
Woodland Consolidated School Student/Parent Handbook

844 Woodland Center Road, Woodland, ME 04736

Phone: 207.496.2981 Fax: 207.496.6913



2023-2024

www.schoolunion122.net

Index

Welcome	7
Directory Information.....	8
Staff Directory	9-10
General Information.....	11
Early Dismissal.....	12
Attendance/Policy/Procedure.....	12-13
Family Educ. Rights and Policy Act (FERPA)	13
Student Information/Permission Forms.....	14
Lunch	14
Medication.....	14
Ill Children.....	14
Accidents	14
Discipline	15

Transportation:

Rules and Regulations for School Buses.....15-16

School Bus Safety and Your Child16-18

Student Computer and Internet Use18

Child Find18

Parent/Teacher Conferences18

Promotion-Retention Policy:

Promotion19

Retention19

Procedure19

Referral of Students with Disabilities19

Grading System and Report Cards20

Honor Roll Policy20-21

Extracurricular Eligibility Requirements21-22

School Volunteers22

Withdrawal of Students22

Care of Textbooks, Library Books, Etc.....22

Care of School Property by Students.....23

Electronic Equipment and Toys23

Student Harassment Policy23

Early Dismissal Due to Weather	24
School Cancellations/Delays	24
Personal Messages to Students	24
Dress Code	24-25
Student Newsletter/Lunch Bills/Menu/Activity Calendar.....	25
Parties and Celebrations.....	25-26
Fragrances	26
Security	26
Fire Drills	26
Lockdown Drills and Evacuation Drill.....	26-28
Bus Evacuation Drills.....	28
School Policies:.....	29-...
Nondiscrimination/Equal Opportunity and Affirmative Action AC	
Harassment and Sexual Harassment of Students ACAA	
Student Discrimination and Harassment Complaint Procedure ACAA-R	
Hazing ACAD	
Commitment to Standards for Ethical and Responsible Behavior ADAA	
Tobacco Use and Possession & Administrative Procedure ADC and ADC-R	
Building Occupants of Asbestos-Containing Building Material AHERA.11	
Bomb Threats EBCC	

Pest Management Notification ECB-E1

Student Computer and Internet Use and “Cyber Safety” IJNDB

Student Computer/Internet Use Acknowledgment Form IJNDB-E

Student Computer and Internet Use Rules IJNDR-R

Educ. Research: Student submission to Surveys, Analysis or Evals ILD

Care of School Property by Students JICB

Drug and Alcohol Use by Students JICH

Student Drug and Alcohol Abuse Procedures JICH-R

Bullying JICK

Bullying-Administrative Procedure JICK-R

Questioning and Searches of Students JIH

Student Education Records and Information JRA

Notice of rights under FERP.PSL JRA-E

Student Educ. Records and Information Administrative Procedure JRA-R

Ethical and Resp. Student Behavior: The Student Code of Conduct SCC

Purchasing and Contracting: Procurement Staff Code of Conduct DJH

Referral and Use of General Education Interventions IHBAA

Instructional and Library Materials Selection IJJ

Admission of Resident Students JFAA

Student Conduct on School Buses JICC

Weapons, Violence and School Safety JICIA

Administering Medication to Students JLCD

Medical Marijuana in Schools JLCDA

Parent Involvement in Title I KBF

Annual Notice of School Union #122's School - Home Compact

Student Absentee Procedures – School Union #122

Woodland Consolidated School

This handbook is designed to provide parents and students with important information about our school. It has been prepared as a useful reference to acquaint you with the school's routines, policies, procedures, and rules for the successful daily operation of Woodland Consolidated School. We believe that following these guidelines will help us to have an orderly school, conducive to learning.

We believe that communication is essential between school and home so we encourage you to visit your child's school often for a greater understanding of its programs and its goals.

We urge you to take the time to read through this handbook and to review and discuss the procedures and routines every student is expected to follow. Please contact the school at 496-2981 with any questions you may have following the review of this guide or with any comments or suggestions.

The staff and I look forward to working closely with you and your child this year at the Woodland Consolidated School.

Gillian Sleeper

Principal

Woodland Consolidated School

Directory Information

2022-2023

Administrative Personnel

Karla Michaud, Superintendent	498-8436
-------------------------------	----------

Donna Ekman	498-8436
-------------	----------

Laurie Christie	498-8436
-----------------	----------

Woodland Consolidated School	496-2981/492-6561
------------------------------	-------------------

fax: 496-6913

Superintendent's Office	498-8436
-------------------------	----------

fax: 498-6349

Woodland Consolidated School

Staff Directory

2022-2023

Principal:	Gillian Sleeper
School Secretary:	Denise Green
Pre-K:	Katie Stephens
Kindergarten:	Chantalle Cote
Grade 1:	Erin Tateishi-Ouellette
Grade 2:	Lynn McLaughlin
Grade 3:	Debbie Sutherland
Grade 4:	Jennifer Landeen
Grade 5:	Katie Robertson
Grade 6:	Shelly Ouellette
Grade 7:	Cody Tompkins
Grade 8:	Sandy Swan
Physical Education/Health:	Thomas Beckum
Music/Band/Chorus:	Jenn Holmes
Special Education:	Alexander Lord

Speech/Special Education:	Carrie St. Peter
Guidance Counselor:	Melissa Stiff
Occupational Therapy	Haley Powers
School Nurse:	Kylie Haines
Title 1 Teacher:	Debbie Fowler
Gifted and Talented:	Linda Ross
Education Techs:	Ricketta Belanger
	Peggy Deveau
	Kris Ferland
	Leslie Gagnon
	Hannah Landeen
Kitchen:	Donna Thomas
Bus Drivers/Janitors:	Bob Ekman
	Roland Belanger
	Shawn Duren
	James Alward
	Robert Stedt
	Donald Anderson

General Information:

Parents and students cooperation is requested in observing the following daily schedule:

Students should not arrive before 7:45 A.M. since staff supervision is not provided until that time!

7:45 a.m.	Bus students begin arriving at school; Breakfast is served
8:00 a.m.	Bell rings; students prepare for day
8:12 a.m.	Bell rings; announcements; class starts; students arriving after this need to check in with office (tardy)
10:55-11:15 a.m.	Lunch for Grades Pre K-4
11:20-11:40 a.m.	Recess for Grades Pre K-4
10:55-11:15 a.m.	Recess for Grades 5-8
11:20-11:40 a.m.	Lunch for Grades 5-8
2:30 p.m.	End of school day

We request that there are no automobiles on the school playground between 7:00 a.m. and 2:25 p.m. Walkers and bikers are asked to leave by the main office. Students being picked up exit through the side door by the gym. Bus slips are distributed at 2:00 p.m., please contact the school before this time to assure your child gets notification of change in drop off.

Parents picking up their child at the end of the school day are asked to check in at the office and wait for their child there. Please do not go to your child's classroom to pick him or her up from school. All students dismissed from school before the end of the school day must be dismissed by the office.

Early Dismissal

We encourage you to try to schedule your child's doctor, dental and eye appointments, etc. around school hours. If this is not possible, come to the school office first to check your child out. For your child's safety, a teacher is not permitted to release a child without prior notification by the office.

Attendance

Students are expected to be at school each school day. In order for students to do well in their work and activities, regular attendance is important. After being absent, a student must bring a note of explanation from a parent or guardian and give it to his/her classroom teacher. It is the student's responsibility to get make-up work assignments from the teacher. The office will periodically call and verify a student being absent-this is to cut down on truancy.

Woodland Consolidated School Attendance Policy/Procedure

Under Maine State Law, 20A 5001-A Compulsory Attendance, and 5201 Age, persons 7 years of age or older and under 17 years shall attend a public day school during the time it is in regular session. An absence of 1/2 day or more requires a written excuse from the parent/guardian. Under the law, a person's absence is excused when the absence is for the following reasons:

- A. Personal illness;
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency; or
- E. A planned absence for a personal or educational purpose which has been approved.

An adult having a person of compulsory school age under that adult's control shall cause the person to attend school as provided in this section. After any absence, a note must be

received by the classroom teacher. After 3 consecutive days, a call will be made to the student's home to verify reasons for the absence. When teachers/staff can document a pattern of absences which are unusual and therefore disturbing, a referral will be made to the building principal. The principal/designee will make contact with the home regarding the absences.

Under Maine State Law, 20A 5051 Habitual Truancy, a student is habitually truant if the student:

- A. Is subject to section 5001-A; and
- B. Has attained the equivalent of 10 full days of non-excused absences or 7 consecutive school days of non-excused absences during the school year.

If a principal of a public school and the attendance coordinator determine that a student is habitually truant and they are unable to correct the problem, the principal shall inform the superintendent. The superintendent shall try to correct the problem informally. If unable to correct the problem, the superintendent shall refer the matter to the school board with the attendance coordinator's report, principal's report and any other useful information.

Family Educational Rights and Privacy Act (FERPA)

School Union #122 recognizes its obligations to protect the privacy of students and parents, and the confidentiality of information relating to students with exceptionalities. In accordance with FERPA guidelines, a parent/guardian/legally emancipated student has the right to:

- 1. Inspect and review educational records;
- 2. Consent to disclosure;
- 3. Request amendment to educational records;
- 4. File a complaint for failure to comply.
- 5. Obtain a copy of School Union #122 F.E.R.P.A. Policy

Copies of policy are located at the Union #122 Superintendent's Office in Woodland, ME or may be obtained on the website at www.schoolunion122.net.

Student Information/Permission Forms

During the first week of school, your child's teacher will be sending home a packet of forms for you to read and complete. Having this information returned promptly and correctly is of utmost importance. A record of this information is kept in the school office and is for school use only. If there is a change in information sometime during the year, please notify the school.

Lunch

Application for free and reduced-price lunches will be sent home annually along with prices for breakfast, lunch, and milk/juice. All students will stay at school for lunch.

Lunch money will be collected daily. Notices of non-payment will be emailed on a weekly basis. Students who have a lunch bill totaling \$30.00 or more will have a letter emailed to the parent/guardian requesting payment.

*Students that will be graduating from Woodland Consolidated School are not allowed to charge any meals after June 1st and bills must be paid in full. They will be allowed to pay in advance or on a daily basis.

Medication

If your child has a health problem, please tell his/her teacher or the principal. Students shall not be permitted to take medication while at school unless such medicine is given to them under the direction of the building administrator who shall act on specific written request of the parent or guardian and under the written directive of the student's personal physician. The above policy covers all prescription and other drugs, including aspirin. Under no circumstances is the student to transport any medication to or from school.

Ill Children

If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember, we cannot keep seriously ill children at school.

Accidents

Any accident, no matter how minor, should be reported to the duty teacher and the principal.

Discipline

It is necessary that children learn to develop self-discipline in order to further their learning. Please discuss with your children the importance of and need for good behavior and a good attitude while at school. Fighting, disrespect toward others, obscene language, or destruction of school property will not be tolerated.

Transportation

Rules and Regulations for School Buses

- All pupils shall be ready in the morning for the bus to arrive.
- The driver has full charge of the bus. Pupils will obey the driver.
- Do not stand in the road while waiting for the bus or cross the road until the bus has come to a complete stop.
- If the driver wishes, he/she may assign seats in the bus and pupils will take the seats assigned.
- When the bus is in motion, remain seated. Do not extend arms out of the windows.
- Damage done to seats or other equipment must be paid for by the pupil.
- See that your conversation is clean, and never loud or boisterous.
- Always treat your fellow pupils with courtesy.
- In leaving the bus, make sure highway is clear before crossing.
- No pupils will leave the bus without driver's consent.
- Please refrain from unnecessary conversation with the driver.
- Throwing or snatching of caps, books, lunch boxes, etc. will not be permitted on the bus.

- Pupils shall help in keeping the bus clean. Do not throw paper or other refuse on the floor.
- The right of pupils to ride the bus is conditioned on their behavior and observance of these rules. Drivers are authorized to enforce these rules and to make other suggestions in line with good citizenship.
- The operator of a school bus, on returning the children to their homes from public school, shall discharge such children at the place of their residence or bus stop, unless written permission to the contrary has been received by the office from the parents or guardians.
- Buses are to be used by Woodland Consolidated School students, unless special permission is granted.

Notes are required if students are not disembarking at home.

