

Islesboro Central School

2017 – 2018

Student Handbook



“Opening Hearts, Minds, and Doors”



Dear Students, Parents, and Guardians,

The purpose of the Islesboro Central School handbook is to provide students and parents with school information, rules, expectations and procedures which will lead to achieving a comfortable, safe educational environment in which all students can excel and learn.

Please review this handbook and familiarize yourself with its content. If you have any questions or concerns, do not hesitate to call. Islesboro Central School does reserve the right to change any of the procedures, rules or regulations within this handbook with reasonable prior notice to students and parents.

We are looking forward to a wonderful school year ahead.

Sincerely,

The Islesboro Central School Staff

School Mascot - Eagle
School Colors - Blue & Gray

ICS Core Values:

- *Respect*
- *Honesty*
- *Compassion*
- *Fairness*
- *Responsibility*

Main Office	734-2251
School opens	8:20
Start time	8:35
Dismissal	3:05

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ISLESBORO CENTRAL SCHOOL
FACULTY/STAFF PHONE EXTENSIONS
2017-2018

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Mike McFarland	After school Custodial		

ATTENDANCE

Absence

Maine State Law specifies the following as legal reasons for student absences:

- Personal Illness; (please be prepared to provide appropriate documentation upon request)
- Emergency family situations
- Observance of recognized religious holidays when that holiday falls on a school day
- Legal, medical or professional appointment
- Absences for personal or educational reasons which have been approved in advance

A parent or guardian must notify the school by phone, email or written note when a student is absent from school. An absence will be considered unexcused when no notice is given.

Planned absences that are longer than two days require a written request (email or note) at least a week prior to the first day of the absence in order to consider the absences excused and allow for full makeup privileges. The student is responsible for meeting deadlines and making up for missed learning opportunities and assignments.

Truancy

The state of Maine requires that each school district monitor attendance and truancy in accordance 20-A MRSA Section 5051-A. The information specific to truancy regards the definition, the school's responsibility and the parent/guardian responsibilities.

Habitual truant day count is now divided into 2 age categories:

For students in grades 6 – 12: A student who has completed grade 6 is truant if they have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year.

For students in grades 2 – 5: A student who is at least 7 years of age and has not completed grade 6 is truant if they have the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

When a child is truant, the parent(s) will receive a written notice from the superintendent and principal informing them of the truancy and of the right to review records of attendance and reports written regarding their child's attendance. If a child continues to miss school, there may be further contact with law enforcement, fines up to \$250, DHHS referral or charges of neglect filed for failure to ensure that a child attends school.

The school is required to set up a meeting to discuss the elements that are influencing the student's attendance and develop a plan to address attendance issues.

The school may decide, upon continued absences after the plan is created, to contact local law enforcement and/or DHHS for support in addressing truancy.

A hard copy of ICS Attendance Procedures is included in the beginning of the year packet sent home in August.

Tardiness

Students arriving late must sign in at the office. The responsibility for turning in work and finding out about missed material and assignments belongs to the student. Acceptable reasons for being late include:

- Ferry problems
- Inclement weather
- Medical appointments
- Other events deemed unavoidable by the principal

Early Dismissal

A students must have written or verbal permission to leave school early. Students who leave early are responsible for turning in all work that is due on that day and for getting all homework assignments. This applies to all extracurricular activities, senior privilege, or any other reasons. The following are the only legitimate reasons for early dismissal per Maine law.

- Students may be dismissed for medical, dental appointments or appointments with other health professionals.
- A student may be dismissed upon request of a parent or guardian for reasons involving a family tragedy, illness, legal or religious obligations, or emergency at home.
- Early dismissals will be considered excused if the school receives a signed note or a phone call from a parent or guardian prior to the early dismissal.
- Earned Senior Privilege, after progress reports and report cards are reviewed by administration.

Mainland Cancellations

Magnet students whose mainland town's school is closed due to inclement weather are excused from ICS for that day. These days will not be counted against the total number of absences for that student. The student is required to contact staff regarding missing work and meeting deadlines.

COMMUNICATION

Daily Announcements (DA)

Daily announcements about upcoming events, schedules and other important information are emailed to the entire school community each school morning. This is the easiest way to find out what is going on at school.

