUNCH PROGRAM**

August 30, 2023

Dear Parent / Guardian,

We are pleased to announce that under the Community Eligibility Provision (CEP), all students at Mill Pond School will receive free breakfast and free lunch for the 2023-2024 school year. It is necessary for you to complete the attached sheet and return it to school so we will continue to be eligible for this important food service program.

If you have any questions please call Carol Quint at 532-9228.

Sincerely,  
Matthew Oliver  
Principal

## STUDENT DRESS CODE

The primary responsibility for dress and appearance will be invested with students' parents or guardians. The school reserves the right to prohibit extreme hair style or manner of dress which creates disorder in the classroom or presents a hazardous condition in school activities.

Personal appearance will not be allowed to disrupt the educational process, call attention to the individual, violate federal, state, or local laws; or effect the welfare and safety of students and staff members.

The dress code also forbids articles of clothing that promotes, advertises, or mentions anything associated with drugs, including alcohol, tobacco products, vaping or words depicting a violent or sexual nature. Anything that is vulgar, obscene, rude, lewd or aimed at a specific group or individual is prohibited. Anything that denotes a "gang" mentality is prohibited.

Pants must be worn fastened and at the waist. Tops that expose the midriff when arms are raised are not allowed. Skirts, dresses, and shorts must be "fingertip" length when a student's arms are placed at his/her sides. Underclothing shall not be visible at any time. Biking shorts may only be worn under shorts, skirts or dresses.

See-through tops, strapless, spaghetti-strap, low-cut clothing or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited. (ex. halters, backless dresses or tops, tube tops, tank tops (unless layered), muscle shirts or other clothing that the administration deems distracting.) Again, underclothing shall not be visible at any time.

Clothing with rips, tears, or holes above the knee is considered unacceptable for school. Also, students are not to wear pajamas to school.

The wearing of hats, caps, head wear, or sunglasses is prohibited in the building. These items must be removed upon entering the building.

Any article of jewelry considered to be a safety hazard is prohibited. (ex. heavy chains, chokers, and spiked or studded jewelry) Hoop earrings are not to be worn during gym class or at recess time.

The administration may find the need to add to this list as the need arises and trends change. In cases where there are changes, the administration will discuss the situation with the student. Under these circumstances, a warning will be given for the first infraction.

The dress code applies at any function in which the student represents the school, including concerts, dances, graduations, field trips, club trips, etc.

We would ask parents of pre-kindergarten, kindergarten, first and second grade students to **always** pack an extra set of clothing (including underwear) in your child's backpack.

For students in pre-kindergarten through grade four, **sandals are not to be worn on the playground.** Please send sneakers and socks for recess or the after-school program.

## **LIBRARY**

You have a beautiful library in MSAD #70. Students are always expected to conduct themselves in a respectful and orderly manner. The library is for quiet reading, research, computer searches, study and small reading groups. Students must have permission from their teacher and the librarian to be in the library when they are not scheduled to be there. Students are not allowed in the library before school, at recess or during lunch period. Lost or damaged books are the responsibility of the student and they will be required to pay the replacement cost. No new books will be issued until lost or damaged books are paid for. The misuse of computers will result in the student losing privileges. If it becomes necessary to remove a student from the library because of inappropriate behaviors and disruptions, they may lose their library privilege for up to the remainder of the year depending on the seriousness of their acts.

## **COMPUTERS**

There are computers in the WRITING lab and all classrooms. Students are not allowed in these areas without direct supervision of a volunteer or their classroom teacher. Permission for use of internet needs to be signed yearly.

## **SMOKING ON SCHOOL PREMISES – Students (file JFCF)**

The possession or use of tobacco products in any form is prohibited in all school buildings, transportation vehicles and on school grounds at all times

## **JUST SAY “NO” TO DRUGS & ALCOHOL**

The sale, possession, or use of alcohol or other drugs on school district property, including school buses, is expressly forbidden. Students will not be permitted to remain on school premises when under the influence of alcohol, drugs or other mind-altering substances.

Violators will be subject to disciplinary action according to school district policy and may be reported to the appropriate law enforcement agencies for possible legal action.

## **FIRE DRILLS**

Fire drills are held at frequent intervals during the school year. Instructions for these drills are posted in each room. Remember these basic rules.

- . At the alarm, rise and face the teacher.
- . Wait for teacher’s command before moving out.
- . Leave books and other materials on the desk.
- . Do not stop anywhere for anything whatsoever.
- . Leave the room in an orderly single file.
- . Walk quickly, but do not run.

## **VANDALISM, PROPERTY DAMAGE**

Constructing and/or maintaining our school building and equipment is a significant cost to taxpayers. Students who destroy or vandalize will be required to pay for damages. If a student willfully destroys school property, suspension and subsequent expulsion may be necessary. If a student damages something by accident, they should report it to a teacher or the office immediately so that it may be investigated.

If a student defaces school property, they will be asked to clean up the mess and will be supervised during this time. Students are not allowed to put stickers in their lockers. Also, tape may not be used to secure things to lockers. The lockers are metal and magnets secure things to the lockers nicely. Also, "stretchy" book covers are not to be used on books belonging to the school.

## **SAFEGUARDING VALUABLES**

Students should not bring large sums of money to school. If for some reason they need to, the student needs to give it to the teacher to hold for them until the end of the day. The school is not responsible for the loss of money or valuables.

Toys and cards are not allowed at school, but in the event a student may bring a toy or cards from home, **the school will not be responsible for damaged or stolen items.**

## **USE OF TELEPHONE**

The school phone is not to be used by students except in emergencies and with permission of the main office.

## **CELL PHONES**

Cell phones must always be left in the students' locker. Cell phones must be turned off while the student is at school or on the bus. The school will not be held responsible in any way for damage or theft of a student's cell phone.

## **PERFUMED SPRAYS**

Due to the increasing number of staff members and students who are allergic to perfume (ex. perfumed aerosol deodorants, scented body sprays such as Axe), these items will not be allowed to be sprayed in hallways, locker rooms, classrooms, restrooms, on busses, or any other confined space. Use of these sprays will result in disciplinary action.

## **LOST & FOUND**

Misplaced items that are found must be taken to the principal's office. Money found must be turned in to the office immediately, where it will be held for ten school days. If unclaimed, the money will be returned to the finder. Articles of clothing will be placed on a table in the main corridor the last day of school before major breaks. Articles unclaimed will be donated to charity.

## **FIELD TRIPS, CLASS TRIPS, BASKETBALL GAMES, AND OTHER**

### **ACTIVITIES HERE AT SCHOOL OR ANOTHER LOCATION**

Students must be in good academic standing and have a good behavior record before he/she will be allowed to participate in class trips, field trips, or other special activities. We strive to assist our students in becoming responsible citizens who represent our school well. These events are privileges the students must earn.

Students acting inappropriately during a school event will be removed from the event and a consequence may be issued. If the event is at a location other than our school, the parent may be called to pick the child up and a consequence will be discussed with the parent and student the following school day.

A student with an unexcused absence in the morning **may not** be allowed to attend an afternoon event, but may use this time to make up work missed in the morning.

## **PROMOTION, RETENTION AND ACCELERATION OF ELEMENTARY STUDENTS – file IKE**

MSAD #70 requires standard levels of achievement for students at each grade level. A student may be retained if they do not reach this level of achievement. Retention may also be used occasionally for a child who is not sufficiently mature socially, emotionally, mentally or physically. Whenever possible, retention will be accomplished before the child leaves the primary grades. Retention will only be considered after other options have been pursued and parents informed. Whenever it is possible and advisable, the child will be assigned to a different teacher for the second year in that grade. No more than two years in one grade will be permitted and a student will be retained no more than twice in grades K-5.