School Bus Safety and Your Child

All students in our school system who ride a bus to school are subject to school bus regulations until they get off at their school or the bus stop near their home. They must realize that bus service is a privilege that may be revoked for serious violation of bus policies. Any misbehavior which distracts the driver is a VERY SERIOUS HAZARD to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

Every school bus and driver have been supplied with a School Bus Incident Reporting System which reflects the rules of student conduct. School bus violations include the following:

- Failure to remain seated
- Refusing to obey driver
- Verbally or physically assaulting others
- Lighting matches
- Spitting
- Smoking on the bus

- Throwing objects out of the bus
- Throwing objects on the bus
- Hanging out of window
- Disobeying bus monitor
- Vandalism
- Drug-related activities
- Other activities deemed by the driver to jeopardize the safety of passengers

Reimbursement cost for deliberate vandalism to buses is the responsibility of the vandal. If your child is reported for any of the above activities, the following disciplinary action may be taken.

Elementary

First Offense - Student conference with principal and notification of parents by phone/letter.

Second Offense - Suspension of riding privileges for at least 3 days and until a parent conference is held with the principal - immediate notification of parent by phone and letter.

Third Offense - Automatic suspension and possible expulsion from bus service. Suspension from bus service until a meeting can be held with the Superintendent of Schools. Immediate notification of parent by phone and letter.

Secondary Students

First Offense - Warning to student, notification of parents by phone/letter (by the Superintendent of School).

Second Offense - Suspension of bus riding privileges for at least 1 day until a parent conference is held with the Superintendent of Schools - Notification by phone/letter.

Third Offense - Suspension/Expulsion from bus service until a parent conference is held with the School Committee, at which time expulsion from bus service will be considered. In extreme discipline cases, Steps 1 and 2 may be eliminated.

Student Computer and Internet Use

Woodland Consolidated School provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The board believes that the resources available through the internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology. A copy of the Student Computer and Internet Use Policy, Acknowledgement Form, and rules are distributed to parents annually.

Child Find

Woodland Consolidated School seeks to ensure that all students within its jurisdiction are identified, located, and evaluated who are school-age (5 through the school year in which they turn 20) and who are in need of special education and supportive assistance - including state wards, state agency clients, students who have been suspended or expelled, students attending private schools and home schools, institutional residents, highly mobile students with disabilities, and students who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade. A copy of The Child Find Policy is distributed to parents annually.

Parent/Teacher Conferences

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please remember to schedule a conference in advance so a time that is convenient for all can be established, i.e. before or after school.

First term report cards will be given to parents at time of Parent-Teacher Conferences.

Promotion - Retention Policy

Promotion

A student will be promoted to the next grade level when that student meets all minimum requirements of his/her present grade.

Retention

Student may be retained when the following circumstances are present:

1. Student fails two subjects for year;
2. And when student who has ability continually refuses to exert effort;
 - a. Or for sociological reasons (immaturity) as determined by the teacher, principal and parent.

Procedure

1. At the end of first trimester, teacher will notify principal of any student who may be in danger of retention. Letter to this effect will be sent to parent.
2. At the end of the second trimester, teacher will notify principal of any student who may be in danger of retention. Letter will be sent to parents and a conference with teacher, student, parent and principal in attendance.
3. By June 1, teacher should submit a list of those students who he/she is recommending for retention. Letter will be sent to parent (copy to Superintendent) requesting meeting. Meeting will be held with parent, teacher, and principal in attendance.
4. The final responsibility for retention of a student rests with school officials, with input from the parents.

Referral of Students with Disabilities

It shall be the policy of Woodland Consolidated School to refer all school-age students suspected of having a disability that requires special education to the Pupil Evaluation Team (PET) may be made by professional school staff, by parents, and by other persons knowledgeable about the child's educational needs. A copy of The Referral of Student With Disabilities Policy is distributed to parents annually.

Grading System and Report Cards

Grades will be given by letter grade during the term. Report cards are sent home three times a year and their grades are by the letter grade according to the following standards: (Gr. 5-8)

93-100	A	Excellent
85-92	B	Above Average
77-84	C	Average
70-76	D	Below Average
Below 70	E	Failure

Pre K-4 and lower grade ranking system is explained on cards.

Honor Parts-Graduation honor parts will be determined by each student's performance in areas such as work habits, academics, and leadership skills, or a combination thereof, during their eighth grade school year.

Honor Roll Policy

Students need to be recognized for their efforts in obtaining excellence in their academics.

1. Honor roll status shall start at grade three (3) and continue through grade eight (8).
2. Students receiving all A's will achieve high honors recognition. Students receiving A's and B's or all B's will be awarded honor status.
3. Honor roll status shall be comprised of the following academics: READING, SPELLING, LANGUAGE, SCIENCE, SOCIAL STUDIES, MATH, TECHNOLOGY, HEALTH, AND PHYSICAL EDUCATION.
4. Woodland School shall post trimesters, in the local newspaper, the names of those students achieving high honors or honors status. These names shall be posted in each school.
5. The following numerical and corresponding grades apply:

93-100	A	Excellent
85-92	B	Above Average
77-84	C	Average
70-76	D	Below Average
Below 70	E	Failure

Extracurricular Eligibility Requirements

Woodland School recognizes that extracurricular activities are an important and integral part of the school curriculum. These activities provide learning situations for students that are difficult to obtain in the normal classroom setting. The School Committee realizes, however, that one of its primary functions is to be sure that student's academic needs are met. In an attempt to be mindful of both areas of education, Woodland Consolidated School has established the following eligibility requirements for students participating in extracurricular activities.

1. Any student not passing all subjects becomes ineligible to participate in any school-sponsored extracurricular activities for the following trimester. Band and chorus are not considered extracurricular.
2. Eligibility status, however, may be reinstated in a two-week period if the student is maintaining passing grades in all subjects. These students will be subject to bimonthly evaluations for the remainder of the ranking period. Any failing average during the two-week period will result in suspension for the remainder of the season for that sport.
3. The third trimester period will be used as criteria for the following school year.
4. Any students transferring from another school, whether in or out of the State of Maine, are eligible to participate in any extracurricular activities at the time of transfer if they meet the academic requirements.
5. Any student not in attendance on the day of a scheduled event is ineligible to compete in that activity on the day of absence.

6. In order to participate in athletic activities, it is necessary for students to have: 1. adequate insurance coverage, 2. a current physical examination by a qualified examiner.
7. If a child is not able to participate in a regular schedule of daily events because of illness or physical impairment, he/she will not be able to participate in any extracurricular events.
8. Uniforms and equipment issued for extracurricular activities are not to be taken from school premises without prior approval from school officials. Students will be liable for damages and destruction done to school property.

Extra Curricular activities include: Cross Country, Soccer, Basketball, Nordic Skiing, Wrestling, Softball, Baseball, Track and Field, Band, Chorus, and Show Choir.

School Volunteers

If you are interested in becoming a school volunteer, please call 496-2981. Your interest and involvement are always appreciated. Fingerprinting is mandatory.

Withdrawal of Students

If you are moving and are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. Any school owned material must be returned before leaving. Your cooperation is always greatly appreciated.

Care of Textbooks, Library Books, Etc.

Students are responsible for all library books and textbooks issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

Care of School Property by Students

Textbooks, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Students will be billed for the replacement costs of such material.

If reimbursement is not forthcoming within a reasonable time:

- A. Damage to school property may be recovered in a civil action to obtain the permitted “double the damage”; or
- B. Costs of lost, destroyed or damaged school books and instructional appliances may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent.

The superintendent shall see that students and parents are notified annually of their responsibilities under this policy, such as publication in pupil/parent notice. Legal reference: TITLE 20A MRSA SEC. 6805, 6807

Electronic Equipment and Toys

Toys, electronic games, cell phones, iPods, trading cards, skateboards, roller skates, blades or heelies, etc. will not be permitted at school unless requested by the classroom teacher. Such articles will be confiscated and held by the teacher or other responsible persons. These articles not only detract from classroom learning but also can be broken or stolen. Parents may pick up confiscated article/articles sometime prior to the end of the school year.

Student Harassment Policy

Every student is entitled to attend school in an environment free of harassment because of race, color, religion, sex, age, national origin or handicap. Any student who feels that he/she is being subjected to harassment should contact a teacher, guidance counselor, administrator, the school system affirmative action officer (superintendent) to discuss the situation. Students may also contact the Maine Human Rights Commission to file a complaint.

Examples of harassment include but are not limited to: unwelcome sexual advances, gestures, comments, contact, threats, offensive jokes, ridicule, slurs, derogatory actions or remarks.

D. Notice to Parties of Formal Complaint

1. The Title IX Coordinator will provide to the parties written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under the Title IX regulations and this procedure. The notice shall include:
 - Notice regarding the complaint procedure and the availability of an informal resolution process;
 - Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (not less than five business days);
 - As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the complaint); and that the parties may inspect and review evidence;
 - Notice that the parties may each have an advisor of their choice (who may be an attorney), and that the parties may inspect and review evidence;
 - Notice that knowingly making false statements or submitting false information during the complaint process is prohibited and may result in disciplinary action;
 - Notice of the name of the investigator, with sufficient time (no less than three business days) to raise concerns of conflict of interest or bias.
2. If additional allegations become known at a later time, notice of the additional allegations will be provided to the parties.
3. The AAO/Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.

E. Informal Resolution Process

After a formal complaint has been filed, and if the AAO/Title IX Coordinator believes the circumstances are appropriate, the AAO/Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and determination process. Informal resolutions cannot be used to resolve a formal complaint where a student is the complainant and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; disciplinary actions against a respondent or a requirement to engage in specific services; or supportive measures. Both parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time. The Superintendent must agree to the terms of any informal resolution reached between the parties. If an informal resolution agreement is reached, it must be signed by both parties and the school unit. Any such signed agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the subsequent investigation or determination.

F. Investigation

1. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and AAO/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the Woodland School Committee, who should consult with legal counsel concerning the handling and investigation of the complaint.
2. The investigator shall consult with the AAO/Title IX Coordinator as agreed during the investigation process.

3. If the complaint is against an employee of the school unit, rights conferred under an applicable collective bargaining agreement shall be applied, to the extent they do not conflict with the Title IX regulatory requirements.
4. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
5. The investigator will:
 - a. Meet with each party after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
 - b. Allow parties to have their advisor at all meetings related to the complaint, although advisors may not speak on behalf of a party or interfere with the process.
 - c. Allow parties a reasonable opportunity to identify witnesses and submit favorable and unfavorable evidence.
 - d. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).
 - e. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
 - f. During the course of the investigation, provide both parties with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint (including evidence which the school unit does not intend to rely upon in reaching a determination of responsibility), and favorable and unfavorable evidence.
 - g. Prior to completion of the investigation report, provide each party and advisor (if any) the evidence subject to inspection and review, and provide the parties with ten business days to submit a written response.
 - h. Consider the parties' written responses to the evidence prior to completing the investigation report.

- i. Create an investigative report that fairly summarizes relevant evidence and send the report to the parties and advisors (if any), for their review and written responses within ten business days of receipt.
 - j. After receipt of the parties' written responses (if any), forward the investigation report and party responses to the assigned decision maker.
- 6. The investigation shall be concluded within 40 business days if practicable. Reasonable extension of time for good reason shall be allowed.

G. Determination of Responsibility

- 1. The decision maker shall provide the parties with the opportunity to submit written, relevant questions that the party wants asked of another party or witness within five business days of when the decision maker received the investigation report and party responses.
 - a. The decision maker shall explain to a party proposing questions if the decision maker excludes a question as not relevant.
- 2. Each party shall be provided the opportunity to review the responses of another party and/or witness, and to ask limited written follow-up questions within five business days of receiving the answers.
- 3. Each party will receive a copy of the responses to any follow-up questions.

4. The decision maker shall review the investigation report, the parties' responses and other relevant materials, applying the preponderance of the evidence standard ("more likely than not").
5. The decision maker shall issue a written determination, which shall include the following:
 - a. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy;
 - b. A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and meetings held;
 - c. A determination regarding responsibility as to each allegation and findings of fact supporting the determinations;
 - d. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school unit imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school unit's programs and activities will be provided to the complainant;
 - e. The school unit's appeal procedure and permissible bases for the parties to appeal the determination.
6. The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that the school unit provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

H. Remedies, Discipline and Other Actions

1. Remedies

Remedies are measures used to ensure that the complainant has equal access to the school unit's education programs and activities following the decision maker's determination. Such remedies may include supportive measures, and may include other appropriate measures, depending upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the Complainant.

2. Discipline and Other Actions - Students

The following are of the types of discipline and other actions that may be imposed on a student when there is a determination that they are responsible for one or more violations involving sexual harassment:

- In or out of school suspension.
- Expulsion.
- Restorative justice.
- Requirement to engage in education or counseling program.

3. Discipline and Other Actions – Employees

The following are examples of the types of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations involving sexual harassment:

- Written warning.
- Probation.
- Demotion.
- Suspension without pay.
- Discharge.

The following are examples of other types of actions that may be imposed on an employee when there is a determination of responsibility:

- Performance improvement plan.
- Counseling.
- Training.
- Loss of leadership/stipend position.