Email

All students and staff have an ICS email account. Generally, but not always, the address will be the person's first initial and last name, followed by *@islesboro.k12.me.us*

The best way to for students and parents to communicate with a teacher is by email. Students in grades 6-12 should check their school email regularly as teachers use this as a communication tool.

School Cancellation

School cancellation due to weather or other reasons will be announced on local television stations and by email. Every effort will be made to make the decision by 6:15 am.

Website

Our website is used to provide information regarding all items related to our school including school board minutes, and policies. Our website is: ics.islesboro.k12.me.us

TRANSPORTATION

SCHOOL BUS

Behavior

- All school rules apply on the school bus.
- Students will show respect for themselves, for others, and property.
- Students must follow any directions given by the driver.
- Seats may be assigned at the discretion of the driver.
- Behavior infractions may result in a consequence based on the ICS Code of Conduct.

Safety

- Students will wait for the bus well off of the roadway.
- Students will wait for the driver's signal to cross in front of the bus, when boarding or disembarking.
- While riding, students will remain seated and keep the aisle clear.

Pick-up and Drop-off

- Students need to be outside waiting for the bus on time, the bus can't wait.
- Parents must notify the office by phone, email, or note of changes to their child's drop-off plan.

FERRY

All school rules apply while students travel to and from school and all school related events and activities. Students must be aware that the ferry is a public form of transportation, be respectful and courteous to all passengers and ferry crew.

Students must walk on the right side of the road when walking from bus to ferry, or ferry to bus.

WATER TAXI/QUICKSILVER

After School

There will be a regularly scheduled water taxi available at no charge to students after normal ferry hours to allow mainland students to participate in afterschool activities. This boat may be cancelled due to weather or other factors. A weekly schedule of this boat will be on the daily announcements.

Evening Events

The water taxi will be scheduled for school events that take place outside of regular ferry operation. The cost for all non-ICS students and staff is \$10. *Mainland families may opt to pay a 'travel fee' at the start of the school year or pay by each ride.*

Questions about the water taxi should be directed to keyeatts@islesboro.k12.me.us or the Quicksilver at: 557-0197.

AUTOMOBILES ON CAMPUS

Pick-up and Drop-off

During the hours of 8:20-4:30, the circle is for buses and emergency vehicles only. Parents should drop off their children at either end of the bus circle, and park in a parking spot at the end of the day for pick-up.

All drivers must use extreme caution and obey the speed limit on Alumni Drive and in the parking areas.

Student Drivers

High school students may be allowed to use automobiles and other motorized vehicles for transportation to and from school. Student parking is against the fence. Students who do not operate vehicles on school property in a safe and prudent manner may lose their privilege to bring their vehicle to school.

FOOD SERVICE

Lunch Choices

A monthly menu details the lunches. There will be vegetarian and gluten free options daily. Additionally, students may order a grilled-cheese sandwich instead of the daily menu item.

Payment

Lunch count is taken each morning and is verified when the student gets lunch. Bills are sent home by the office every month. Pre-payment by the month is encouraged. Outstanding payments will result in an alternative, basic lunch. Please make checks payable to: Islesboro School Lunch. *Information about free and reduced lunches is included in the back to school paperwork and is also available in the office.*

Prices

Students Grades K-5	\$ 1.50 per day
Students Grades 6-12	\$ 2.40 per day
Adults	\$ 4.15 per day
Reduced Student	\$.40 per day
Milk	\$.35 each
Snack	\$.50 each

Snacks

Elementary classrooms have snack as part of the daily schedule, but students in 6-12 grade do not. All students are encouraged to bring a nutritious snack and water to help them stay focused on academics. There are small, pre-packaged snack items for sale in the office.

ACADEMICS

STUDENT GRADES/REPORT CARDS

All ICS teachers use Infinite Campus, an online record-keeping system, to record student grades. Parents can access their student's grades any time by logging on to the portal at

<https://maine.infinitecampus.org/campus/islesboro.jsp?status=systemLogoff&lang=en>

Login information may be obtained by emailing administrative assistant Katie Yeatts at

kyeatts@islesboro.k12.me.us or school counselor Jess Woods at jwoods@islesboro.k12.me.us.