Although MSAD #70 acknowledges that the benefits of retention in grades 6-8 must be convincing, retention may happen if the student can be expected to significantly benefit from the retention. When considering a student for retention, teacher, parents or guardians, counselor and principal will meet to discuss whether retention would benefit the student.

Factors that will be weighed in considering a student for retention will include the student's:

- current level of academic achievement
- past academic records and achievements
- age and level of physical, social and emotional maturity, motivation, attitude and
- behavior in school
- attendance patterns and records
- previous retentions
- what special services (chapter 1, special education, speech, etc.) has this child received

In Pre-K through grade 6, in order for a student to be promoted to the next grade, they must fulfill the requirements on page 5 of the handbook. There cannot be any projects or assignments incomplete. Students considered for retention will be identified as early as possible in the school year and no later than the mid-point of the third trimester.

The principal, working with the parents and staff, will make the final decision on retention. Should the child's parent or guardian wish to appeal a retention decision, the principal will aid them on contacting the superintendent or designee to initiate the appeal. Should the appeal not be resolved, the parent or guardian may then appeal to the Board and will be heard in executive session.

Acceleration or double promotion will be used in rare or extreme cases. The final decision will be made by the school principal after considering the judgment of the parents, classroom teacher(s), and other involved professional staff. Whenever it involves a student going to the high school, the high school principal and guidance counselor will be involved in the decision.

## **NOTICE TO PARENTS OF STUDENTS RIDING SCHOOL BUSES**

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

The driver of the school bus assumes a very heavy responsibility when he/she transports your child. He/she needs your complete cooperation in order to assure the safety of all the children on their bus. Please help him/her protect your child by reviewing the following rules and discussing them with your child.

### **MEETING THE BUS**

**All students must be on time, the bus cannot wait. Students should walk, not run, when crossing the road. Students should not stand in the road while waiting for the bus. Students need to wait until the bus has completely stopped before approaching the bus.**

### **ON THE SCHOOL GROUNDS**

Students must obey teachers on duty while waiting for the bus. Failure to obey teachers on duty can result in suspension of bus privileges.

### **ON THE BUS**

Students will obey the driver promptly and respectfully. The bus driver is in full charge of the bus and the students. Students may be assigned a seat on the bus. Students will abide by the following rules:

- Students are prohibited from spraying deodorant, perfume, cologne, etc. on the bus.
- Students will be responsible for any damage to seats or equipment.
- Students must be seated and facing forward at all times with arms inside the bus. Arms and feet must be out of the aisle.
- Student conversation must be appropriate and at a normal level of conversation.
- The use of foul and inappropriate language is prohibited and may result in immediate dismissal.
- Students must treat others with courtesy.
- Snatching and throwing of any item is prohibited.
- Do not throw paper or trash on the floor.
- Students may bring I pods, etc. on the bus, but Headphones/earbuds must be used.
- Bus drivers should always be addressed respectfully. The driver oversees the bus.
- Drugs, intoxicating beverages, and smoking on the bus are reasons for immediate dismissal. Fighting, pushing and intentional tripping on the bus are reasons for immediate dismissal.
- No snack, etc. open on the bus at any time. We have students with severe allergies to food. Profane language directed at the driver or bus monitor is reason for immediate dismissal.
- If a student loses bus privileges, he/she may not ride the bus to any field trip, sporting, etc. A parent may transport the child to and from the field trip.
- Cell phones are to be put away on the bus. They may not be used for listening to music or playing games.

### **LEAVING THE BUS**

Students should remain seated until the bus STOPS. When crossing the road, students should go in front of the bus, checking to make sure the road is clear. Students will not be left at any spot other than their home or at school without the parent's consent.

Any student failing to obey these rules will be reported to the school principal and given a warning slip which must be signed by a parent or guardian and returned to the principal the next day. Disobedience of the rules will lead to suspension of bus riding privileges. The right of students to ride the bus is conditional on the observance of these rules. Suspension from school bussing does not excuse the student from attending school. In such cases, parents are personally responsible for transportation.

Absences will be unexcused. **Students who are suspended from riding the bus may not ride the bus for field trips or athletic events.**

## **SPECIAL EDUCATION**

Special Education is a mandated program designed to meet the special needs of qualifying students. This program is funded through local, state, and federal money. MSAD #70 special education staff is comprised of a special services director, teachers, educational technicians and part-time contracted consulting service professionals which consist of a psychological examiner, an occupational therapist, and a speech pathologist.

Quality instruction is provided through the following educational programs: direct teaching of subject matter, small group instruction, one-on-one instruction, modified academics and other methods as determined through the P.E.T. (pupil evaluation team). Programming needs are addressed in the areas of academics, life skills, behavior modification and transitional employment. Each student's individual educational program needs are identified through the P.E.T. on an annual basis.

## **TITLE I PROGRAM**

Under the guideline set forth by the Title I program, our district provides assistance in mathematics and reading to any student who is struggling in these areas. A student may become part of the Title I Program by self-referral, parent referral, or teacher recommendation.

Parents have the right to request information on the qualifications of their child's teacher. If you are interested in this information, please contact the building principal.

## **HOME / SCHOOL COORDINATOR**

The home/school coordinator actively seeks parent involvement when dealing with a student's academic, behavior, or attendance issues.

Our coordinator will arrange a meeting between school personnel, parents, and student to create a compact that will assist with helping the student be more successful at school and home.

Here are some suggestions to help:

Remember, children vary in ability also. They do not all reach the same level. Your child is an individual with his or her own rate of growth and his or her own set of abilities and talents. Accept your child as he or she is...children are not all the same. And try to resist the temptation to compare your child to other children, including brothers and sisters. If you have concerns about your child's rate of growth, talk with your family doctor. If you have concerns about their academic progress, talk with their teacher(s). Above all else, stay in close communication with the school and get to know your child's teacher(s). Working together, much can be accomplished. Working in isolation will not be as productive.

You can prepare yourself also. Here are some suggestions:

Learn the names of all teachers who will be working with your child.

Learn the school rules regarding clothing, money, supplies, behavior, extra-curricular activities, etc. and learn as much about their school and their day at school as possible.

Know the school calendar-which days your child will be in or out of school.

Learn the school and bus schedule in advance so that everything will go smoothly for your child.

We are looking forward to working with you and your child. We can all contribute to this most important endeavor if we work together and support each other.

## DEFINITIONS OF INAPPROPRIATE BEHAVIORS

### **Tardiness**

Arriving late to school or class (after 8:00 a.m.).

### **Unexcused Absence**

Any absence that has not been excused by the Principal or Assistant Principal.

### **Insubordination**

Insubordination is defined as a refusal to comply with reasonable requests by any school \*personnel. A student is immediately insubordinate when he or she refuses to obey the teacher and/or openly defies school authorities. A student is also insubordinate when the student persistently refuses to change his or her behavior after repeated reprimands for the same violation of the discipline code. During a crisis, a student shall be considered insubordinate if he or she refuses to cooperate with a person of authority.

### **Theft**

Taking, giving, or receiving property not belonging to you.

### **Forgery**

Writing false information to school in the name of someone else.

### **Alcohol or drugs**

The use, possession or sale of drugs and other mind altering substances, this also includes look alike drugs.

### **Fighting**

Having or threatening physical contact with another person with the intent to inflict fear or bodily harm.

### **Vandalism**

Intentional defacing/destruction of objects or materials belonging to the school, school officials or other personnel.

### **Abusive and Inappropriate Language**

Language such as swearing, that is disruptive to the orderly educational procedure of school. This includes abusive/inappropriate language written on clothing or foot ware.

### **Disruptive Classroom Behavior**

Any behavior that disrupts the flow of instruction being given by the teacher or any student directed activity directed at their classmates or small group discussions.

**Improper Free Time Activity** (*changing classes, locker time, locker rooms, bathroom, corridor, study hall, etc.*) Students are expected to conduct themselves in a respectful manner at all times. Running, chasing, pushing, loud, and inappropriate behaviors will not be tolerated. An atmosphere that reflects the seriousness of school is expected.