I. Appeals

The parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints. Under the Title IX regulations, appeals are allowed on the following grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the formal complaint was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent that affected the outcome of the matter.

An appeal must be filed in writing within five business days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

1. Appeals must be filed with the Superintendent, who will consider the appeal.
2. The Superintendent shall notify the other party in writing of the appeal and will allow both parties to submit a written statement in support of, or challenging, the determination of the decision maker.

3. The Superintendent shall conduct an impartial review of the appeal, including consideration of the written record of the matter, and may consult with legal counsel or other school unit officials in making their decision.
4. The Superintendent shall issue a written decision describing the result of the appeal and rationale for the result, and provide the written decision simultaneously to the parties. The decision will either deny the appeal; grant the appeal and remand to the decision maker for further consideration; or grant the appeal by revising the disciplinary or other action(s).

J. Records

Records in connection with sexual harassment reports and the complaint process shall be maintained for a minimum of seven years.

Legal Reference: Americans with Disabilities Act (42 U.S.C. §12101 et seq., as amended; 28 C.F.R. § 35.107)
 Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq., as amended; 34 C.F.R. § 104.7)
 Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106
 Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)
 Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)
 Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)
 Maine Human Rights Act, 5 MRSA § 4551 et seq.
 20-A MRSA § 6553
 MHRC/MDOE Joint Rule Chapter 94-348 and 05-071, ch. 4

Cross Reference: ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures
 AC – Nondiscrimination/Equal Opportunity and Affirmative Action
 ACAD – Hazing
 GBEB – Staff Conduct with Students
 JFCK – Student Use of Cellular Telephones and Other Electronic Devices
 JICIA – Weapons, Violence and School Safety
 JICK – Bullying

Adopted: 11-13-01
Revised: 11-15-10
08-13-20
09-16-21

HAZING

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

Injurious hazing also includes any activity expected of a student as a condition of joining or maintaining membership in a group that humiliates, degrades, abuses or endangers a student, regardless of the student's willingness to participate in the activity.

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

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

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

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

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

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

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

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

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

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

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

Legal Reference: 20-A MRSA § 6553

Cross Reference: ACAA - Harassment and Sexual Harassment of Students
ACAB - Harassment and Sexual Harassment of Employees
JICIA - Weapons, Violence and School Safety

Adopted: 06-17-91
Revised: 02-08-99
01-01-00
04-14-03
11-19-20

SCHOOL SYSTEM COMMITMENT TO STANDARDS FOR ETHICAL AND RESPONSIBLE BEHAVIOR

The Woodland School Board believes that promoting ethical and responsible behavior is an essential part of the school unit's educational mission. The Woodland School Board recognizes that ethics, constructive attitudes, 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 the Maine Learning Results. The Woodland School Board also recognizes that Maine law requires the adoption of a district-wide student code of conduct consistent with statewide standards for student behavior developed by the Commissioner of the Department of Education in compliance with 20-A MRSA § 254(11).

The Woodland School Board seeks to create and maintain a school climate in which ethical and responsible behavior can flourish. The Woodland School Board believes that instilling a sense of ethics and responsibility in students requires setting positive expectations for student behavior as well as establishing disciplinary consequences for behavior that violates Woodland School Board policy or school rules. Further, the Woodland School Board believes that in order to teach ethical and responsible behavior, adults who interact with students must strive to model and reinforce ethical and responsible behavior. To that end, the Woodland School Board supports an active partnership between schools and parents.

Recognizing that collaboratively identified core values are the foundation for a school culture that encourages and reinforces ethical and responsible student behavior, the Woodland School Board is committed to the establishment and implementation of a process for identifying shared values and setting and enforcing standards for behavior, including prescription of consequences for unacceptable behavior. The process for identifying such shared values will invite and include the participation of Woodland School Board members, school administrators, staff, parents, students, and the community. Core values will be reviewed periodically, with opportunity for public participation. The Woodland School Board will direct the Superintendent/designee to develop a process to assess school system progress toward achievement of an ethical and responsible school culture.

Following the identification of core values, the Woodland School Board, with input from administrators, staff, parents, students, and members of the community, will adopt a Student Code of Conduct consistent with statewide standards for student behavior that shall, as required by law:

[NOTE: The statewide standards are the "core values" identified in the report of the Commission for Ethical and Responsible Student Behavior, **Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities**. The core values are: Respect, Honesty, Compassion, Fairness, Responsibility and Courage. The Code of Conduct must be "consistent with," not identical to, the statewide standards developed under 20 M.R.S.A. § 254(11). This provides an opportunity for communities to identify their own core values and articulate what they "look like" when applied to behavior. The core values serve as a basis for school system expectations for student conduct.]

- A. Define unacceptable student behavior;
- B. Establish standards of student responsibility for behavior;
- C. Prescribe consequences for violation of the Student Code of Conduct, including first-time violations, when appropriate;
- D. Describe appropriate procedures for referring students in need of special services to those services;
- E. Establish policies and procedures concerning the removal of disruptive or violent students from a classroom or a school bus, as well as student disciplinary and placement decisions, when appropriate; and
- F. Establish guidelines and criteria concerning the appropriate circumstances when the Superintendent/designee may provide information to the local police or other appropriate law enforcement authorities regarding an offense that involves violence committed by any person on school grounds or other school property.
- G. Establish policies and procedures to address bullying, harassment and sexual harassment.

The Woodland School Board will review the Student Code of Conduct periodically, inviting input from administrators, staff, parents, students and members of the community.

When revising the prescribed consequences for violation of the Student Code of Conduct, the Woodland School Board shall consider (evaluate and revise, as deemed necessary or desirable) relevant existing district-wide school disciplinary policies and/or consider adoption of new policies that:

- A. Focus on positive interventions and expectations and avoid focusing exclusively on unacceptable student behavior;
- B. Focus on positive and restorative interventions that are consistent with evidence-based practices rather than set punishments for specific behaviors, and avoid “zero tolerance” practices unless specifically required by federal or state laws, rules or regulations;
- C. Allow administrators to use their discretion to fashion appropriate discipline that examines the circumstances pertinent to the case at hand; and

- D. Provide written notice to the parents of a student when a student is suspended from school, regardless of whether the suspension is an in-school or out-of-school suspension.

“Positive interventions” and “restorative interventions” shall have the same meaning as provided in 20-A MRSA § 1001(15).

Students, parents, staff, and the community will be informed of the Student Code of Conduct and relevant district-wide school disciplinary policies through handbooks, the school unit’s website, and/or other means selected by the Superintendent/designee.

Ethics and Curriculum

The Woodland School Board encourages integration of ethics into content areas of the curriculum, as appropriate. The Woodland School Board also encourages schools to provide students with meaningful opportunities to apply values and ethical and responsible behavior through activities such as problem solving, peer mediation and student government/leadership development.

Legal Reference: 20-A MRSA §§ 254, 1001(15), 1001(15-A)

Cross reference: JIC – Student code of Conduct
JKD – Suspension of Students

Adopted: 04-08-02
Revised: 11-19-20

Woodland Consolidated School Policy Addressing Tobacco Use and Exposure

Woodland Consolidated School is dedicated to providing its students, staff, and visitors with a safe and healthy environment to learn, work and play. Woodland Consolidated School has adopted a tobacco-free campus policy that prohibits the use of all tobacco products in school buildings, facilities, on school buses and at school sponsored events. This policy reflects and emphasizes the hazards of tobacco use, will assure compliance with laws, protect school community members from secondhand smoke, and role model tobacco-free lifestyles.

To support and model healthy, tobacco-free lifestyles and to create an environment free of tobacco smoke, Woodland Consolidated School has adopted the following tobacco-free policy, effective immediately.

All school buildings and property shall be tobacco-free at all times (24 hours per day, 365 days a year). This also includes all days when school is not in session and functions taking place on school grounds, such as athletic events or other activities not associated with, or sponsored by, the school. The policy applies to everyone on school grounds, including students, school staff, parents and visitors. The policy extends to school buses and in all Woodland Consolidated School-owned or leased vehicles.

The policy applies to the smoking or use of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, electronic cigarettes, vape products and other electronic nicotine delivery systems.

Possession of all tobacco products is prohibited by students and others under the age of 21 on district property, in school vehicles and at school-sponsored functions. Students are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.

The sale, distribution, dispensing or promotion of tobacco products and paraphernalia is prohibited on school property and at all school functions. Advertising of tobacco products is prohibited in school buildings, on school property and in all school publications. Tobacco industry and tobacco retailer sponsorship of school activities or functions is prohibited.

This policy will be communicated through a variety of efforts to educate students, school staff, parents and visitors. Tobacco-free signs posted in highly visible areas at facility entrances and throughout the school property, including athletic facilities.

This policy will be listed on the school website and printed in employee, student and adult education booklets on an annual basis. Each year, all school staff, parents and guardians will receive information in writing about the policy and must sign-off that they understand and will comply with the policy.

Policy Enforcement:

Everyone is required to comply with Woodland Consolidated School tobacco-free policy. Enforcement of this policy will follow the standard procedures of the school for each audience as laid out below. All school staff are expected to enforce the policy under the direction of the Principal. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

Student Violations:

The Superintendent or designee shall develop age-appropriate disciplinary guidelines for students violating this policy/administrative procedure, which shall be attached to this administrative procedure.

Strategies may include confiscating tobacco materials and paraphernalia, notifying parent/guardian, providing tobacco education and referral to tobacco treatment.

Staff Violations:

Staff including administrators, teachers, custodians, maintenance workers, aides, secretaries, teacher assistants, food service personal, etc, may not use tobacco products during work hours or at any time on school grounds or at school-sponsored events. Any employee violating the policy will be subject to appropriate disciplinary measures determined by the Superintendent or designee.

Strategies may include progressive discipline, written warnings, formal reprimand, and referral to tobacco treatment.

Other Adult/Visitor Violations:

Visitors, including parents and guardians, to the school facilities must comply with regulations set forth by Woodland Consolidated School. Persons found to be using tobacco products will be asked by the appropriate school official to refrain from use while on school property. They will be informed of the school's tobacco-free policy. Persons who do not comply will be asked to leave the property. If they refuse to leave, the police may be called, and they may be charged with trespassing.

As capacity allows, students and appropriate student groups, will be supported participate in the tobacco-free school initiative, including but not limited to, increasing policy awareness, implementing policy compliance strategies and educating students on the dangers of tobacco use and secondhand smoke exposure.

Age-appropriate tobacco prevention, use and exposure education will be incorporated into the comprehensive health education curriculum in alignment with the Maine Learning Results' Health Education Standards and will include awareness of the tobacco-free policy.

Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco HelpLine (1-800-207-1230) will be made available for tobacco users who are interested in quitting.

Students who repeatedly violate the tobacco-free policy will be referred to an alternative to suspension program.

Legal Reference:	22 MRSA §§ 1578(B), 1580(A)(3) Me. PL 470 (An Act to Reduce Tobacco Use By Minors) 20 USC 6081-6084 (Pro-Children Act of 1994)
Cross Reference:	JICA – Student Dress JL – Student Wellness KF – Community Use of School Facilities KHB – Advertising in the Schools

Adopted:	01-18-18	Revised:	04/25/19
----------	----------	----------	----------

2023-2024 ANNUAL NOTIFICATION
Of
BUILDING OCCUPANTS OF
ASBESTOS-CONTAINING BUILDING MATERIAL
In
SCHOOL UNION #122

The schools/buildings in School Union #122 have been inspected for the presences of asbestos containing building materials (ACBM's). A written plan for the AHERA management has been developed. This plan, noting the type and location of ACBM's, is available for inspection at the office of the Superintendent of Schools and in each school's Principal's Office. Copies may be made on request for a cost of \$.10 per page.

PURCHASING AND CONTRACTING: PROCUREMENT STAFF CODE OF CONDUCT

Conflict of Interest

All employees of Woodland School shall perform their duties in a manner free from conflict of interest to ensure that the school unit's business transactions are made in compliance with applicable laws and regulations and in a manner that maintains public confidence in the schools.

No employee, officer or agent of Woodland School shall participate in the selection, award or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest.

A conflict of interest would arise when the employee or any member of his/her immediate family, his/her partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in the firm selected for the award. For the purpose of this policy, "immediate family" is defined as spouse, brother, sister, parent, son or daughter.

For the purpose of this policy, "immediate family" is defined as spouse, brother, sister, parent, son or daughter.

Conflict of Interest Disclosure

All employees with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the Superintendent who will investigate the circumstances of the proposed transaction. The Superintendent will exercise due diligence in investigating the circumstances of the transaction and, if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict of interest. If the Superintendent determines that the proposed transaction is in the best interest of Woodland School and is fair and reasonable, he/she may proceed with the transaction. In the event that the Superintendent may have a conflict of interest, an ad hoc subcommittee of the Board will investigate and make a determination regarding the transaction.