K-5

Elementary grades are based on standards and are reported on a scale of 1-4. Elementary report cards are issued by trimester.

6-12

Middle and high school grades are currently averaged based on 100 points. Report cards and progress reports are issued quarterly.

Incomplete

A student may receive an incomplete grade if he/she has missed a major portion of instruction due to a prolonged absence. All work must be made up within two weeks of the conclusion of the ranking period. Extensions may be granted by administration due to extenuating circumstances.

Honor Roll Recognition

Honor roll standing for grades 6-12 is determined on the basis by grades issued on the report cards. Students earning all A's and B's will receive honors. Students earning all A's receive high honors.

ACADEMIC HONESTY

ICS students are expected to meet academic tasks to the best of their individual abilities. Students are expected to complete their own work, and do their share of group or paired assignments. Plagiarizing and copying others' work is a form of stealing-and has detrimental impacts on student learning. ICS staff takes incidents of plagiarism or any form of academic dishonesty very seriously. The procedure to address clear cases of plagiarism are as follows:

First Offense- Notification of parents, student serves, academic detention, student research and write a paper on plagiarism, sign a contract promising to not plagiarize, the student may redo assignment for no more than 80% of grade earned.

Second and subsequent offenses-Parents notified, zero on assignment, will become part of student's discipline record, may be noted on transcript that student's grade was lowered due to plagiarism

PATHWAYS

Pathways: An Individual Approach to High School Education at ICS

"ICS offers an approach to learning that includes each student's voice and choice in developing personalized educational plans, which reflect and broaden the traditional model to include individualized, experiential, and inquiry-based learning guided by standards."- ICS Pathways Philosophy, 2016

What it is: An approach to education which puts students in the center of their learning. Paperwork documenting and supporting the student's path to a high school diploma is critical to the successful implementation of each pathway. Supporting documentation regarding student interests, learning profiles, strengths inventories, work experiences, and testing can also be included.

Who: High school students, their parents and/or guardians, teachers, anyone else the student would like to be part of their "Pathways Team". The educational institution supports the Pathway by providing common time for teachers and staff to meet regarding students, and by providing a coordinator for the program.

When: All the time. This plan is developed by the student with adult support and monitoring, and should be accessible by the student and those who teach, mentor or otherwise work with the student. At Islesboro Central School the School Board has allowed for in-school time to be allotted to this work.

Why: We believe that the student should be at the center of their education.

How: A group of ICS teachers and staff meet two to three times a week throughout the school year to work with students and families to create and implement each high school students Pathway plan.

To find out more, or to discuss your high schooler's pathway, contact Jess Woods, school counselor.

SPECIAL EDUCATION/SECTION 504

Special Education services are available for all students who qualify; call 734-2251 if you have any questions or concerns. Questions about section 504 accommodations should be directed to Jess Woods, school counselor.

INSTRUCTIONAL MATERIALS

- Textbooks and essential instructional materials are loaned to students without charge.
- Students are held responsible for the loss of textbooks and other school materials and for damage beyond normal wear.

GRADUATION REQUIREMENTS

In order to graduate from Islesboro Central School, students must acquire twenty five credits. Of these credits, 18 credits (19 credits starting with the class of 2018) must be those specified by the State of Maine and/or Islesboro Central School. They are:

ENGLISH - FOUR CREDITS in English shall be required in a comprehensive program which includes reading comprehension, literature, written, listening and oral communication skills, the structure and uses of the English language, and research and reporting skills.

MATHEMATICS - THREE CREDITS in mathematics shall be required by taking Algebra I, Algebra II and Geometry. Accounting may be used to meet the third year of math requirement provided the student has taken Algebra I and II or Algebra 1 and Geometry.

SOCIAL STUDIES - THREE CREDITS shall be met by taking the three classes: U.S. History, Government with a choice of Economics or World Cultures.

SCIENCE - THREE CREDITS in science instruction shall be required for graduation. These courses are Biology (laboratory study), Environmental Science (laboratory study), Physics, Biology or Chemistry. Horticulture classes may be taken for science credit.

FINE ARTS - ONE CREDIT in Fine Arts shall be required which may include arts, music, humanities or drama.

HEALTH EDUCATION - ONE CREDIT in health education shall be required.

PHYSICAL EDUCATION - ONE CREDIT in physical education shall be required.