## **Consequences for Inappropriate Behaviors**

Students violating school rules will be subject to one or more of the following actions, depending upon the seriousness of the behavior.

### **Informal Talk**

This is handled by the principal, teacher and/or team leaders. Parents may be involved/informed.

### **Administrative Conference**

This is a session held between the student and the administrator at which time the student will agree to change his/her inappropriate behavior. Parents may be involved.

### **Classroom Detention**

Classroom detentions are handled by the teacher and is served at the teacher's discretion. Parents and guardians will be informed (usually conducted during a recess or lunch time).

### **After School Detention**

This is held after school, from end of all student dismissals, to 3:45 p.m. Parents will be informed and if multiple detentions are issued, a parent, teacher(s), administrator conference will be held.

### **In-school Suspension**

The student will serve up to (5) day suspension within the school district \*(sometimes at the superintendent's office). The student will be informed after discussion of the inappropriate or repeated behavior with the appropriate school official (principal or assistant principal). Students who are serving an in-school, are not allowed to associate with the student body the entire day and must eat their lunch in the room with the administration. Recesses are not allowed. Any school function or after school activity the student would normally participate in will be denied.

### **Suspension**

A student may be excluded from school by the principal or assistant principal for up to (10) days. The student will be afforded due process (informed of his/her charge and given the opportunity to discuss his/her side (provide proof/evidence and/ or witnesses in their behalf) of the situation with the appropriate school official(s).

### **Expulsion**

A principal has the legal right and obligation to suspend a student for up to ten days from the school setting if that student presents themselves as incorrigible (habitual offender of the rules and regulations). The principal would recommend to the superintendent and he/she in return would recommend to the Board the expulsion of that student for up to one year. Parents would have legal rights and recourse in any event throughout the entire process. Due process would be afforded the student throughout the process.

### **Harassment Issues**

If a student is involved repeatedly in harassment or has made a serious threat against any student or staff member, the student may need to be immediately removed from school by the parent/guardian. The student will not be allowed to return to school until a risk assessment has been completed on the student and a copy of the results has been forwarded to administration. During this time, homework and assignments will be given to the student and tutorial services may be set up.

## **STAFF LIST**

### **Principal**

Matthew Oliver

### **Mill Pond School Office**

Lisa Foster, Office Secretary

Joan Fournier, Office Secretary

Tina Burrill, After School Program Coordinator

### **Health Care**

Erin Mitchell, District Nurse

### **Mill Pond School Teachers**

Suzette Belyea

Tina Burrill

Jessica Dobkins

Melanie Drew

Aimee Goff

Cathie Hemingway

Jill Hyman

Janet Little

Samantha Quint

Stacy Ramsey

Haley Saucier

Wendy Spellman

Lindsay Stewart

Sonya Swallow

Fawner Thomas

Scott Walker

Sharyn Walker

Lisa Wilson

### **Title One Teachers**

Sara Deveau

Renee Smith

Jennifer Harmon

### **Librarian**

Cole Hyman

### **School Counselor**

Leslee Mahon

### **Technology**

Chad White -Technology Administrator

Derrick Wright- Technology Instructor and Website

### **Special Education Teachers**

Marjie Carton

Quinsey McGary

Jill Sewell

### **Special Services**

Diane Jurson - Special Services Director

Miranda Foster, Secretary

### **Gifted & Talented Teacher**

Elliot Mooers

**Title IA Educational Technicians**

Jennifer Harmon  
Yvonne Hyman  
Karen Sattler

**Food Service Director**

Carol Quint

**Cafeteria**

Carol Quint, Manager  
Brenda Carmen  
Jessa Estabrook  
Karla Harrison  
Robin Lawlor  
Nichole Quint

**Mill Pond School Educational Technicians**

Christina Butler  
Heather Carmichael  
Tammy Carver  
Mandy Folkins  
Jenny Henderson  
Jessica Keyes  
Crystal Langlois  
Julie Peters  
Cindy Schools

Kerri Spellman

Betty Suttter  
Sarah Toner

**Custodial/Maintenance**

Mark Jackins  
Kevin Luukko  
Perry Mooers  
Paul Savoy

**Transportation**

Mark Faulkingham, Transportation Director  
Joyce Folsom  
Lisa Foster

Jim Griffin  
Rudy Levesque  
Becky Woodcock

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #70  
Board of Directors 2023 - 2024**

John Austin	P.O.Box 843	Houlton, ME 04730 Residence: Ludlow	558-4631
Matthew Day	121 South Town Line Road	Linneus, ME 04730	538-8680
Mark Ganzel	354 Drews Mills Road	Linneus, ME 04730	532-7486
Jared Hand	1066 Drews Lake Road	New Limerick, ME 04761	538-0614
David Harris	PO Box 1192	Houlton, ME 04730 Residence: Hodgdon	538-7410
Curtis Harrison	PO Box 101	New Limerick, ME 04761	694-4491
Kevin Harrison	32 New Limerick Road	Linneus, ME 04730	694-2929
Melissa Little	55 Sprucewood Drive	Hodgdon, ME	521-2145
Edward McGillicuddy	95 McGillicuddy Road	Hodgdon, ME 04730	532-0721
Tim Moore	717 Estabrook Road	Amity, ME 04471	694-1311
Clarissa Porter	509 Calais Road	Hodgdon, ME 04730	538-5467
Ronald Silliboy	189 Green Road	Hodgdon, ME 04730	694-0536
Lynn Tuck	2963 Military Road	Haynesville, ME 04497	448-3185

# SCHOOL – PARENT COMPACT

## 2023 – 2024



Parents and other family members can be powerful partners with schools in helping students succeed in school and in life. Mill Pond School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### SCHOOL RESPONSIBILITIES



Mill Pond School will:

- Provide high-quality curriculum and instruction by assuring that all teachers meet highly qualified status and receive support and training throughout the school year in curriculum development and instruction methods based on student data.
- Hold parent-teacher conferences in the fall to discuss student growth and achievement and review this compact at least annually.
- Provide parents with reports on their child's progress as needed.

Report cards will be issued 3 times per school year for all students. Mid-term progress reports will be mailed to parents of students in grade 6.

- Provide parents reasonable access to staff for consultation by scheduling conferences or meetings with parents within 3-5 days of the parent's request at a time that is mutually convenient. Teachers are available to return phone calls after 2:45 pm and are accessible by email.

## PARENT RESPONSIBILITIES



We, as parents, will support our children's learning in the following ways:

- Making sure that homework is complete.
- Monitoring the amount/quality of television your children watch.
- Volunteering, if possible, in my child's classroom or school setting.
- Participating in decisions relating to my child's education.
- Staying informed about my child's education and communicating with the school by reading all notices from the school and responding as appropriate.
- Monitoring attendance.

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School

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Parent

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Date

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Date

**THE FOLLOWING SECTION  
IS  
ACTUAL POLICY SEGMENTS  
THAT  
ADDRESS ISSUES THAT YOUR CHILD MAY  
ENCOUNTER WHILE ATTENDING  
M.S.A.D. #70 SCHOOLS**

**Note:  
Forms requiring student and/or guardian signatures are a copies. The actual forms requiring  
signatures will be sent home separately.**

**NOTICE OF NONDISCRIMINATION &  
SECTION 504/ADA COORDINATOR**

Maine School Administrative District No. 70 does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age or disability in its programs and activities.

It is the policy of Maine School Administrative District No. 70 to offer programming that is designed to provide a free and appropriate public education to teach each student with a disability in need of related aids or services pursuant to Section 504 within its jurisdiction.