Staff Gifts and Solicitations

Employees, officers and agents of Woodland School may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts.

Employees, officers and agents of the school unit may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

Violations

Employees of Woodland School who violate this code of conduct may be subject to discipline, up to and including termination of employment and, if appropriate, referral to law enforcement.

Conflict Resolution/Protests and Claims

The Uniform Grant Guidance refers to “protests and claims.”

Legal Reference: 34 CFR Parts 74 and 80 (Education Department General Administrative Regulations (“EDGAR”) (for federal awards made prior to 12/26/2014)
2 CFR §200.318 (Uniform Administrative Requirements – General Procurement Standards) (for federal awards made on or after 12/26/2014)

Cross Reference: DJ - Bidding/Purchasing Requirements
DJ-R – Federal Procurement Manual

Adopted: 09-13-10

Revised: 03/21/19

BOMB THREATS

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

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

A. Conduct Prohibited

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

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

B. Definitions

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.

3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. “School premises” means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures

The Superintendent shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit’s emergency management plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

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

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board’s required annual approval of the school unit’s emergency management plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

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

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

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

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

E. Student Disciplinary Consequences

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

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

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the IEP process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats

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

G. Failure to Report a Bomb Threat

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

H. Staff Disciplinary Consequences

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

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

I. Civil Liability

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

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate (or: practicable) opportunity, as determined by the Board. Or as determined by the Superintendent in consultation with the Board.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification through Student Handbook

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

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

Cross References: EBCA – Crisis Response Plan
 JKD – Suspension of Students
 JKE – Expulsion of Students
 JKF – Suspension/Expulsion of Students with Disabilities
 JICIA – Weapons, Violence and School Safety
 Student Code of Conduct

Adopted: 09-13-99
 Revised: 04-08-02
 11-04-02
 06-23-22

PEST MANAGEMENT NOTIFICATION

Woodland School uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal, biological control, and pesticide use. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

Pesticides

Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible.

Notification

When required by law, parents/guardians and school staff will be notified at least five days in advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications recognized by law or regulations to pose little or no risk of exposure to students or staff.

A copy of the school system's IPM/Pest Management policy is available for review in the school office. The school also keeps records of prior pesticide applications and the pesticides used. You may review these records, a copy of the policy and Maine's "Pesticides in Schools" regulation (Chapter 27 of the Department of Agriculture Board of Pesticides Control "Standards for Pesticide Applications and Public Notification in Schools") by contacting our IPM Coordinator, Bob Ekman at 496-2981.

For further information about pests, pesticides and notification you may contact the Board of Pesticides Control at 207-287-2731 or go to www.state.me.us/agriculture/pesticides/schoolipm.

Adopted: 10-20-03
Revised: 11-09-15

STUDENT COMPUTER AND INTERNET USE AND "CYBER SAFETY"

Woodland School provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether they are used at school or off school premises. The board believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Compliance with Woodland School policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student's computer privileges will be altered. The building Principal's decision shall be final [OR: may be appealed to the Superintendent].

Violations of this policy and Woodland School's computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

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

"CYBER SAFETY"

Woodland School uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although Woodland School takes precautions to supervise student use of the Internet, parents should be aware that Woodland School cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. Woodland School is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student safety ("cyber safety"), Woodland School also educates students and parents about online behavior, including interacting on social networking sites and chat rooms, the dangers of hacking, and issues surrounding "sexting" and, cyberbullying awareness and response. The Superintendent shall be responsible for integrating cyber safety training and "digital citizenship" into the curriculum and for documenting Internet safety training.

The Superintendent shall be responsible for implementing this policy and the accompanying "acceptable use" rules. The Superintendent/designee may implement additional administrative procedures or school rules consistent with Board policy to govern the day-to-day management and operations of Woodland School's computer system.

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

Legal Reference: 20 USC § 677 (Enhancing Education through Technology Act)
47 USC § 254(h)(5) (Children's Internet Protection Act)
47 CFR § 54.52
Federal Communications Commission Order and Report 11-125

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

Adopted: 12-09-96

Revised: 02-14-00

10-15-12

STUDENT COMPUTER/INTERNET USE ACKNOWLEDGMENT FORM

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

Student:

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

Signature of Student

Date

Parent/Guardian:

I have read policy IJNDB - Student Computer/Internet Use and IJNDB-R - Student Computer/Internet Use Rules and understand my son/daughter's use of school computers is subject to compliance with these rules.

Signature of Parent/Guardian

Date

Adopted: 02-14-00
Reviewed: 10-15-12

STUDENT COMPUTER AND INTERNET USE RULES

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

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

A. Acceptable Use

Woodland School's computers, networks, and Internet services are provided for educational purposes and research consistent with the Woodland School's educational mission, curriculum, and instructional goals.

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

Students are also expected to comply with all specific instructions from school administrators, school staff or volunteers when using the Woodland School's computers.

B. Consequences for Violation of Computer Use Policy and Rules

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

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

C. Prohibited Use

Examples of unacceptable uses that are expressly prohibited include but are not limited to the following.

1. **Accessing or Posting Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials or engaging in "cyber bullying;"
2. **Illegal Activities** - Using the Woodland school's computers, networks, and Internet services for any illegal activity or activity in violation of any Board policy or school rules. The Woodland School assumes no responsibility for illegal activities of students while using school computers;
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 Woodland school 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 Woodland school 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, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified;
6. **Non-School-Related Uses** - Using the school's computers, networks, and Internet services for any personal reasons not connected with the educational program or assignments;
7. **Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords using other users' accounts;
8. **Malicious Use/Vandalism** - Any malicious use, disruption or harm to the Woodland School's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
9. **Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites**- Accessing blogs, chat rooms or social networking sites to which student access is prohibited. [NOTE: Schools that allow such use should modify this paragraph to reflect local decisions.]

D. No Expectation of Privacy

The Woodland School computers remain under the control, custody and supervision of the Woodland School at all times. Students have no expectations of privacy in their use of school computers, including e-mail, stored files, and Internet access logs.

E. Compensation of Losses, Costs and/or Damages

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

F. Student Security

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

G. System Security

The security of the school unit's computers, 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 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 computer privileges limited, suspended, or revoked.

H. Additional Rules for Laptops Issued to Students

1. Laptops are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Before a laptop is issued to a student, the student must sign the school's "acceptable use" agreement. Parents are required to attend an informational meeting before a laptop will be issued to their child. Attendance will be documented by means of a "sign in" sheet. The meeting will orient parents to the goals and workings of the laptop programs, expectations for care of school-issued laptops, Internet safety, and the school unit's rules in regard to use of this technology.

3. Student and their parents are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. Woodland school offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft, or damage to a laptop issued to their child.
4. Loss or theft of a laptop must be reported immediately to Woodland school personnel, and, if stolen, to the local law enforcement authority as well.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.
7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned and by family members, to the extent permitted by Maine's laptop program.
9. Laptops 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 Computer and Internet Use

Adopted: 02-14-00
Revised: 10-15-12

EDUCATIONAL RESEARCH: STUDENT SUBMISSION TO SURVEYS, ANALYSES, OR EVALUATIONS

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student's parent;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex behaviors or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legal recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or student's parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior written consent of the student's parent/guardian, or of the student, if he/she is 18 years of age or older.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating student and to provide parents with access to surveys within a reasonable time before administration or distribution.

The school unit will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable,* the school unit will also directly notify parents annually at the beginning of the school year when surveys, analysis, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analysis, or evaluations.

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

Legal Reference: 20 U.S.C. § 1232(h)

Cross Reference: JRA - Student Educational Records

Adopted: 04-14-03

CARE OF SCHOOL PROPERTY BY STUDENTS

Textbooks, computers, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Students will be billed for the replacement costs of such materials/equipment.

If reimbursement is not forthcoming within a reasonable time:

- A. Damage to school property may be recovered in a civil action to obtain the permitted "double the damage"; or
- B. Costs of lost, destroyed or damaged school books and instructional appliances may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent.

The superintendent shall see that students and parents are notified annually of their responsibilities under this policy, such by publication in pupil/parent notice.

Legal Reference: Title 20A MRSA Sec. 6805, 6807

Adopted: 11-08-93

Revised: 02-14-00

DRUG AND ALCOHOL USE BY STUDENTS

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

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

A. Prohibited Conduct

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

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

B Disciplinary Action

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

C. Prevention/Education

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

D. Intervention

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

E. Policy Communication

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

Legal References: 21 USC § 812 (Controlled Substances Act)
21 CFR Part 1300.11-15
P. L. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)
17-A MRSA § 1101
22 MRSA §§ 2390-2394
42 USC § 290dd-2
42 CFR § 2.1 et seq.
20-A MRSA §§ 1001(9); 4008

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

Revised: 02-09-99
Revised: 12-06-01
09-07-06
06-11-09
11-09-15

STUDENT DRUG AND ALCOHOL ABUSE PROCEDURES

Each situations will follow the procedures according to circumstances concerning the prohibitive conduct. It is not always necessary to complete every step.

For the purposes of implementing School Union #122's Student Drug and Alcohol Abuse Policy and Procedures the Substance Abuse Team may include the following people: Superintendent, school principals, school nurse, school counselor, school health coordinator, teachers, law enforcement representative if applicable, the parent/guardian of the student who is involved, or other people designated by the family.

Please note the eight components of a Coordinated School Health Program are as follows: 1. Youth, parent, family, and community involvement. 2. Comprehensive school health education. 3. Physical education and physical activity. 4. School counseling, physical and behavioral health services. 5. Nutrition services. 6. Health promotion and wellness. 7. Physical environment. 8. School climate.

Grades PreK-8

A. Possession/Use

a. All Offenses

1. Verification of possession/use
2. Administrator meets with student
3. Building principal or designee will meet with student to discuss the *Drug and Alcohol Use by Students Policy and the Student Drug & Alcohol Abuse Procedures*.
4. Notification of school nurse and/or school counselor to address student=s needs and/or make recommendations for intervention. Resources may include, but are not limited to community mental health agencies, private clinicians, and medical care providers.
5. Principal or designee will contact parent(s)/guardian(s) to inform them of the possession/use and schedule a meeting to develop an individualized action plan.
6. Notification of law enforcement regarding prohibited conduct could apply.
7. Parent(s)/Guardian(s) will meet with principal and/or Superintendent and other appropriate Substance Abuse Team personnel and/or other people designated by the family to develop an individualized action plan.
8. Proceed with intervention and/or disciplinary individualized action plan developed and approved by the principal and applicable members of the Substance Abuse Team
9. School will continue providing substance abuse prevention/education to the student by way of the eight components of a Coordinated School Health Program.

A. Furnishing/Selling

a. All Offenses

1. Verification of furnishing/selling
2. Confiscation of substance
3. Building principal or designee will meet with student to discuss the *Drug and Alcohol Use by Students Policy and the Student Drug and Alcohol Abuse Procedures*
4. Principal or designee will contact parent(s)/guardian(s) to inform them of the furnishing/selling and schedule a meeting to develop an individualized action plan.
5. Principal or designee will contact law enforcement
6. Principal or designee will contact Superintendent
7. Parent(s)/Guardian(s) meet with principal and/or Superintendent and other appropriate Substance Abuse Team personnel to develop an individualized action plan
8. Proceed with intervention and/or disciplinary individualized action plan developed and approved by the principal and superintendent
9. School will continue providing substance abuse prevention/education to the student by way of the eight components of a Coordinated School Health Program.

B. Community Involvement

1. The Substance Abuse Team will review the *Drug and Alcohol Use by Students Policy and The Student Drug and Alcohol Abuse Procedures* annually.
2. The Substance Abuse Team will develop an annual prevention education goal that is intended for students, families, and the surrounding community.
3. The Substance Abuse Team will establish an annual forum to implement and deliver a community based substance abuse prevention education program.
4. The Substance Abuse Team will notify the public about school sponsored community based substance abuse prevention education programs.

Adopted: 09-21-92

Reviewed: 10-31-01

Revised: 02-09-99

Revised: 06-11-09

BULLYING

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

Bullying Prohibited

Bullying, including “cyberbullying,” is not acceptable conduct in School Union #122 and is prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

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

Definition of Bullying

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

Bullying

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

A. Has, or a reasonable person would expect it to have, the effect of:

1. Physically harming a student or damaging a student’s property; or
2. Placing a student in reasonable fear of physical harm or damage to his/her property;

B. Interferes with the rights of a student by:

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

C. Is based on:

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

Cyberbullying

"Cyberbullying" means bullying through the use of technology or any electronic communication, including but not

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

Application of Policy

This policy applies to bullying that:

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

Consequences for Policy Violations

Students

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

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

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

School Employees and Others

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

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

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

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

Staff Training

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

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers in handbooks, and on the school unit's website and by such other means (if any) as may be determined by the Superintendent.

Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference: AC - Nondiscrimination, Equal Opportunity
ACAA-R - Harassment and Sexual Harassment of Students
———ACAD - Hazing
ADF - School District Commitment to Learning Results
CHCAA - Student Handbooks
JI - Student Rights and Responsibilities
JIC - Student Code of Conduct
JICC - Student Conduct on Buses
JICIA - Weapons, Violence and School Safety
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students
KLG - Relations with Law Enforcement Authorities

Adopted: 10-17-06

Revised: 03-18-13

BULLYING - ADMINISTRATIVE PROCEDURE

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

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

Definitions

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

Bullying

“Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or

any combination thereof directed at a student or students that:

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

Cyberbullying

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

telephone, cellular telephone, text messaging device or personal digital assistant.

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 school. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy and/or responsible behavior in the classroom and the school environment.

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

————Retaliation

“Retaliation means” an act or gesture against a student for asserting or alleging an act of bullying.

“Retaliation”

also includes reporting that is not made in good faith on an act of bullying (i.e., the making of false allegations or reports of bullying).

School Grounds

————“School grounds” means a school building; property on which a school building or facility is located; and

property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. “School grounds” also includes school-related transportation vehicles.

Alternative Discipline

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

Bullying Reports

Students and Parents/Guardians

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

Parents/guardians may report bullying on behalf of their children or when they have witnessed or are aware of the occurrence of bullying.

Reports of bullying may be made anonymously, but no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

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

School Employees

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

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

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

Others

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

Form of Reports

Complaints or reports of bullying may be made orally or in writing, but all reports will be recorded in writing by

school personnel authorized to receive complaints or reports, using the school unit’s reporting form (JICK-E1).

School employees are required to make reports of bullying to the principal/designee in writing.

Although students, parents and others, as identified above, may make bullying reports anonymously, all persons reporting incidents of bullying are encouraged to identify themselves.

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

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

Interim Measures

The building principal may take such interim measures as he/she deems appropriate to ensure the safety of the

targeted student and prevent further bullying and will inform the parents of the targeted student of measures taken.

Investigation

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

Response to Bullying by Students

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

Alternative discipline includes but is not limited to:

- A. Meeting with the student and the student's parents;
- B. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
- C. Mediation when there is mutual conflict between peers, rather than one-way negative behavior, and when both parties freely choose to meet;
- D. Counseling;
- E. Anger management;
- F. Health counseling or intervention;

- G. Mental health counseling;
- H. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
- I. Community service; and
- J. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

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

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

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

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

Appeals

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

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

Adopted: 07-02-12

Revised: 03-18-13

QUESTIONING AND SEARCHES OF STUDENTS

The School Board seeks to maintain a safe and orderly environment in the schools. School administrators or their designee are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures. Searches may include a frisk or pat down of clothing if school administrator believes it is necessary. A member of the same sex will conduct these searches in the presence of a witness, except where circumstances render the presence of a witness impractical. Staff members will not conduct strip searches. If the school administrator believes an intrusive search is necessary he/she will contact the police.

Students may not bring, possess or store at school any items or substances which are prohibited by law, Board policies and/or school rules; or which interfere with the operations, discipline or general welfare of the school.

Student use of all school storage facilities, including but not limited to lockers, desks, and coat closets, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators or their designee have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

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

School staff, students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by the school administrator.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, any administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to Board approval.

Cross Reference: JIH-R - Questioning and Searches of Students - Administrative Procedure
 JICIA - Weapons, Violence and School Safety
 JK - Student Discipline
 KLG - Relations with Law Enforcement Authorities

Adopted: 03-11-02

STUDENT EDUCATION RECORDS AND INFORMATION

The Woodland School Department shall comply with the Family Education Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

A. Directory Information

The Woodland School Department designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, dates of attendance in the school unit, honors and awards received, and photographs and videos of student participation in school activities open to the public (except photographs and videos on the Internet). The Woodland School Department may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

B. Military Recruiters/Higher Education Access to Information (Optional, can be done through CHS)

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Woodland School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

C. Health or Safety Emergencies

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

D. Information on the Internet

Under Maine law, the Woodland School Department shall not publish on the Internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names, without written parental consent.

E. Transfer of Student Records

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

F. Designation of Law Enforcement Unit

The Board hereby designates [choose one of the following options: its School Resource Officer(s) OR Aroostook County Sheriff's Department, Maine State Police Department] as the Woodland School Department's law enforcement unit.

G. Administrative Procedures and Notices

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

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended
 20 U.S.C. § 7908
 20-A M.R.S.A. §§ 6001, 6001-B
 Maine Department of Education Rules, Chapters 101 and 125

Cross Reference: JRA-E - Annual Notice of Student Education Records and Information Rights
 JRA-R - Student Education Records and Information Administrative Procedure
 ILD - Student Surveys and Marketing Information
 EHB - Records Retention Policy

Adopted: 06-07-01

Revised: 04-03-03

05-14-12

ANNUAL NOTICE

Family Educational Rights and Privacy Act (F.E.R.P.A.)

School Union #122 recognized its obligations to protect the privacy of students and parents, and the confidentiality of information relating to students with exceptionalities.

In accordance with F.E.R.P.A. guidelines, parent/guardian/legally emancipated student has the right to:

1. Inspect and review education records
2. Consent to disclosure
3. Request amendment to education records
4. File a complaint for fail to comply
5. Obtain a copy of School Union #122 F.E.R.P.A. Policy

Copies of policy are located at the Union #122 Superintendent's Office in Woodland, ME.

IDENTIFICATION OF STUDENTS WITH SPECIAL NEEDS

Federal Special Education regulations require local school districts to identify all students residing within their geographic area, who may be in need of Special Education services.

If you feel that your child may have a problem which might require Special Education services, please contact the Special Ed Director/Curriculum Coordinator at the school department, the phone number is 498-8436. Once contact is made, a meeting will be held to discuss your concerns as well as determine what action need be taken, if any. Should services need to be provided, arrangements will be made to meet the need.

If you have any questions concerning this letter, please do not hesitate to call.

FERP.PSL (11/02)R

**WOODLAND SCHOOL DEPARTMENT
843 WOODLAND CENTER ROAD, SUITE 3
WOODLAND, ME 04736**

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

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

A. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$.10 per page if copies exceed 30 pages, (or) one complete set of student records will be furnished to parents/eligible students free of charge. Any subsequent requests will incur a charge to parents/eligible students of \$.10 per page.

B. Amendment of Records

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

C. Disclosure of Records

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

1. Directory Information

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

2. Military Recruiters/Institutions of Higher Education

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

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

4. Health or Safety Emergencies

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

5. Other School Units

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

6. Other Entities/Individuals

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

D. Complaints Regarding School Department Compliance with FERPA

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

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

Adopted: 02-10-00
Revised: 05-07-01
04-03-03
12-16-04
05-14-12

STUDENT EDUCATIONAL RECORDS AND INFORMATION ADMINISTRATIVE PROCEDURE

INTRODUCTION

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

These procedures have been adopted to implement federal and state legislation establishing guidelines governing the manner in which student records are maintained and supervised. The purpose of the legislation is to ensure student and parents of students access to their official records, to guarantee that these records are used only for legitimate educational purposes, and to ensure that the records are not released without the written permission of the student or parent of the student except as permitted by law. These procedures do not contain all the information contained in the federal or state legislation, but does adopt and incorporate such laws.

A. DEFINITIONS

The following definitions apply to terms used in this policy.

1. "Act" means the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g)
"Directory Information" means the following information contained in an education record of a student: name, participation and grade level of students in officially recognized activities and sports, date of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet).
2. "Eligible student" means a student who has attained 18 years of age, has not been judged by a court of competent jurisdiction to be so severely impaired that the student is unable to make decisions or exercise judgement on his/her own behalf.
3. When a student attains the age of 18, all rights accorded to parents concerning education records transfer to the eligible student, except that the School Department may continue to disclose education records to a parent without prior written consent if the student qualifies as a dependent under the Internal Revenues Code.
4. "Parent" means parent, regardless of divorce or separation, a legal guardian, or individual acting as a parent or guardian provided that there shall be a presumption that a parent has the authority to exercise the rights inherent in the Act, unless there is evidence of a state law or court order governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.
5. "Education record" means information or data that directly relates to a student and is maintained by the school unit in any medium including but not limited to handwriting, print, e-mail or other computer media, video or audio tape, microfilm and microfiche. Records of instructional, supervisory and administrative personnel and personnel who support these individuals, which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a temporary substitute for the person who made the record are excluded from this definition, as are grades on peer-graded papers before they are collected and recorded by a teacher.
6. "Student" includes any individual with respect to whom the Woodland School Department maintains education records.

B. ANNUAL NOTIFICATION OF RIGHTS

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

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

C. ACCESS TO POLICY AND ADMINISTRATIVE PROCEDURE

The School Department's policy on Student Education Records and Information shall be posted in each school. In addition, school administrators shall provide copies of this administrative procedure to parents/eligible students upon request or when a request to inspect or amend records is made.

D. INSPECTION AND REVIEW OF EDUCATION RECORDS

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

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

E. REQUESTS TO AMEND EDUCATION RECORDS

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

1. The parent/eligible student must make a written request to the Superintendent or building administrator to amend the education record. The request must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
2. The Superintendent or building administrator shall, within a reasonable period of time after receipt of the request, either amend the record in accordance with the request or inform the parent/eligible student of the School Department's refusal to amend the record and inform the parent/eligible student of their right to request a hearing.
3. If the parent/eligible student requests a hearing, it shall be held within a reasonable period of time from the School Department's receipt of the written request. The parent/eligible student shall be

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

4. The School Department shall make its decision in writing within a reasonable period of time. The decision of the school shall include a summary of the evidence and the reason for the decision.
5. If, as a result of the hearing, the School Department decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the education records of the student accordingly and so inform the parent/eligible student in writing.
6. If, as a result of the hearing, the School Department decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent/eligible student of their rights to include a statement in the student's education record about the contested information and/or setting forth any reason for disagreeing with the decision of the School Department.
7. Any statement placed in the student's education record under the preceding paragraph shall be maintained as long as the record or contested portion is maintained by the School Department. If the education records of the student or the contested portion is disclosed by the School Department to any party, the explanation shall also be disclosed.

F. DISCLOSURE OF EDUCATION RECORDS

All disclosures of education records will be made in compliance with federal and state statutes and regulations. The School Department will not disclose any personally identifiable information from the education records of a student without the prior written consent of the parent/eligible student unless such disclosure is otherwise allowed by federal and/or state statutes or regulations. The written consent shall include a specification of the records which may be disclosed, the purpose(s) of the disclosure(s), and the identity of the party or parties to whom the disclosure(s) may be made.

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

1. **Directory Information.** The School Department may make directory information (as described in Section A) public at its discretion unless a parent/eligible student has notified the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. The School Department may disclose directory information about former students without the consent of the parent/eligible student.
2. **Military Recruiters of Higher Education.** Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.
3. **School Officials with Legitimate Educational Interests.** Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education records in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff

and the school unit's designated law enforcement unit personnel, if any); members of the School Board; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

4. Other School Units. Under Maine law (20-A M.R.S.A. § 6001-B), the School Department is required to send a student's education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records. Consent is not required for the transfer of these records, except for confidential health records. At the request of the Superintendent of the school unit where a student seeks admission, the student's current or former school administrators shall provide, in a timely fashion, an oral or written report to the Superintendent indicating whether the student has been expelled or suspended or is the subject of an expulsion or suspension proceeding.
5. Health or Safety Emergency. In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.
6. Other Entities/Individuals. Education records may be disclosed to other governmental entities and individuals as specifically permitted by FERPA and the accompanying regulations.
7. Information on the Internet. Under Maine law (20-A M.R.S.A. § 6001), the School Department shall not publish on the Internet any information that identifies a student including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names, without written parental consent.

G. REQUEST/DISCLOSURE RECORD

1. The School Department will maintain a record of requests and disclosures of personally identifiable information from the education records of a student.
2. Such records do not include disclosures to the parents/eligible student; disclosures made pursuant to written consent of the parents/eligible student; disclosures to school officials; disclosures of directory information; records released pursuant to a subpoena that specifies that the request/disclosure remain confidential; or disclosures to the person who provided or created the record.
3. The record will include the party requesting the information and the "legitimate interest" the party has in the information. In the case of state and local educational authorities, and federal officials and agencies identified in the FERPA regulations, the record must specify that the records may be subject to further disclosure by these authorities, officials and agencies without consent.
4. When disclosures are made under the exception for health or safety emergencies, the record must include the "articulable and significant threat to the health or safety of a student or other individuals that formed the basis of the disclosure" and the parties to whom the information was disclosed.