COMPUTER APPLICATION - ONE CREDIT in computer application will be required of all students.

FOREIGN LANGUAGE – ONE CREDIT – at level 1 beginning with the Class of 2018.

GRADUATION PORTFOLIO- ONE CREDIT - .25 credit per year = 1 CREDIT after the completion of a student's four years of high school. Students will be responsible for the organization and maintenance of a comprehensive student portfolio on a yearly basis and be prepared for a senior portfolio presentation.

GRADUATION

Graduation Planning

With support from the principal and graduation adviser, seniors plan a large portion of the graduation ceremony. Seniors should expect to invite speakers and help with creating the program and some other stuff.

Graduation Participation

All students in regular attendance who have met graduation requirements will be permitted to participate in graduation activities at Islesboro Central School. It shall be the responsibility of the graduating class, working in cooperation with the administration and the graduation coordinator, to establish the graduation program.

DEVICES AND THE INTERNET

School-Issued Laptops

ICS provides 1:1 laptop use to all students in grades 2-12. Students in grades 6-12 may take laptops home provided certain conditions are met, these conditions will be explained before laptops are issued. These laptops are intended for academic use only and are viewed as a privilege, not a right. Students are responsible for loss or damage of laptops beyond normal use. Inappropriate use of school laptops may result in loss of laptop.

Acceptable Internet/School Computer Use

School computers and internet are to be used for academic purposes only.

All students and parents must read, agree to and sign the ICS Acceptable Use document before receiving the school issued laptop.

Personal Electronic Devices

ICS recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules.

Students are expected to have their devices in silent mode during instructional and other academic times.

Devices may be confiscated by staff and either returned at the end of the period or given to administration when students do not comply with staff directives regarding phones or other devices.

STUDENT HEALTH

Health Service/Required Screenings

While there is no school nurse on ICS staff, a registered nurse does assist with required screenings and record reviews. Through these contracted services, the Islesboro School Department does review the general health of all students and provide appropriate health referrals. All health related services are to be conducted according to regulations published by the Department of Educational and Cultural Services as authorized by the School Committee and the Principal and implemented by a nurse. Please refer to our school medication procedures for more specific information.

Counseling services

Individual and group counseling is available through the school counselors. Students and parents can self-refer to the ICS counseling staff. Additionally, ICS contracts with Broadreach for ongoing services for students with identified needs. Broadreach will conduct intake before ICS students can access the Broadreach professionals.

Immunizations/Vaccinations

Per Maine state mandates, all students in grades K-12 must have the following immunizations:

- DPT: 5 doses unless their 4th dose was given on or after the 4th birthday, then only 4 doses are required. Polio: 4 doses unless as above in which case 3 doses are required.
- MMR: 2 doses
- Varicella: 1 or 2 doses vaccine depending on age administered, physician verified case of chicken pox disease, or titer verified immunity.

If a parent has an opposition to the mandated immunizations for sincere religious or philosophical belief, the school must receive a yearly exemption form. The child's health care provider must write an exemption for medical reasons yearly. Exemption forms must be received by December 1st for your child to remain in school.

STUDENT MEDICATION

The school will not deny educational opportunities to students requiring the administration of medication in order that they are able to remain in school and participate in the educational programs.

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 pens if necessary. The Islesboro School Committee encourages collaboration between parents/guardians and the school in these efforts.

The Islesboro 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.

Parent Request

Those students requiring medication during the school day must submit a written parental request to the office. The written request involves filling out a school provided form **and having it completed by the appropriate medical professional**. This form will include an acknowledgement and agreement that unlicensed personnel will 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. Requests shall be valid for the current school year only.

Health Care Provider's Orders

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

- The student's name
- The name of the medication
- The dosage
- Description of medication (e.g., tablets, liquid, drops)
- Time intervals for administration (e.g., every four hours, before meals)
- Any special instructions
- The name and phone number of the prescribing health care provider

The school may ask for clarification of any medication order that it believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40-2(B), the school may decline to administer a medication if it believes such administration would jeopardize student safety. In this case, the school must notify the parent and the student's health care provider.