The district acknowledges its obligation to take steps to ensure that individuals with disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act (ADA) of 1990, are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Diane Jurson  
M.S.A.D #70 Section 504/ADA Coordinator  
147 Hodgdon Mills Road  
Hodgdon, ME 04730-4278  
(207) 532-9228

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To make an inquiry or file a complaint concerning the above statement, an individual may contact the individuals listed above and/or:

Boston Office for Civil Rights  
U.S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
Fax: 617-289-0150  
TDD: 877-521-2172  
Email: [ocr.boston@ed.gov](mailto:ocr.boston@ed.gov)  
Maine Human Rights Commission  
State House Station 51  
Augusta, ME 04333  
Telephone: (207) 624-6050

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Once a year, the Federal Asbestos Hazard Emergency Response Act (AHERA) requires that local education agencies inform all school employees and students of asbestos-related activities, such as asbestos inspections and removal projects that have been undertaken in MSAD #70. This information is recorded in the MSAD #70 Asbestos Management Plan. The Asbestos Management Plan for MSAD #70 is available at 175 Hodgdon Mills Road, Hodgdon, Maine. The Asbestos Management Plan is available for review during regular office hours. Copies are available upon request at the cost of 50¢ per page.

### **STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT/GRIEVANCE PROCEDURE**

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment.

#### **Definitions**

For purposes of this procedure:

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

#### **How to Make a Complaint**

- A. Any student who believes he/she has been discriminated against or harassed should report their concern promptly to Affirmative Action Officer. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the Affirmative Action Officer, Diane Jurson.
- B. School staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
- C. Students and others will not be retaliated against for making a Complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students are encouraged to utilize the school unit's Complaint Procedure. However, students are hereby notified that they also have the right to report Complaints to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9662).

### **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 chairperson of the school board, who should consult with legal counsel concerning the handling and investigation of the Complaint.

1. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation.
  2. If the Complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
  3. Privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
  4. 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 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 business 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.

- F. If the student's parents/legal guardians are dissatisfied with the decision of the Superintendent, an appeal may be submitted in writing within 14 business days after receiving notice of the decision. The Board will consider the appeal in executive session, to the extent permitted by law, at its next regular meeting or a special meeting. The Superintendent shall submit the investigation report and any other witnesses or documents that he/she believes will be helpful to the Board. The student, his/her parents/legal guardians and his/her representative shall be allowed to be heard. The person(s) against whom the Complaint was made shall be invited and allowed to be heard. The Board'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 U.S.C. § 1681 et.seq.)  
Title VI of the Civil Rights Act of 1964  
(P.L. 88-352) 20 USC § 1232g; 34 CFR  
Part 99  
5 MRSA §§ 4571; 4602; 4681 et seq.  
20-A MRSA §§ 6001 et seq.

## TRUANCY

A student is habitually truant if the student:

- A. Is subject to the compulsory attendance law; and
- B. Has attained the equivalent of 10 full days of non-excused absences or seven consecutive school days of non-excused absences during a school year.

The Board shall appoint one or more attendance coordinators in accordance with state law.

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

- A. If the principal and the attendance coordinator determine that a student is habitually truant, the principal shall inform the Superintendent. The Superintendent/designee shall first try to correct the problem informally. Informal attempts to correct the problem must include meeting with the student and the student's parents to identify possible causes of the habitual truancy and to develop a plan to implement solutions to the problem. If the initial meeting does not resolve the problem, the Superintendent/designee shall implement interventions that best address the problem including but not limited to:
  - 1. Frequent communication between the teacher and the family;
  - 2. Changes in the learning environment;
  - 3. Mentoring;
  - 4. Student counselling;
  - 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;
  - 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 parents to appear at scheduled meetings does not precluded school administrators from implementing a plan to address a student's truancy. **[NOTE: The truancy law refers to "parent." For the purpose of this policy, "parent" means the student's parent or legal guardian.]**

- B. As part of correcting the problem informally, the Superintendent/designee shall require the student and his/her parents to attend one or more meetings with the student's teacher or other school personnel designated by the Superintendent. The purpose of the meeting(s) is to reinforce the plan referenced in paragraph A or to develop an alternative plan. Such meetings may involve others including but not limited to case managers, therapeutic treatment providers, and representative of the Department of Health and Human Services, the Department of Behavioral and Developmental Services, and the Department of Corrections. The Superintendent/designee shall schedule the meeting(s) at mutually convenient times

Students who have been judged truant shall be required to make up the time and work lost, in a manner determined by the principal.

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 in-hand or by registered mail a written notice that the student's attendance is required by law. The notice shall:

1. State that student is required to attend school pursuant to 20-A M.R.S.A § 5001A (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 M.R.S.A § 5053-A and explain the possible penalties.

**[NOTE: The penalties are described in 20-A M.R.S.A. § 5053-A and include a minimum or \$25 fine; the court may also order a parent to take specific action to ensure the student's attendance including compliance with the plan developed in accordance with paragraph A of this policy, participation in the parent-training class, attending school with the child, community service hours at the school, or participation in counselling or other services as appropriate.]**

4. State that the Superintendent/designee may notify local law enforcement authorities of a violation of the habitual truancy statute; and
  5. Outline the plan developed to address the habitual truancy and the steps that have been taken to implement that plan.
- C. Prior to notifying local law enforcement authorities, the Superintendent/designee shall schedule at least one meeting as required by law and paragraph B of this policy.
- D. If after three school days after the service of the notice described in paragraph C of this policy the student remains truant and the parent and student refuse to attend the meeting referred to in paragraph D, then the student is determined to be habitually truant and in violation of the compulsory attendance law. The Superintendent/designee will have made a good faith attempt to meet the requirements of paragraph B of this policy; the Superintendent/designee shall notify the Board and local law enforcement authorities of the truancy. After this notification, a local law enforcement officer who sees the truant student may transport the student to the appropriate school if the truant student is off school grounds during school hours and not under the supervision of school personnel.

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

Legal Reference: 20-A M.R.S.A. §§ 5001-A; 5051-A-5054

Cross Reference: JEA – Compulsory Attendance

Adopted:

## **STUDENT ELECTRONIC DEVICE AND INTERNET USE RULES**

These rules accompany Board policy IJNDB (Student Electronic Device and Internet Use). Each student is responsible for his/her actions and any activities involving district-owned electronic devices, networks, and internet services, and for his/her electronic device files, passwords, and accounts. These rules provide general guidance concerning the use of the district-owned electronic devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parent/guardians, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

### **A. Consequences for Violation of Electronic Device Use Policy and Rules**

Student use of the district-owned electronic devices, networks, and internet services is a privilege, not a right. Compliance with the district-owned policies and rules concerning electronic device use is mandatory. Students who violate these policies and rules may have their electronic 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.

### **B. Acceptable Use**

The district-owned electronic devices, networks, and internet services are provided for educational purposes and research consistent with the district-owned educational mission, curriculum, and instructional goals.

All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using electronic devices.

Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the district-owned electronic devices

### **C. Prohibited Uses**

Examples of unacceptable uses of district-owned electronic devices that are expressly prohibited include, but are not limited to, the following:

1. **Accessing 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;
2. **Illegal Activities** – Using the district-owned 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 electronic 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 Software** – Copying or downloading software without the express authorization of the Technology Coordinator. 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. **Non-School-Related Uses** – Using the district-owned electronic devices, networks, and internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use not connected with the educational program or assignments;
7. **Misuse of Passwords/Unauthorized Access** – Sharing Passwords, using other users' passwords, and accessing or using other users' accounts;
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the district-owned electronic devices, networks, and Internet services, including but not limited to hacking activities and creation/uploading of electronic device viruses; and

9. **Unauthorized Access to Blogs/Chat Rooms** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

**D. No Expectation of Privacy**

M.S.A.D. #70 Electronic Devices remain under the control, custody, and supervision of the school unit at all times. There is no expectation of privacy in their use of school electronic devices, including email, stored files, and Internet access logs.