H. WAIVER OF CONFIDENTIALITY RIGHTS

A parent/eligible student may waive any of his/her rights regarding confidentiality of education records, but any such waiver must be in writing and signed by the parent/eligible student. The school may not require that a parent/eligible student waive his/her rights. Any waiver may be revoked, but such revocation shall not apply to any actions taken by the School Department prior to the revocation being received. If a parent executes a waiver, that waiver may be revoked by the student any time after he/she becomes an eligible student.

I. FEES FOR COPYING RECORDS

There shall be no charge to search for or retrieve education records of a student. The School Department shall provide copies of education records to parents/eligible students upon request. The cost of producing copies of the record to parents/eligible student will be ten cents (\$0.10) per page copied, plus postage. Parents/eligible students who are unable to pay such fees will not be denied access to education records. This fee, however, will not prohibit a parent/eligible student the opportunity to access records if they are unable to pay for copies.

J. MAINTENANCE AND DESTRUCTION OF EDUCATION RECORDS

The School Department shall maintain education records as required by federal and state statutes and regulations.

1. Records shall be maintained in paper and/or electronic form by personnel who are knowledgeable about the applicable confidentiality and record retention requirements. All records shall be safeguarded from unauthorized access. Student records must be kept in fireproof storage at the school or a duplicate set must be kept off-site.
2. The School Department shall not destroy any education record if there is any outstanding request to inspect or review such records.
3. Records of access to education records shall be retained as long as the records themselves.
4. The School Department shall inform parents of students with disabilities when education records are no longer needed to provide educational services to the student or to demonstrate that the school has provided the student with a free appropriate public education as required by law. At that point, the records may be turned over to parents/eligible student upon their request, or destroyed in accordance with the parent's request or School Department procedures.

K. COMPLAINTS

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

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

Legal References: 20 U.S.C. § 1232g; 34 C.F.R. Part 99 (as amended)

20 U.S.C. § 7908

20-A M.R.S.A. § 6001; 6001-B

Maine Department of Education Rules, Chapters 101 and 125

Maine State Archives, Rules for Disposition of Local Governmental
Records

Adopted: 10-02-90

Revised: 02-10-00

05-07-01

04-03-03

01-06-05

05-14-12

ETHICAL AND RESPONSIBLE STUDENT BEHAVIOR: THE STUDENT CODE OF CONDUCT



ETHICAL AND RESPONSIBLE STUDENT BEHAVIOR: THE STUDENT CODE OF CONDUCT

TABLE OF CONTENTS

	Page
Introduction.....	2
Standards for Ethical and Responsible Behavior.....	2
Code of Conduct for Students.....	2
Our Values in Action.....	3-4
Violations and Consequences.....	4
Expectations.....	5-7
Dissemination of Code of Conduct for Students.....	7
Legal References and Cross References.....	8
Definitions of Unacceptable Behaviors Policies.....	8

STUDENT CODE OF CONDUCT

INTRODUCTION

The New Sweden School Board is 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, the New Sweden School Department has established a Code of Conduct defining expectations for student conduct.

STANDARDS FOR ETHICAL AND RESPONSIBLE BEHAVIOR

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

**RESPECT
HONESTY
COMPASSION
FAIRNESS
RESPONSIBILITY
COURAGE**

CODE OF CONDUCT FOR STUDENTS

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.

Having considered the input of administrators, parents, students, and the community, the Board adopts this Student Code of Conduct, consistent with the requirements of 20-A MRSA § 1001(15).

All students are expected to comply with the Code of Conduct and all related school committee policies and rules. 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.

OUR VALUES IN ACTION

A student who is **RESPECTFUL** of self and others

Does:

Does Not

<ul style="list-style-type: none"> ▶ <i>Appreciate diversity</i> ▶ <i>Tolerate views and beliefs that differ from one's own</i> ▶ <i>Support and contribute to a healthy and safe environment</i> ▶ <i>Respects the rights and privileges of other students and staff</i> ▶ <i>Refrains from vulgarity, profanity, obscenity and lewdness in action, speech and dress</i> 	<ul style="list-style-type: none"> ▶ <i>Participate in activities that have the potential to cause physical or emotional harm</i> ▶ <i>Make derogatory statements about another's gender, sexual orientation, ethnicity, socio-economic class, religion, disability, intellect or appearance</i>
--	--

A student who is **HONEST** in academic endeavors and interpersonal relationships

Does:

Does Not

<ul style="list-style-type: none"> ▶ <i>Seek to speak the truth, respectfully</i> ▶ <i>Recognize that truth is an essential component of all relationships</i> ▶ <i>Interact with others in a sincere and genuine manner</i> ▶ <i>Acknowledge his/her own shortcomings</i> ▶ <i>Refrain from cheating</i> 	<ul style="list-style-type: none"> ▶ <i>Seek to steal from others or cheat</i> ▶ <i>Plagiarize the work of others</i> ▶ <i>Engage in secretive, fraudulent, or manipulative behavior</i>
--	---

A student who is **COMPASSIONATE** in dealing with the limitations and sufferings of others

Does:

Does Not

<ul style="list-style-type: none"> ▶ <i>Treat all people with kindness</i> ▶ <i>Possess an ability to empathize with others</i> ▶ <i>Lend a helping hand to those in need</i> ▶ <i>Seek to understand others</i> 	<ul style="list-style-type: none"> ▶ <i>Tease or taunt others</i> ▶ <i>Seek to judge others</i> ▶ <i>Seek to draw attention to another's shortcoming</i>
--	---

A student who is **FAIR** in dealing with others

Does:

Does Not

<ul style="list-style-type: none"> ▶ <i>Seek to strike a balance between the needs of the individual and the needs of the community</i> ▶ <i>Understand the difference between justice and vengeance</i> ▶ <i>Treat others the way he/she would like to be treated</i> ▶ <i>Exhibit impartial and even-handed treatment of others</i> 	<ul style="list-style-type: none"> ▶ <i>Engage in malicious criticism</i> ▶ <i>Attempt to further one's own interests at the expense of others</i> ▶ <i>Show favoritism</i>
---	--

A student who is **RESPONSIBLE** for personal actions as an individual and a member of the community

Does:

- ▶ *Acknowledge making a mistake*
- ▶ *Answer for personal actions or failures to act*
- ▶ *Report harmful, hateful, or dangerous behavior to an adult*
- ▶ *Attend school regularly*
- ▶ *Value the property of others, including school property and facilities*

Does Not

- ▶ *Rationalize or make excuses for unacceptable behavior*
- ▶ *Blame others for personal choices/actions*

A student who is **COURAGEOUS** in the face of ethical challenges

Does:

- ▶ *Make decisions and judgement based on facts and understanding*
- ▶ *Accept consequences for mistakes and errors*

Does Not

- ▶ *Go along with the "crowd"*
- ▶ *Evade consequences of personal actions*
- ▶ *Accept rumors as true, or spread rumors*

VIOLATIONS AND CONSEQUENCES

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record.

Consequences will range from a verbal reminder for minor misconduct up to and including suspension or expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities. See policies: JK - Student Discipline, JKB - Detention of Students, JKD - Suspension of Students, JKE - Expulsion of students.

Removal of Disruptive/Violent/Threatening Students:

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the principal's office or other designated location.
2. If the student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person.
3. The responding administrator, or suitable person, will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove a non-compliant student. The administrator may invoke the school unit's Crisis Response Plan if appropriate. See 20-A MRSA #4009 - Protection from Liability; see Crisis Response Plan.

EXPECTATIONS

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

A. Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation or harassment. Violations may result in disciplinary action up to and including expulsion. See policies: JICIA - Weapons, Violence and School Safety, EBCC - Bomb Threats, ACAA - Harassment and Sexual Harassment of Students.

B. Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives, and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons).

Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion. See policy JICIA - Violence and School Safety.

C. Hazing

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

D. Discrimination and Harassment

Students should not discriminate against other students on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion. See policies: AC - Nondiscrimination/Equal Opportunity and Affirmative Action, ACAA - Harassment.

E. Drug and Alcohol Use

Students shall not distribute, dispense, possess, or use or be under the influence of any alcoholic beverage, drug, or look-alike substances as described in School Committee policy. Violations may result in disciplinary action up to and including suspension from school. See policy JICH - Drug and Alcohol Use by Students

F. Tobacco Use

Students shall not smoke, use, possess, sell, advertise, or distribute any tobacco products.

Violations of this policy may result in disciplinary action up to and including suspension from school. See policy ADC - Tobacco Free Schools.

G. Conduct on School Buses

Students must comply with all School Committee policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation. See policy JICC - Student Conduct on School Buses.

H. Computer/Internet Use

Students may use computers, networks, and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action. See policy IJNDB - Student Computer and Internet Use.

I. Referral to Special Education

The school unit has adopted policies and procedures for determining when a student shall be referred for special services. See policies: IHBAA - Referral Procedures, IHBAC - Child Find Policy

J. Suspension/Expulsion of Special Education Students

The school shall schedule a PET meeting to review the IEP of a student who has been removed from class when: (a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; (b) the class removal is sufficient to constitute a change in the student's special education program; or (c) school officials or the parent believes that the student's behavior may warrant a change in educational programming. See policy JKF - Suspension/Expulsion of Special Education Students, JKF-R Procedures for Suspension/Expulsion of Special Education Students.

K. Referrals to Law Enforcement Authorities

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the school, students, or staff. The Superintendent and administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities. See policy KLG - Relations with Law Enforcement Authorities.

L. Questions and Searches of Students

Students may not bring, possess, or store at school any items or substances which are prohibited by law, Board policy, and/or school rules, or which interfere with the operations, discipline or general welfare of the school. See policy JIH - Questioning and Searches of Students.

M. Public Conduct on School Property

Any person who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from school property. Examples of unsportsmanlike conduct include but are not limited to:

1. Use of vulgar or obscene language or gestures;
2. Possessing or being under the influence of any alcoholic beverage or illegal substance;
3. Possessing a weapon;
4. Fighting or otherwise striking, injuring, or threatening people; and
5. Engaging in any activity that is illegal, disruptive, or may result in criminal charges.

Visitors to the schools shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave school grounds. The building administrator/designee has the authority to refuse entry to persons who do not have legitimate, school-related business, and/or who may disrupt the operations of the schools.

The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors.

The Superintendent or building administrator/designee is authorized to report incidents involving violence, threats of bodily harm (including bomb threats), possession of a weapon, possession, selling, distribution, or use of illegal substances, or other activity that is illegal or which disrupts the operation of the school or school activities, and to furnish information concerning such incidents to law enforcement officials. See Policy EBCC - Bomb Threats.

N. Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct in the New Sweden School and is prohibited. This includes anyone associated with the New Sweden School including students, school staff, parents, volunteers, and community members. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences. See policy JICK and JICK-R - Bullying and Bullying Procedures.

DISSEMINATION OF SYSTEM - WIDE STUDENT CODE OF CONDUCT

The System-Wide Student Code of Conduct shall be distributed to staff, students and parents on an annual basis. Copies of the Code of Conduct are available at building administrators' office and the Superintendent's Office.

Legal Reference: 20-A MRSA §§254 (11); 1001 (15)

Cross Reference: Taking Responsibility: Standards for Ethical and Responsibility Behavior in Maine Schools and Communities (Report of the Commission for Ethical and Responsible Behavior, February 2001)

Definition of Code of Conduct Policies:

JK	Student Discipline
JKB	Detention of Students
JKD	Suspension of Students
JKE	Expulsion of Students
JICIA	Weapons, Violence and School Safety
EBCC	Bomb Threats
ACAA	Harassment
ACAD	Hazing
AC	Nondiscrimination/Equal Opportunity & Affirmative Action
JICH	Drug and Alcohol Use by Students
ADC	Tobacco Free Schools
JICC	Student Conduct on School Buses
IJNDB	Student Internet and Computer Use
IHBAA	Referral Procedures
IHBAC	Child Find
JKF and JKF-R	Suspension/Expulsion of Special Education Students and Procedures
KLJ	Relations with Law Enforcement Authorities
JIH	Questioning and Searches of Students
JICK and JICK-R	Bullying and Procedures

REFERRAL AND GENERAL EDUCATION INTERVENTIONS

It shall be the policy of Woodland Consolidated School to refer all school-age students suspected of having a disability that requires special education to the Individual Education Plan Team for an evaluation in all suspected areas of disability.