Renewal of Parent Permission Request Forms/Health Care Provider Orders

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

Delivery and Storage of Medication

The student's parent shall deliver any medication to be administered by school personnel to the school **in the original container**. In the event that personal delivery is not practical, the parent must contact the school to make alternative arrangements for someone other than the parent to deliver the medication.

No more than a 10 day supply of prescription medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a (one week) supply shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuance 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 principal 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.

Recordkeeping of Student Medication

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.

The principal, or principal's designee, shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication) Much of this information is on the prescription label. Records shall be retained according to the current State schedules pertaining to student health records.

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.

Administration of Medication

Islesboro Central School does not employ a school nurse or other licensed medical personnel to disperse medication; therefore it will utilize unlicensed personnel to perform this function. 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 Superintendent or Principal will authorize specific individuals to administer medication. These unlicensed personnel will receive appropriate training by a licensed medical professional for dispersal of medications to students.

Administration of Medication During Off-Campus School Sponsored Events

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

The principal will determine whether an individual student's participation is hazardous or inappropriate 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 American 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 concerns about student participation, an appropriately trained staff member will be assigned to administer medication. The parent may be asked to accompany the student, if possible, to care for the student and administer medication. All provisions of this policy shall apply to medication to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips" will be followed.

Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (Epi-Pen) 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 pen 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 pen or asthma inhaler.
2. The student must have prior written approval of his/her primary health care provider and prior written approval of the legal guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency 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 or asthma inhaler.
4. 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.
5. "Written verification" will consist of the parent and physician completing a school provided form.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen 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 pen or asthma inhaler may be limited or revoked by the building principal after consultation with the student's parents if in the opinion of the school the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally possible, staff members may be provided with such information regarding the student's medication and the student's self-medication 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.

RECESS/PLAYGROUND

Recess is a part of the elementary school program. Whenever possible, the children go outside for all or a portion of their recess time. Factors such as the outside temperature, wind chill, and the condition of the playground are considered before a decision for outside recess is made. When the weather is inclement, a decision will be made as to the feasibility of outdoor or indoor recess. Children should arrive dressed appropriately for coping with the elements.

Playground Rules

The safety of all students is very important. The following is a list of do's and don'ts for all students, kindergarten through twelfth grade. They may not cover all situations but if there is any doubt, the duty teacher will determine what is acceptable.

- Students are to stay in sight of the duty teacher at all times.
- No "rough play" including "tackle football", "play fighting", pushing, shoving, "chicken", karate, etc.
- No running or sliding on the ice.
- No hardballs of any kind.
- No snowballs or throwing of ice or snow of any type.
- No climbing trees, walls, or fire escapes.

- Playground equipment is to be used only for the purpose for which it was built; no jumping from swings, see-saws, or any of the structures.

The following is a list of rules regarding the use of skateboards, rollerblades, bicycles and scooters:

- The use of rollerblades, skateboards, bicycles and scooters on the playground is **not** allowed during the school day.
- Approved safety helmets must be used at all times.
- No props of any type may be used to perform tricks or acrobatics.
- No dangerous tricks of any type may be performed.
- Shoes with wheels are not allowed in the school building.

These rules are in effect whether school is in session or not and apply to all school property, not just the playground. Repeated ignoring of these rules will result in the loss of bicycling, scooters, rollerblading, and/or skateboarding privileges on school property.

MAGNET PROGRAM

Any student who resides off island may apply to attend the Islesboro Central School. All applications for non-resident attendance will be considered on an equal basis. A parent or guardian will apply for admission on behalf of his/her child by completing the appropriate application. Applications for non-resident admission will be accepted or rejected based upon the following standards:

- Whether space is available in the grade level or classroom in which the student desires to be enrolled. Space availability will be evaluated on an ongoing basis.
- Whether appropriate educational programs or services are available for the student.
- Whether the student's attendance at the Islesboro Central School is likely to pose a risk to the health and safety of other students or staff.
- Whether the student's admission to the Islesboro Central School will enhance the school's academic standards in accordance with the School Committee's goals as measured by the following criteria:

a. Admission Standards – Students seeking admission must have attained an average of 85% or better in core academic areas of English, Math, History, and Science.

b. Student application for admission will also include submitted transcripts, two letters of reference, co-curricular activities, an essay of 150 words stating why they want to attend Islesboro Central School, a day visit with grade level team and a personal interview with the principal.