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

The student and his/her parent/guardians 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 Electronic 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 electronic 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 parent/guardian 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 district-owned electronic 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 breach 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 electronic device privileges limited, suspended, or revoked.

**H. Additional Rules for Laptops Issued to Students**

1. Electronic devices are loaned to students as an educational tool and are only authorized for use in completing school assignments.



2. The Board's policy and rules concerning electronic device and Internet use apply to use of electronic devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of electronic devices issued by school staff.
3. Violation of policies or rules governing the use of electronic devices, or any careless use of an electronic device may result in a student's electronic device being confiscated and/or a student only being allowed to use the electronic 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.
4. Parent/guardians will be informed of their child's login password. Parent/guardians are responsible for supervising their child's use of the electronic device and internet access when in use at home.
5. The electronic device may only be used by the student to whom it is assigned.
6. Electronic devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.
7. Parent/guardians will be informed of their child's login password. Parent/guardians are responsible for supervising their child's use of the electronic and internet access when in use at home.
8. The electronic device may only be used by the student to whom it is assigned.
9. Electronic devices 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 Electronic Device and Internet Use

Adopted: August 14, 2000

Revised: July 13, 2009

## STUDENT ELECTRONIC DEVICE/INTERNET USE ACKNOWLEDGMENT FORM

No student shall be allowed to use school Electronic Devices or the Internet until the student and parent/guardian/guardian have signed and returned this acknowledgment to the school.

### Student:

I have read policy IJNDB – Student Electronic Device/Internet Use and IJNDB-R – Student Electronic Device/Internet Use Rules and agree to comply with them.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### Parent/Guardian:

I have read policy IJNDB - Student Electronic Device/Internet Use and IJNDB-R - Student Electronic Device/Internet Use Rules and understand that my Son/daughter's use of school Electronic Devices is subject to compliance with these rules.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## **Class Activities Accounts**

Fundraising is a chance for students to work together for a common goal. Money raised through fundraising is used to off-set the cost of student activities such as: proms, graduation, class activities, and any other approved class activity that a class participates in.

All monies raised go into a class account. Money raised through any sponsored activity is NOT for individual use. Personal (student or parental) contributions toward the class will be refunded if that student chooses not to attend or is unable to participate in the class activity. A class activities account will be established for each incoming class.

Personal accounts are not established for individual students. All monies go into a class account. If a student chooses or is unable to participate in the class activities or any other class activity, monies raised through fundraising activities remain in the class account.

The class faculty advisor is responsible for managing the class activities account in accordance with established school unit accounting and audit procedures. Throughout the fundraising process a spreadsheet will be established to track the activity level of each student. Students will be credited with a percentage of the monies raised during these fundraising activities, based on the number of students participating, with percentage being applied towards their class activities. Students who do not raise enough money, through the fundraising activities to pay for their class activities will be asked to make up the difference. The only exception allowed is a subsidy for needy students who would otherwise be unable to participate in a particular class activity. Any such exceptions must be approved by the principal. Some students through fundraising events may raise enough money to pay for their class activities. Money raised beyond the amount needed for the class activities will remain in the class account and will not be used for spending money for students, or given to students for any other reason. Funds shall not be provided to individual students for their personal use or refunded.

If a class activities account contains unexpended funds after all senior class activities are paid for, the senior class advisor and faculty advisor, along with class officers shall make a recommendation to the Superintendent as to the appropriate use of the money, such as scholarships, future class reunions, donations to the community or school, or to a charitable organization consistent with the educational mission of the schools. The Superintendent and Principal shall consider the recommendation and make the final decision as to how the excess funds are expended. Money will not be divided among students to be used for personal spending money.

Adopted: October, 2006

## BULLYING

It is the intent of the MSAD #70 Board to provide all students and staff with an equitable opportunity to learn and teach. To that end, the Board has a significant interest in providing a safe, orderly and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate its students and disrupts the operations of the schools. Bullying affects not only those who are targeted, but also those who participate and witness such behavior.

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

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

It is not the Board's intent to prohibit students and staff from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone, and will take action in response to, conduct that interferes with students' opportunity to learn, the educational mission of the MSAD #70 schools and the operation of the schools.

### Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct in MSAD #70 schools and is prohibited. Any student or staff member who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions. Staff members will be addressed by their immediate supervisor and or building administrator.

### Bullying Defined

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

- A. A reasonable person should expect will have the effect of:
  1. Physically harming a student or staff or damaging a student's or staff's property;
  2. Placing a student or staff in reasonable fear of physical harm or damage to his/her property; or
  3. Substantially disrupting the instructional program or the orderly operations of the school; or
- B. Is so severe, persistent or pervasive that it creates an intimidating, hostile educational environment for the student or staff who is bullied.

### Application of Policy

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

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

1. Physical contact or injury to another person or his/her property;
2. Threats of harm to a student or staff, to his/her possessions or to other individuals, whether transmitted verbally, in writing or through cyberspace;
3. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
4. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
5. Stalking;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks or other possessions;
8. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student or staff actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student or staff.

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.

### Delegation of Responsibility

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

1. Student and parent reporting of bullying to staff and school administrators;
2. Staff reporting of bullying to school administrators;
3. Review of reports and investigation of bullying incidents;

4. Intervention with and/or discipline of students or staff who engage in bullying;
5. Support for students or staff who are victims of bullying;
6. Training staff and students in bullying prevention; and
7. Periodic evaluation of bullying prevention, intervention and training efforts in MSAD #70 schools and reporting to the Board upon request.

### Reporting

Students and staff who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student or staff who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

### Responding to Bullying

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

### Dissemination of Policy

Notice of what constitutes bullying, the Board's prohibition against bullying, and the consequences for students and staff who bully shall be communicated to students and parents through the Student Code of Conduct and Student Handbook. Staff will be notified by the building principal and/or their building representatives

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

Cross references      AC – Non-discrimination, Equal Opportunity  
                               ACAA - Harassment and Sexual Harassment of Students  
                               ACAD - Hazing  
                               ADF - School District Commitment to Learning Results  
                               JF - Student Rights and Responsibilities  
                               JICC - Student Conduct on Buses  
                               JICI-A - Weapons, Violence and School Safety  
                               JK - Student Discipline  
                               JKD - Suspension of Students  
                               JK-E – Student Conduct (Student Citizenship Code) JKE  
                               - Expulsion of Students

Adopted: October, 2006

## **HARASSMENT – file ACB**

The Board recognizes the right of each employee and student to a working and learning atmosphere which is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, employees and students are not to engage in harassment of any other person. Acts of harassment based on race, color, sex, religion, age, national origin, or disability are not only a violation of this policy but also constitutes illegal discrimination under state and federal laws.

Examples of prohibited harassment:

- Threats
- Unwelcome sexual advances, gestures, comments, or contact.
- Offensive jokes.
- Ridicule, slurs, derogatory action or remarks.
- Basing employment decisions or academic decisions affecting students on practices of submission to harassment.

Employees and students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or inappropriate. Employees who believe that they are victims of harassment should report such occurrences to Affirmative Action Coordinator, Scott Richardson, immediate supervisor or superintendent of schools. Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor or administrator or parent guardian. The person who has allegedly been harassed shall be advised of the various options available to the person: Maine Human Rights Commission complaint, Title IX civil action, or formal request for discipline by the superintendent and/or board

A substantiated charge against a staff member will subject him/her to disciplinary action, which may include dismissal.

A substantiated charge against a student will subject him/her to disciplinary action, which may include suspension or expulsion.

### **STUDENT DIRECTORY INFORMATION**

SAD 70 designates the following items for use in the student directory:

- A. Student's name.
- B. Address
- C. Date and place of birth.
- D. Participation in officially recognized activities and sports.
- E. Height and weight of members of athletic teams.
- F. Dates of attendance.
- G. Diploma and awards received.

The above information will be released to:

- A. Newspapers for honor roll, sports events and to provide graduation information.
- B. Present and future prospective student employers.