Referrals of students to the Individual Education Plan team may be made by parents at any time, and by professional school staff regardless of the results of the initial child find activities, but after completion of the general education intervention process. Other individuals or agency representatives (including representatives of the Department of Health and Human Services) with knowledge of the child may also make referrals. Any such referral should be made in accordance with procedures that may be approved by the Superintendent of Schools.

Regardless of the source of the referral, a referral will be considered received by the school unit on the date that the written referral is received by the office of the Director of Special Education. It shall be signed and dated by Special Education Director or designee, thereby indicating the date of the receipt of that referral.

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

Legal Reference: Me. Dept. of Educ. Rule Ch. 101, §§ II(16), III, IV(2)(D), (E), V(4)(A) (July 2015).

Cross Reference: IHBAC – Child Find
IHBAA – Referral Procedures and General Education Interventions

Adopted: 04-09-01

Reviewed: 11-17-03

10-02-14

11-09-15

04-16-20

INSTRUCTIONAL AND LIBRARY MATERIALS SELECTION

Objectives of Selection

The Board recognizes that it is the primary objective of the library media centers and the instructional program in our schools to implement, enrich and support the education programs in the schools. It is the duty of the library media centers and the instructional program to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

To this end, the Board asserts that the responsibility of the School Library Media Center and the instructional program is:

- A. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
- B. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
- C. To provide a background of information which will enable students to make intelligent judgements in their daily lives;
- D. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media;
- E. To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage; and
- F. To place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center and a variety of resources to be used in the instructional program.

In addition, the Board recognizes that the final authority as to what materials an individual student will be exposed rests with that student's parents or guardians. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on other parents' rights to permit their children to read or view the same material.

Responsibility for Selection of Instructional and Library Materials

The Board is legally responsible for all matters relating to the operation of the schools. The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the Board.

Selection of materials for the library media centers and the instructional program involves many people: principals, teachers, department heads, students and community members. The

responsibility for the coordination of the selection of library and instructional materials and the recommendation for purchase rests with professionally trained personnel. The Board is responsible to approve a uniform system of textbooks.

Criteria for selection

The needs of the individual school, based on knowledge of the curriculum and of the existing collection, are given first consideration.

Materials for purchase are considered on the following bases: overall purpose, timeliness or permanence, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, etc., and format and price.

Gift materials are judged by the same standards and are accepted or rejected by those standards. Multiple copies of outstanding and much-in-demand materials are purchased as needed. Worn or missing standard items are replaced periodically. Out-of-date or no-longer-useful materials are withdrawn from the collection/circulation.

Page 2 of 2

Procedures for Selection

In selecting materials for purchase, the professional personnel evaluate the existing collection, consulting reputable, unbiased, professionally prepared section aids and specialists from all departments and/or all grade levels.

Whenever possible, purchase of non-print materials shall be done only after personal evaluation by the librarian/media specialist and/or other appropriate staff. Reviewing aids may be used in lieu of personal evaluation.

The Superintendent shall select textbooks, supplies and apparatus with the approval of the Board and shall make all these purchases under rules adopted by those responsible for carrying out the policies of the School Board pursuant to ' 1001 (10-A).

Challenged Materials

Despite the care taken to select materials 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 complaint shall be heard first by the person providing the materials in question.

- B. If the complaint is not resolved, the complainant shall be referred to the building Principal and requested to fill out the ACitizen=s Challenge to Educational Media@ form. A copy of the form will be forwarded to the Superintendent.
- C. 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; the department head in the subject area of the challenged materials; one community member.
- D. The review committee shall: read and examine the materials referred to them; check general acceptance of materials by reading reviews; weigh values and faults against each other and form opinions based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material and to prepare a written report on it.
- E. The report of the committee shall be forwarded to the Superintendent who will inform the complainant of the results.
- F. No materials shall be removed from use until the review committee has made a final decision.
- G. The review committee=s decision may be appealed to the Board. The Board may set aside a portion of a regular meeting or call a special meeting for the purpose of receiving testimony from representatives of the various points of view. The material in question shall be:
 - 1. Reviewed objectively and in its full content;
 - 2. Evaluated of the needs and interests of students, school, curriculum and community;
 - 3. Considered in the light of differing opinions; and
 - 4. Reviewed in light of the criteria for initial selection and purpose as provided herein.

The Board will announce its decision in writing not later than the conclusion of the next regular meeting of the Board following its receipt of said testimony.

Legal Reference: 20-A MRSA ' ' 1001 (10-A), 1055 (4), 4002 CH. 125.22 (Maine Dept. Of Ed. Rule)

Cross Reference: IJJ-E - Citizen=s Challenge of Educational Media Form

Adopted: 03-11-02

ADMISSION OF RESIDENT STUDENTS

This school system shall admit as students those of legal school age whose parents or guardians legally reside within the unit. Adequate proof of residence shall be required. The school committee reserves the right to verify residency and guardianship through appropriate means for any enrolled student or any family applying for enrollment.

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

Guardianship shall be substantiated by a copy of a court order or probated "will" appointing the resident as guardian of the student. As of the beginning of the 1999-2000 school year, no student shall be accepted for enrollment or allowed to continue in enrollment on the basis of guardianship established by a power of attorney.

Resident students entering school for the first time shall be admitted upon presentation of an original birth certificate to the principal and/or his/her designee, along with a record of guardianship, required inoculations, and pertinent health records. Photocopies shall be made and retained in the student's file.

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

Legal Reference: 18-A MRSA § 5201, et seq.
20-A MRSA §§ 5202 et seq., 6002
Maine Commissioner of Education Administrative Letter No. 13, 10/9/97

Cross Reference: JFAB - Admission of Non-Resident Student

Adopted: 08-23-93
Revised 02-14-00
11-17-03

STUDENT CONDUCT ON SCHOOL BUSES

While the law states that municipal school units shall furnish transportation to K-8 students and may provide transportation for secondary students, 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.

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

In view of the fact that a bus is an extension of the classroom, the board shall require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of the principal by the bus driver. The principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior. A video camera may be used to tape students' bus conduct and used as supporting evidence in determining disciplinary action.

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

Infractions reported to Principals or Superintendent will be done in writing on a Bus Incident Report by the bus driver.

Offenses will be shown on the Bus Incident Report as First Offense, Second Offense and Third Offense.

First Offense requires written notice to student and parents with no suspension of bus privileges.

Second Offense requires written notice to student and parents with suspension of bus riding privileges for 1-3 school days at the discretion of Principal or Superintendent.

A Third Offense requires written notice to student and parents. Indefinite suspension will take place immediately, until a meeting is held with the district Superintendent with both student and parents in attendance. Subsequent to that meeting, a minimum suspension of no less than 10 school days will be imposed. If it is deemed necessary by the Superintendent that a suspension of longer than 10 days is appropriate, parents may request a hearing before the School Committee to take place at the next regularly scheduled monthly School Committee Meeting.

Superintendent replaces principal in the case of high school students.

Legal Reference: 20-A MRSA § 5401

Revised: 11-08-99
01-13-03
12-16-09

WEAPONS, VIOLENCE AND SCHOOL SAFETY

The School Committee believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Committee policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

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

I. PROHIBITED CONDUCT

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

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

II. EXCEPTIONS TO PROHIBITIONS ON POSSESSION AND DISCHARGE OF FIREARMS ON SCHOOL PROPERTY

The prohibition on the possession and discharge of firearms on school property does not apply to law enforcement officials acting in the performance of their duties.

A. Possession of firearms used in educational programs

The prohibition on the possession of a firearm does not apply to a person who possesses an unloaded firearm for use in a supervised educational program approved and authorized by the Committee and for which the Committee has adopted appropriate safeguards to ensure student safety.

Nothing in this policy shall prevent the school system from offering or approving instructional activities related to firearms (e.g., hunter safety). Any proposal to introduce an instructional activity involving firearms must be submitted in writing to the Superintendent, who may make a recommendation to the Committee. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety.

No firearms may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

B. “Hunters’ Breakfast” exception

The prohibition on possession of a firearm does not apply to a person who possesses an unloaded firearm that is stored inside a locked vehicle in a closed container, a zipped case or a locked firearms rack while the person is attending a “hunter’s breakfast” or similar event that:

1. Is held during an open firearm season established by Maine law for any species of wild bird or wild animal;
2. Takes place outside of regular school hours; and
3. Has been authorized by the Committee.

III. USE OF OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities using objects other than firearms that are generally considered weapons (e.g., bows and arrows) or from allowing an object generally considered a weapon to be brought to school for supervised instructional activities (e.g., archery, boatbuilding) approved by the Committee so long as the Committee has adopted appropriate safeguards to ensure student and staff safety.

Any proposal to introduce an instructional activity involving such objects must be submitted in writing to the Superintendent, who may make a recommendation to the Committee. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety.

No weapons or objects that are generally considered weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

IV. DISCIPLINARY ACTION

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

A student who is determined to have brought a firearm to school or to have possessed a firearm at school shall be expelled for a period of not less than one year, except that this requirement is modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

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

V. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days, or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

Legal References: 5 MRSA § 4681 et seq.
15 M.R.S.A. §§ 3301-A; 3308(7)(E); 3009
17-A MRSA §§ 2(9); 2(12-A)
20 USCA § 7151 (Gun-Free Schools Act)
20-A MRSA §§ 1001(9); 1001(9-A); 1055(11); 6552

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

Adopted: 11-14-94
Revised: 01-15-96
01-18-99
11-08-01
12-16-04
11-09-15

ADMINISTRATION OF MEDICATION TO STUDENTS

The Woodland School Committee discourages the administration of medication to students during the school day when other options exist, but recognizes that in some instances it may be necessary for a student to have medication administered to him/her while the student is in attendance at school. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine autoinjectors.

This policy does not apply to medical marijuana, which is addressed in the Woodland School Committee's policy JLCDA, Medical Marijuana in Schools.

This policy also authorizes the adoption of a "collaborative practice agreement" for the purposes of stocking and administering of epinephrine autoinjectors to any student during school or a school-sponsored activity under emergency circumstances involving anaphylaxis.

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

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

I. DEFINITIONS

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

"Collaborative practice agreement" means a written and signed agreement between a physician licensed in Maine or a school health advisor, as defined in 20-A MRSA §6402-A, and a school nurse that provides for the prescription of epinephrine autoinjectors by the physician or school health advisor and administration of epinephrine injectors by the school nurse or designated school personnel to students during school or a school-sponsored activity under emergency circumstances involving anaphylaxis.

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

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

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

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

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

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

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

II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Parental Request

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

Requests shall be valid for the current school year only.

B. Health Care Provider's Order

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

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

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

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

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

D. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container and properly labelled.

In the event that this is not practical, the parent must contact the school to make alternate arrangements.

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

If the health care provider's order/prescription is for a medication regulated by Schedule II of the Controlled Substances Act (21 USC §812) (e.g., Ritalin and Adderall) no more than a one-day supply shall be kept at school.

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

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

E. Recordkeeping

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

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

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

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

F. Confidentiality

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

G. Administration of Medication

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

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

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

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

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

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

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

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

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

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events.

I. Student Self-Administration of Asthma Inhalers and Epinephrine Autoinjectors

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

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine autoinjector or asthma inhaler.
2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine autoinjector or asthma inhaler.
4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine autoinjector or asthma inhaler taking into account the maturity and capability of the student

and the circumstances under which the student will or may have to self-administer the medication.

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

Authorization granted to a student to possess and self-administer medication from an epinephrine autoinjector or asthma inhaler shall be valid for the current school year only and must be renewed annually.

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

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

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

J. Diabetes

Students with diabetes will be provided access to appropriately trained staff to assist the student in glucose testing, administration of insulin, and administration of Glucagon in an emergency, in accordance with the student's diabetes management plan, individual health plan, or 504 plan.

K. Dispensation of Over-the-Counter Medications

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

A standing order is an order written by the school physician for the entire population of students.

L. Required Training of Unlicensed Personnel to Administer Medication

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

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

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

K. Delegation and Implementation

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

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by Schedule II of the Controlled Substances Act;

4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications including the standards for the signs and symptoms of anaphylaxis and the use of epinephrine autoinjectors for previously unknown severe allergies;
6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254(5); 4009(4); 4502 (5)(N); 6305
 Me. Dept. of Ed. Rule Ch. 40 (2016)
 21 USC §801 et. seq. (Controlled Substances Act)
 28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)
 34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)
 34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Cross Reference: JLCDA – Medical Marijuana in Schools

Adopted: 09-08-97

Revised: 01-10-00

01-12-04

01-10-05

04-25-19

MEDICAL MARIJUANA IN SCHOOLS

The Woodland School Committee recognizes that there may be some students in the Woodland School schools who rely on the use of medical marijuana to manage a medical condition and who may be unable to effectively function at school without it.