Requests by individuals and organizations for a student directory will be rejected except when required by State and local educational authorities, the Comptroller General, or the Secretary of the U.S. Department of Education (including those acting for the Secretary) in connection with the audit and evaluation of federal and state supported educational programs, and to state and local educational authorities as required by state statute or by approval of the Board of Directors.

Public notice will be given of the categories which have been designated as directory information. If a parent or eligible student informs the school in writing that they want specific categories or all categories of directory information regarding them withheld, the school will honor that request.

## **STUDENT RECORDS-file JO**

The Family Educational Rights and Privacy Act of 1974 (p>l>93-380) provides specific safeguards regarding the confidentiality of and access to student records.

The purpose of the FERPA is to protect the privacy of parents and students through fair information practices.

It is the policy of SAD #70 to comply with Maine Statutes and with the FERPA Acts.

Annual notification will be distributed to all parents of eligible students advising them of their rights under the law:

1. The right of access to student records provides that parents and students eighteen years old or older are given unqualified right to inspect and to review any and all official records, files and data directly related to the student. The school may presume that either parent of the students has the authority to inspect the student's records unless the school has been provided evidence that there is a legally binding instrument or court order regarding the custody of the student which provides to the contrary, e.g., court divorce decree.
2. Parents and eligible students may request in writing, that the principal make all appropriate records available. The appropriate school official will then be given 48 hours to assemble the records requested and a mutually agreeable time be arranged for a review of the records. Copies may be purchased at 25 cents per page.
3. Parents and eligible students may seek correction of the educational records of a student by requesting in writing that an item be removed. Principals are authorized to approve or reject the request with appeal to the Board of Directors by either Party.

## **INTERROGATIONS AND SEARCHES – rde JFG**

The constitution provides that all citizens are protected from unreasonable searches and seizures; however, this does not mean that students are legally protected from search or seizure of any materials in the schools' lockers, desks, etc. Lockers and desks are public property and school authorities may make reasonable regulations regarding their use.

No school official shall inspect the above unless there is a reasonable suspicion that prohibited articles are kept there. If inspection takes place, the student or a third party shall be present.

## **STUDENT DUE PROCESS RIGHTS**

The Fourteenth Amendment provides that no person shall be deprived of life, liberty, or property without due process of law. Therefore, prior to an act of suspension an administrator must:

- A. Inform the student either orally or in writing of the charge against him/her.
- B. Inform the student of the basis of the charge. Names of witnesses or informers need not be revealed at this time.
- C. If the student denies the charge, the administrator must give the student the opportunity to state his/her side of the story.
- D. Immediately notify parents of all facts and conditions involved in the situation.

In addition, administrators must take explicit care to assure that any procedure for expulsion must follow all legal provisions for due process which shall include notification of parents about all facts in the case, and must be carried out as quickly as possible:

- A. No student can be expelled from school except by action of the Board of Directors.
- B. The Board of Directors must make a careful investigation of the student's behavior and the charges after proper legal notice to the student.
- C. Any act of expulsion by the Board of Directors must follow opportunity for hearing in executive session with voting following that in regular, open, public session.



## **USE OF K-9 TO DETECT DRUGS OR OTHER ILLEGAL SUBSTANCES**

From time to time throughout the school year, the school reserves the right to retain the Maine State Police Department for the purpose of using a K-9 unit to detect the presence of drugs or other illegal substance in lockers or other areas in the school. Therefore, it is imperative that you keep \*the locker issued for your use locked (a copy of the key or combination must be given to the administration – no lock will be allowed on a locker unless you fulfill this requirement) at all times and not given out to anyone else. This will occur at random and no notice will be given of dates and time.

## **CHALLENGED MATERIALS – File HAA**

Despite the care taken to select for student and teacher use and the qualifications of the persons who select the materials, it is recognized that occasional objections may be raised by community members, students or school staff.

In the event a complaint is made, the following procedures will apply:

- A. The person providing the material in question shall be contacted for an appointment to discuss the material. If a satisfactory agreement cannot be reached, the complainant shall be referred to the building principal and requested to fill out the "Request for Review of Instructional Materials" form. A copy of the form will be forwarded to the Superintendent of Schools.
- B. The superintendent shall appoint a committee composed of the following persons to review the complaint: one principal at the appropriate grade level; one librarian/media specialist; one classroom teacher in the subject area of the challenged materials; and one community member;
- C. The review committee shall read and examine the materials referred to them, check general acceptance of the materials by reading reviews, weigh values and faults against each other and form opinion based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material and prepare a written report on it for submission to the Board of Directors;
- D. The decision of the Board of Directors shall be forwarded to the Superintendent of Schools who will inform the complainant of the results; and
- E. No materials shall be removed from use until the Board of Directors has made a final decision.

## **PROCEDURE FOR REQUESTING ALTERNATIVE READING MATERIAL**

A parent/guardian may request that their child be assigned a book from the Language Arts/.English alternative reading list in place of a required book.

- A. Parent/Guardian fills out the form-Student Alternative Reading Request.
- B. Parent/Guardian returns completed form to the teacher.
- C. Parent/Guardian, teacher, and building principal will meet to discuss the request for alternative reading.
- D. Teacher upon consulting with the parent/guardian will make the final selection from the alternative reading list.

Every effort will be made to provide the student with a structured program for the alternative book. A teacher aide, if available, may be assigned to the student by the building principal to assist with the assigned reading.

## **SCHOOL DISTRICT GOALS AND OBJECTIVES-File AE**

The Board recognizes its responsibility to set goals for the efficient operation of the District. In discharging this responsibility, the Board will strive to ensure that the resources of the District are directed toward meeting the educational needs of each eligible student.

The Board will develop annual goals based on input solicited from a variety of sources. These goals will be shared with the community, the staff, and the students. The administration shall develop appropriate objectives designed to achieve the stated priorities.

The Board will regularly evaluate progress toward meeting the goals and will adopt appropriate policies designed to facilitate their accomplishment.

### **NOTICE OF NONDISCRIMINATION**

Discrimination against and harassment of school employees because of race, color, sex, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, religion, ancestry or national origin, or disability are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The MSAD #70 School Department Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

The School Department will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

Legal Reference:      Equal Employment Opportunities Act of 1972 (P.L.92-261)  
   amending Title VII of the Civil Rights Act of 1964  
   (42 U.S.C. 2000(e) et seq.)  
   Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.)  
   Title VI of the Civil Rights Act of 1964 (P.L.88-352)  
   Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.)  
   Equal Pay Act of 1963 (29 U.S.C. 206)  
   Vocational Rehabilitation Act of 1973 (29 U.S.C. 794 et seq.)  
   Americans with Disabilities Act (42 U.S.C 12101 et seq.)  
   Maine Human Rights Act of 1972 (5 MRSA 4571), as amended

Cross Reference:      MSAD #70 Affirmative Action Plan  
   ACAA – Harassment and Sexual Harassment of Students  
   ACAB – Harassment and Sexual Harassment of School Employees

Adopted:              January 10, 1994  
Revised:              February 12, 2001

## **TOBACCO USE POLICY**

Tobacco is the number one killer and is the leading cause of preventable death in Maine. In order to reduce the high incidence of tobacco use in Northern Maine, to promote health and safety of all students and employees, and to promote the cleanliness of all facilities, the Directors of MSAD #70 prohibit smoking, the distribution and sale of tobacco products in school buildings, on school grounds, on school buses and at school-sponsored functions at all times by all persons. Violation of this policy will be considered a serious offense.

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

Tobacco Prevention Education will be incorporated into the District's Pre-K – 12 comprehensive health curriculum as part of the Maine Learning Results, so that all students will be aware of the consequences of use/non-use of tobacco products.

Legal References: Pro-Children Act of 1994  
22 M.R.S.A. 1578  
22 M.R.S.A. 1551-1559

### **SMOKING REGULATIONS FOR MILL POND SCHOOL**

#### **Grades Pre-K – 6**

Smoking and the use, possession, and sale of tobacco products are prohibited by school policy in school buildings, on school grounds, on school buses and at school-sponsored functions at all times by all persons.

#### Disciplinary Procedures

1. First Incident
  - a. Confiscate material
  - b. Notify parent/guardian and hold conference with Principal
  - c. Refer to Guidance Counselor, if available
  - d. Meet with D.A.R.E. officer, if available
2. Second and Subsequent Incidents
  - a. Confiscate material
  - b. Notify parent/guardian and hold conference with Principal
  - c. Refer to Police
  - d. Meet with D.A.R.E. officer, if available A minimum of one hour detention which may include a tobacco prevention component.

### **WEAPONS IN THE SCHOOL**

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

- A. Knowingly possessing or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to: firearms, ammunition, explosives, "Brass" knuckles, switchblades, butterfly knives, chains, clubs and Kung Fu "stars."
- B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and replicas of weapons (including some toys).
- C. Toys, lasers, "white-out", and any types of permanent markers are not allowed at school.

**Any items mentioned in this section may be confiscated by school personnel if a student has not followed these guidelines.**

### Administrative Implementation Procedures

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

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

Students who violate this policy may be expelled under the Title 20-A MRSA section 1001 (9) (1993) which provides that, if found necessary for the peace and usefulness of the school, a school board shall expel any student:

1. Who is deliberately disobedient or deliberately disorderly
2. For infractions of violence
3. Who possesses on school property a firearm defined in Title 17-A MRSA section 2, subsection 12-A, without permission of a school official (see 20-AMRSA section 6552)
4. Who, with use of any other dangerous weapon as defined in Title 17-A section 2, subsection 9, paragraph A, intentionally or knowingly causes injury or accompanies use of a weapon with a threat to cause injury.

As required by 2-A MRSA Section 1001 (9-A) and the federal Gun-Free School Zones Act of 1994, students who are found to have brought a firearm, as defined in 18 USCA Section 921 et seq., to school shall be expelled by the school board for a period of not less than one year and referred to the appropriate law enforcement agency. As further authorized by these statutes, the Superintendent may exercise his/her discretion to modify this expulsion requirement on a case-by-case basis. A decision to change the placement of a student with a disability shall be made in accordance with the Federal Individuals with Disabilities Act.

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

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

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

### **ROLE OF SCHOOL STAFF**

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

### **ALTERNATIVE CONFLICT RESOLUTION**

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

Cross References: JIH -Students Interrogations, Searches and Arrests  
JLIE -Student Automobile Use and Parking

Legal References: 20-A MRSA Section 1001-9; 6552  
17-A MRSA Section 2.9; 2.12, A  
Improving America's School Act of 1994, Pub.L. 103-382

Adopted: December 11, 1995

File: JFCI

## **STUDENT SUBSTANCE ABUSE**

The Board of Directors and staff of MSAD #70 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 students, the Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy, and to communicate expectations to students, parents and staff.

### **Prohibited Conduct**

No student shall furnish, sell, receive, buy, possess, use or be under the influence of alcohol, including any intoxicating liquor, malt beverage, or fortified wine. No student shall furnish, sell, receive, buy, possess, use or be under the influence of any scheduled drugs (as defined in 17-A M.R.S.A. s 1101) or any other controlled substance defined in federal and state laws/regulations. No student shall furnish, sell, receive, buy, possess, use or be under the influence of any substance which, when used or abused, can effect or change a student's mental, physical or behavior pattern, including, but not limited to, volatile materials such as glue, paint or aerosols, when possessed for the purpose of inhalation; steroids; paraphernalia or implements used for the distribution or consumption of a prohibited substance; or any substance that is represented as, or is reported to be a prohibited 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.

It is not a violation for a student to use in school a legally-defined drug specifically prescribed for the student's own use by his/her doctor when taken in accordance with the Board's policy for administration of medicine to students.

### **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 participating in athletics and other extracurricular and co-curricular activities may lose their privilege to participate in these activities. Referrals to law enforcement authorities for investigation and/or prosecution may also be made.

### **Prevention/Education**

MSAD #70 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.

### **Intervention**

MSAD #70 has a Student Assistance Program to assist students with substance abuse. Students may be provided with information and referral, as necessary, to aid them in obtaining assistance within the school and from outside organizations as appropriate. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

### **Administrative Procedures**

Student discipline and intervention will be addressed in accordance with established administrative procedures.

Legal Reference: 21 USC s 812 (Controlled Substance Act)  
21 CFR Part 1300.11-15  
Pub. L. No 101-226 (Drug Free Schools and Communities Act  
Amendments of 1989)  
17-A MRSA s 1101  
42 USC s 290dd-2  
42 CFR s2.1 et seq.  
20-A MRSA ss1001(9); 4008

Cross Reference Administering Medicine to Students  
Student Substance Abuse Procedures  
Middle School/Senior High School  
Co-Curricular/Extracurricular Substance Abuse Rules

Adopted: August 14, 2000  
M.S.A.D. 70

# STUDENT SUBSTANCE ABUSE PROCEDURES

## 1. Student Substance Abuse Rule

Students are prohibited from using, possessing, furnishing, selling, buying or being under the influence of a "prohibited substance" in school. It is not a violation for a student to use in school a legally defined drug specifically prescribed for the student's own use by his/her doctor and taken in accordance with the school's policy for the administration of medicine to students.

These prohibitions apply to any student who is on school property, who is in attendance at school or any school sponsored, organized or associated function, in any vehicle owned or operated by or for the school, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

The term "prohibited substance" shall include, but not be limited to:

- A. Alcohol, including any intoxicating liquor, malt beverage or fortified wine.
- B. Scheduled drugs (as defined in 17-A M.R.S.A.s 1101) or any other controlled substance defined in federal and state laws/regulations.
- C. Any substance which, when used or abused, can affect or change a student's mental, physical or behavior pattern, including but not limited to, violate materials such as glue, paint or aerosols, when possessed for the purpose of inhalation, or steroids.
- D. Paraphernalia - implements used for the distribution or consumption of a prohibited substance; or
- E. Any substance that is represented as, or is reported to be, a prohibited substance defined in this section.

## II. Disciplinary Action

### A. Level One: Possession/Use

#### 1. First Offense

- a. Confiscation of prohibited substance and verification of offense.
- b. Administrator meets with students.
- c. Notification of parent(s)/guardian(s), Superintendent of Schools, and law
- d. Appointment for student with guidance counselor and/or other appropriate Personnel (e.g. Principal, Athletic Director, School Nurse, Student Assistant
- e. Parent(s)/guardian(s) meet with administration and guidance counselor.
- f. Ten day out of school suspension/ Suspension can be reduced by student agreeing to see Student Assistance Program Coordinator (SAPC) if appropriate, and follow recommendations put forth.

## **2. Second and Subsequent Offenses**

- a. Same as for first offense: steps a-e: and
- b. Provide for out-of-school suspension or recommendation for expulsion from school.

## **3. Discretion**

- a. The administrator shall have the authority and discretion to deviate from the disciplinary measure set out above in light of the circumstances of each incident.
- b. The administrator shall take into account the degree to which a student voluntarily sought help

### **B. Type Two: Furnishing/Selling/Buying/Receiving of Prohibited Substances**

#### **1. First Offense**

- a. Verify offense and confiscate prohibited substance.
- b. Administrator meets with student.
- c. Notify parent(s)/guardian(s), Superintendent, and Law enforcement
- d. Appointment for student with guidance counselor, and/or other appropriate personnel (e.g. Principal, Athletic Director, School Nurse, Student Assistance Program Coordinator).
- e. Parent(s)/guardian(s) meet with administration and guidance counselor .
- f. Ten day out of school suspension and/or recommendation for expulsion from school.