The administration of medical marijuana in Maine schools is governed by the Maine Medical Use of Marijuana Act (MMUMA). The regulatory agency charged with implementing the MMUMA is the Department of Administration and Financial Services (DAFS). The Maine Medical Use of Marijuana Program, located within DAFS, performs administrative duties associated with implementation of the MMUMA, such as issuing of registration cards to “caregivers.”

Administration of medical marijuana should be done in a way that minimizes the interruption of instructional time for the student and with a minimum of disruption of routine school operations.

The following procedure is to be followed for the administration of medical marijuana at school:

- A. The student’s parent/legal guardian/legal custodian must request the school unit’s “Request to Administer Medical Marijuana at School” form and a copy of the Woodland School Committee’s policy JLCDA, Medical Marijuana in Schools from the school.
- B. The parent/legal guardian/legal custodian and the student’s medical provider (physician, certified nurse practitioner, or physician assistant) must complete and sign the Request form, to be submitted to the school with a copy of the student’s current written certification for the use of medical marijuana. The parent/legal guardian/legal custodian must present the original certification to the school employee responsible for processing the request. A copy of the certification will be retained by the school.
- C. The parent/legal guardian/legal custodian must designate a caregiver who will administer medical marijuana to the student in school (including a student who is 18 years of age or older). The designated caregiver must be registered with the Maine Medical Marijuana Program. The original registry identification card and caregiver designation form must be presented to the school employee processing the request. Copies will be retained by the school.

- D. If the designated caregiver is a person other than the student's parent/legal guardian/legal custodian, the designated caregiver must also provide verification that he/she is authorized by the State of Maine to administer marijuana to the student on school grounds;
- E. An arrangement will be made between the school administration and the designated caregiver to schedule the administration of medical marijuana in a manner that will minimize disruption to the student's educational program, other students, school personnel, and the operations of the school.
- F. Medical marijuana may be administered only at the school nurse's office. The designated caregiver must sign in at the school office on arrival at school and proceed directly to the location where the medical marijuana will be administered. The designated caregiver must comply with all Woodland School Committee policies and school rules while on school grounds.
- G. Medical marijuana administered in school must be in a nonsmokeable form. Vaporizers are not permitted.
- H. Only the designated caregiver may bring medical marijuana to school. It may not be held, possessed, or administered by any person other than the caregiver. The student may only hold or possess the medical marijuana during the process of administration and under the supervision of the caregiver.
- I. The designated caregiver must sign out at the school office after the administration of the medical marijuana, taking any remaining medical marijuana with him/her.

Legal Reference: Maine Medical Use of Marijuana Act, 2015 P.L. Ch. 369 (2015)

Cross Reference: JLCD – Administration of Medication to Students
KI – Visitors to the Schools

Adopted: _____

Woodland School Department

Parent/Medical Provider Request to Administer Medical Marijuana at School

Student's Name: _____

School: Woodland School Grade: _____ Teacher: _____

A. To be completed by Physician, Certified Nurse Practitioner or Physician Assistant:

Reason for use of medical marijuana: _____

The medical marijuana **must** be administered during school hours: ☐ Yes ☐ No

If yes, time to be administered: _____

Restrictions (including any restrictions on school activities for safety reasons) and/or important side effects:

☐ None Anticipated

☐ Yes. Please describe in detail: _____

Date of student's certification for medical marijuana use: _____

Date to be discontinued: _____

Any other necessary instructions or information: _____

NOTE: THE SCHOOL NURSE MAY CONTACT YOU IF THERE ARE FURTHER QUESTIONS CONCERNING THIS REQUEST.

Provider's signature: _____ Date: _____

Printed Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Note: Any changes to this information above shall require a new request/permission form.

B. To be completed by parent/legal guardian/legal custodian:

Form of medical marijuana to be administered: _____

Note: Medical marijuana may only be administered at school in nonsmokeable form (vaporizers are not permitted).

Dosage (amount): _____

I understand and agree that if the school nurse has questions regarding the provider's order, that the nurse may contact the child's provider and obtain additional information about the medication. I consent to the provider releasing that information.

I have read Board Policy JLCD-Administering Medication to Students and understand that I must comply with all the requirements concerning the administration of medical marijuana.

The following caregiver has been designated to administer marijuana to the student. This caregiver has obtained the required registry identification card. If the designated caregiver is not a parent/legal guardian/legal custodian, he/she has submitted verification from the State that he/she is authorized to administer marijuana to a student on school grounds.

Name of Designated Caregiver: _____

Relationship to Student: _____

Signature of Parent/Legal Guardian/Legal Custodian: _____

Date: _____

NOTE: COPIES OF THE FOLLOWING MUST BE ATTACHED TO THIS FORM:

- 1. CURRENT WRITTEN CERTIFICATION FOR THE USE OF MEDICAL MARIJUANA BY THE STUDENT,**
- 2. THE STATE CAREGIVER DESIGNATION FORM, AND**
- 3. THE DESIGNATED CAREGIVER'S REGISTRY IDENTIFICATION CARD.**
- 4. IF THE DESIGNATED CAREGIVER IS NOT A PARENT/LEGAL GUARDIAN/LEGAL CUSTODIAN OF THE STUDENT, DOCUMENTATION THAT THE CAREGIVER IS AUTHORIZED BY THE STATE TO ADMINISTER MARIJUANA TO A STUDENT ON SCHOOL GROUNDS.**

C. To be completed by school:

Date Received: _____

By Whom: _____

Date Reviewed: _____

Reviewed _____

by: _____

Notes: _____

WOODLAND SCHOOL PARENT INVOLVEMENT IN TITLE I

The Woodland School Committee endorses the parent involvement goals of Title I and encourages the regular participation by parents/guardians in all aspects of the school system's Title I programs.

For the purpose of this policy, "parents/guardians" includes other family members involved in supervising the child's schooling.

I. DISTRICT-LEVEL PARENT INVOLVEMENT POLICY

In compliance with federal law, the school unit will develop jointly with, agree on with, and distribute to parents of children participating in the school system's Title I programs a written district-level parent involvement policy. Annually, parents/guardians will have opportunities to participate in the evaluation of the content and effectiveness of the school unit's parent involvement policy and in using the findings of the evaluation to design strategies for more effective parent involvement and to make revisions to the policy.

II. SCHOOL-PARENT INVOLVEMENT POLICY

As required by law, each school in the school unit that receives Title I funds shall jointly develop with parents/guardians of children served in the program a school parent/guardian involvement policy, including "School-Parent Compact" outlining the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement in meeting State of Maine standards. The school policy will be distributed to parents/guardians of children participating in the school's Title I programs.

The "School-Parent Compact" shall:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
- B. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and positive use of extra-curricular time; and
- C. Address the importance of parent-teacher communication on an ongoing basis, with, at a minimum, parent-teacher conferences, frequent reports to parents, reasonable access to staff and education for staff on the importance of parent involvement in their child's education as well as how to communicate with and work with parents as equal partners.

III. PARENT INVOLVEMENT MEETINGS

Each school receiving Title I funds shall convene an annual meeting to which all parents/guardians of eligible children shall be invited to inform them about the school's participation in Title I and to involve them in the planning, review, and improvement of the school's Title I programs and the parent involvement policy. In addition to the required annual meeting, other meetings shall be held at various times of the day and/or evenings for parents/guardians of students participating in Title I programs.

These meetings shall be used to provide parents with:

- A. Information about programs the school provides under Title I;
- B. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;
- C. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- D. The opportunity to submit comments to the district level if they are dissatisfied with the school-wide Title I program.

Title I funding, if sufficient, may be used to facilitate parent/guardian attendance at meetings through the payment of transportation and childcare costs.

IV. PARENT RELATIONS

Parents/guardians of children identified for participation in a Title I program shall receive from the building principal and Title I staff an explanation of the reasons supporting their child's selection, a set of objectives to be addressed, and a description of the services to be provided. Parents will receive regular reports on their child's progress and be provided opportunities to meet with the classroom and Title I teachers. Parents will also receive training, materials, and suggestions as to how they can assist in the education of their children at home.

V. DELEGATION OF RESPONSIBILITY

The Superintendent/designee shall be responsible for ensuring that the school unit's Title I plan, programs, and parent involvement policies comply with applicable law and regulations and for developing administrative procedures, as needed, to implement this policy.

Legal Reference: 20 U.S.C. § 6318

Adopted: 11-14-05 04-16-20
Revised: 10-02-14
11-09-15
03-07-16

ANNUAL NOTICE OF SCHOOL UNION 122's SCHOOL - HOME COMPACT (New Sweden - Westmanland - Woodland)

The School

The staff and parents/guardians at School Union 122 have high expectations of themselves and of the students at the school. In an effort to provide the highest quality instructional program to the students at School Union 122 and to show how the school and family are working together to educate children, the staff and parents/guardians agree to implement the following programs and activities:

- ▶ Provide an academic program that is challenging to all students
- ▶ Communicate with families on an ongoing basis regarding student progress
- ▶ Provide assistance and extra time to students in order to progress at individual rates
- ▶ Set and follow firm, fair, safety, discipline and health policies and procedures
- ▶ Distribute recognition and praise to as many students as possible in as many ways as possible
- ▶ Make school a positive place for children to learn about the importance of responsibility for oneself and respect for others
- ▶ Involve the community as partners in school decisions, and encourage volunteerism
- ▶ Inform students and family about opportunities for, and benefits of, higher education (beyond high school)
- ▶ Connect students and families with after school activities and community institutions (e.g., libraries, youth organizations, recreational activities).
- ▶ Provide this compact at annual meetings, parent/teacher conferences, as part of school newsletters, on the school website, as well as the student handbook.

The Home

The school and families of School Union 122 students recognize that while both parties agree that the expectations listed here are necessary in order to strengthen the communication and commitment between the home and the school, rare occasions may arise where one or both parties will have difficulty fulfilling all or part of this compact. It is also recognized that the school's purpose is to support the community and its families in whatever manner is necessary and reasonable to its ability to do so, and likewise, it is the family's responsibility to support the school and the community.

Parents/families will:

- ▶ Discuss with their children the importance of working hard to get the most out of school and the opportunities that education can provide
- ▶ Support school discipline, health and safety codes
- ▶ Monitor and support their child's work and efforts at school
- ▶ Send their child(ren) to school appropriately dressed, prepared to learn, and on time
- ▶ Encourage child(ren) to read at least 15 minutes daily at home
- ▶ Provide a regular time and a space for child(ren) to do homework
- ▶ Volunteer at child's school, if time allows
- ▶ Foster and model respect for school personnel, for peers and for oneself
- ▶ Attend parent-teacher conference(s) and communicate with child's teacher(s) on an ongoing basis.

Student Absentee Procedures - School Union 122

Poor school attendance or unexcused absences may be indicators of an At-Risk Student. In order to insure the identification of students who may be At-Risk due to poor attendance or unexcused absences, the following procedures will be followed by School Union 122 school staff.

Under Maine State Law, 20A 5001-A Compulsory Attendance and 5201 Age, persons 7 years of age or older and under 17 years shall attend a public day school during the time it is in regular session. An absence of ½ day or more **REQUIRES A WRITTEN EXCUSE** from the parent/guardian. Under the law, a person's absence is excused when the absence is for the following reasons:

- A. Personal illness
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency; or
- E. A planned absence for a personal or educational purpose which has been approved.

An adult having a child of compulsory school age under his/her guardianship shall cause the student to attend school as provided in this section. After any absence, a note must be received by the **CLASSROOM TEACHER**. Teachers will maintain notes until the end of the school year when they should forward them to the principal. After 3 consecutive days, the **SECRETARY** will call the student's guardian to verify reasons for the absence. The secretary will notify the building principal when these calls are made. When teachers/staff can document a pattern of absences which are unusual and therefore disturbing, a referral will be made to the building principal. The principal will make contact with the home regarding the absences.

It is the guardian/student's responsibility to get make up work assignments from the teacher(s).

Under Maine State Law, 20A 5051 Habitual Truancy, a student is habitually truant if the student:

- A. Is subject to section 5001-A; and
- B. Has attained the equivalent of 10 full days of non-excused absences or 7 consecutive school days of non-excused absences during a school year.

If a principal of a public school and the attendance coordinator determine that a student is habitually truant and they are unable to correct the problem, the principal shall inform the superintendent. The superintendent shall try to correct the problem informally. If unable to correct the problem, the superintendent shall refer the matter to the school board with the attendance coordinator's report, principal's report, and any other useful information.

absence