#### **2. Second Offense**

- a. Same as first offense (steps a-e).
- b. Recommendation for expulsion from school.

#### **3. Discretion**

- a. The administrator shall have the authority and discretion to deviate from the disciplinary measures above.
- b. The administrator shall take into account the degree to which a student voluntarily sought help.

Adopted: August 14,2000

M.S.A.D. #70



## **EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES: CODE OF CONDUCT AND ACADEMIC ELIGIBILITY**

Student participation in extracurricular/co-curricular activities, including athletics and school-sponsored organizations, dances, and clubs is a privilege and not a right. The following code of conduct is intended to support and promote healthy, enriching, and safe extracurricular/co-curricular activities for all students.

- A. Students are expected to abide by all Board policies and school rules. Students who violate policies and/or rules may lose their privilege to participate in extracurricular/co-curricular activities on a temporary or a permanent basis in addition to any other disciplinary measures contained in the policies and rules. These activities include but are not limited to athletic events, dances, clubs, after school trips, etc.
- B. Students who participate in extracurricular/co-curricular activities are representatives of M.S.A.D. #70 and are expected to exhibit proper behavior and dress at all times. Improper behavior as determined by the activity director, coach, and/or administration, may result in disciplinary action including suspension from one or more games, practices, performances, competitions, meetings, or permanent exclusion from the activity.
- C. Regular school attendance is required of all participants. Participants who are absent from school for any part of the day of the activity, game, or practice may not participate without the approval of the principal or authorized designee.
- D. Students who are suspended either externally or internally may not participate in or attend extracurricular/co-curricular activities.
- E. Students participating in extracurricular/co-curricular activities may not use or possess tobacco or vaping materials in any form or at any time or place for the duration of the season or activity (including pre-season training through awards banquet or other final event). The first infraction will result in an automatic suspension from the activity for sixty (60) school days which can be reduced to thirty (30) school days upon agreeing to attend Smokeless Saturday program. A second infraction will result in exclusion from the activity for 120 school days. These penalties are in addition to any discipline imposed under other applicable Board policies and school rules. (See JFCF-R - Smoking Regulations.) Any discipline imposed will carry over to the next school year if full discipline has not been served.
- F. Use of Alcoholic Beverages or Illicit Substances: Any student who plans to participate in interscholastic sports representing MSAD 70 must refrain from such use as prescribed in MSAD 70 policy book under file: JFCI

G. Students shall abide by all training and participation rules imposed by individual coaches and activity directors in addition to the rules contained in this code of conduct.

H. Prior to participation in an activity, the student and his/her parent/guardian are required to sign this code of conduct, acknowledging that they have read it and agree to abide by its terms.

### Eligibility Requirements

**Elementary/Middle School:** A student must be enrolled in and passing all required courses to participate in extra and co-curricular activities. Student eligibility will be determined at the end of each trimester or warning period whichever comes first. The modal score of classes meeting weekly must be 2 or higher. A student must also be passing Health class. Health is a State required class.

I have read the extracurricular/co-curricular activities code of conduct and agree to abide by its terms for the following activities:

\_\_\_\_\_

Date \_\_\_\_\_ Student's signature \_\_\_\_\_

I have read the extracurricular/co-curricular activities code of conduct and understand that my son/daughter/ward has agreed by his/her signature to abide by its terms.

Date \_\_\_\_\_ Parent/Guardian's signature \_\_\_\_\_

Adopted: October 20, 2003

Revised: April 11, 2011

## Interscholastic Athletics

Every student representing MSAD 70 has a right to try out for interscholastic sports. After the team has been selected, team members must fully accept the responsibilities relating to rules and conduct as set forth by the Superintendent and his/her designee and must conduct themselves in such a manner as to be a credit to the school and to themselves.

### **A. RULES FOR INTERSCHOLASTIC SPORTS**

**(Please be advised this list is not all inclusive. Other rules may be added at the discretion of the coach(s)).**

1. Smoking: Any student who plans to participate in any interscholastic sport representing MSAD 70 must refrain from smoking or vaping.
2. Use of Alcoholic Beverages, Tobacco Products, or Illicit Substances: Any student who plans to participate in interscholastic sports representing MSAD 70 must refrain from such use as prescribed in MSAD 70 policy book under file: JFCI
3. Any student found in violation of rule 1 and/or 2 will be suspended from all interscholastic, extracurricular, and intramural activity/sports as per MSAD 70's policy regarding drug, alcohol, and tobacco possession/use.
4. Dress: Each member of the interscholastic team is expected to practice dress and grooming habits that will reflect positively on both the individual and the school.
5. Practice Attendance: All athletes must attend all practices unless excused by their individual coaches. (Absences for the observation of religious occasions are excusable)
6. Physical Exams: Every student must have a physical examination every two years before he/she can participate in an interscholastic sport.
7. Transfer Students: May participate under the MPA guidelines.
  - i. [Reference Home School Policy IHBGA]
8. Bus Trips: Every member of an interscholastic sports team will travel to and from games by school transportation. Athletes will be restricted from riding in automobiles except when special requests are made by the parents. Written requests will be made to the building administrator prior to the activity and upon completion of the required form. The team members and managers will sit according to the rule of separation – boys in one section, girls in the other.
9. Eligibility:  
Elementary/Middle School:A student must be enrolled in and passing all required courses. Student eligibility will be determined at the end of each

trimester or warning period whichever comes first. A student will be ineligible to play until the end of the trimester or warning period at which time the student must be passing all subjects he/she is enrolled in. If this is not the case, the student will be ineligible to play. The student will be allowed to practice during such time but may not play in a game or sit with the team but may attend the game as a paying spectator. The score of classes meeting weekly must be 2 or higher.

10. **School Attendance:** Regular school attendance is required of all participants. Participants who are absent from school for any part of the day of the activity, game, or practice may not participate without the approval of the principal or authorized designee.
11. **Participation in More Than One Sport:** Participation in two sports at a time by any student is permissible if both coaches for the sport are agreeable to it.
12. **Conduct on School Trips:** Students representing MSAD 70 will be expected to conduct themselves in a manner which would be a credit to the team, school, and themselves. Any conduct which would discredit the team, school, or the individual in question will be brought to the attention of the athletic administrator or building principal for disciplinary action which may result in dismissal from the athletic team or school.

## **B. COACH'S RESPONSIBILITY**

1. It will be the coach's responsibility to check with the athletic administrator on the eligibility of each team member.
2. It will always be the coach's responsibility to maintain discipline.
2. Coaches will ride the bus with students unless permission has been granted by the athletic administrator because of special circumstances. The coach(es) will always situate themselves in a manner to observe all students.
3. Coaches will be dressed in a manner to present themselves in a professionally. Depending on the sport and the weather, this could mean appropriate outdoor wear or a shirt and tie for male coaches and dress slacks or a dress for female coaches.

## **C. DISCIPLINARY ACTION**

1. The coach must verbally notify the student that he/she believes the student has committed a violation of the rules.

2. The coach will give written notification of each violation that he/she feels will warrant disciplinary action to athletic administrator or building principal and the parent/guardian.
3. Any infractions of the rules will be addressed by the coach, athletic administrator, or building principal.

### **RIGHT TO APPEAL**

The student, parent, or guardian may appeal any disciplinary decisions made to the Superintendent of MSAD 70. Requests for an appeal will be made in writing to the building principal who will make the necessary arrangements for the hearing of the appeal to the Superintendent. The student, parent, or guardian will be notified in writing of the date, time, and place of said hearing. If dissatisfied with Superintendent's decision they may appeal to the Board of Directors.

Cross Reference: JFCI (JICH) - Student Substance Abuse (Drug and Alcohol use by students), IHBGA – Home School Policy

Adopted: September 9, 1996

Revised: April 11, 2011