Retention of magnet students

Continued enrollment of nonresident, individual students will be evaluated by the Magnet Review Committee on a quarterly basis as follows:

- The student must be passing all courses at the end of the first and third quarters.
- The student must have attained a grade of "C" (78%-85%) or better in all courses at the end of the second and fourth quarters.
- The student's behavior must be judged to be acceptable according to the published student handbook and related School Committee policies as interpreted by the Principal and Magnet Committee.

Failure to meet any one of the above requirements will result in a parent meeting to discuss probationary status, programming adjustments or a non- return to Islesboro Central School

Selection Process of Magnet Students

A Magnet Student Review Committee made up of at least two teachers and the principal who will review all applications and make recommendations. The application process will conclude by June 30.

STUDENT FUNDRAISING ACTIVITIES

The following are guidelines for all student organization fundraising:

1. Fundraising projects, to be approved, must directly benefit students.
2. The projects will not replace school budgeted items.
3. The projects will not conflict with the academic and/or the student activities master schedule.
4. The School Committee recognizes that organizations acting on behalf of school/students will make their request for fund raising on the Fundraising Request Form directly to the Principal for approval or disapproval at least one week in advance of the event or events
5. A formal written fundraising request for all in-school groups will be submitted by the group and their advisors to the Principal no later than one week prior to the start of the fund-raising event(s).
6. The formal written request will be the completed "Fund-Raising Request Form".
7. The use of any staff for the collection, accounting, and storage of funds collected by an out-of-school group is prohibited.
8. Prior to approval, all proposals will be screened to avoid conflicts. If conflicts exist, resolution will follow traditional fund-raising efforts and on a first come, first served thereafter.
9. The Principal will approve or disapprove all fund-raising requests by in-school groups.
10. The Principal may waiver or make exceptions to these guidelines if it is appropriate.
11. The School Committee will be notified by administration of waiver/exceptions granted.

VISITORS

All visitors must check in at the office. Students wishing to have a friend or relative attend school with them must have prior permission from the principal and all of that student's teachers. It is expected that any guests of students will not distract from the learning process.

VOLUNTEERS

Adults wishing to volunteer at ICS can obtain information from the main office. All volunteers must have fingerprints on file with the Maine Department of Education.

EXTRACURRICULAR PARTICIPATION INFORMATION

Extracurricular activities are intended to teach teamwork, sportsmanship, leadership, cooperation and loyalty to one another as well as to the school and community. Student participation is a privilege, not a right. Coaches and advisors will provide students with expectations and contracts. The ICS Code of Conduct and behavior expectations are in place at all times a student is engaged in an extracurricular activity.

Academic Eligibility

ICS believes that extracurricular activities are a very important part of student development and that academics come first.

Students must be passing all subjects with a grade of at least an 80 or above in order to participate in extracurricular activities at Islesboro Central School without restrictions. Eligibility will be determined by progress reports and end of quarter grades.

When progress reports are issued, a student who is not at a grade of an 80 will be placed on academic probation. This probationary period lasts for 10 days, during which time the student will be allowed to participate in any extracurricular activity. The probationary period begins the day the progress report is issued. If, at the end of the probationary period, the student's grade is at least an 80 in the current quarter he or she will be returned to full participatory status. This must be verified by the principal and athletic director upon receipt of a written note from the respective teacher(s). If a grade of at least 80 has not been attained at the end of the probationary period, the student will be ineligible to participate until the end of the quarter. At the end of the quarter, if the student has attained an 80 or above, the student will be returned to participatory status.

If, at the end of the quarter, any student with a grade below an 80 will be given 10 scheduled school days from the date of issuance to raise the grade to an 80 or above. During the 10 day period, the student will not be allowed to participate. If, at the end of the probationary period the student's grade is at least an 80, he/she will be returned to full status. This must be verified by the principal and the athletic director upon receipt of a written note from the respective teacher(s). If a grade of at least an 80 has not been attained at the end of the probationary period, the student will be ineligible to participate until the next progress report.

If, at the end of the quarter, any student with an incomplete in any subject will be ineligible to practice or participate in any extracurricular activities until the incomplete grade is made up to at least a passing grade of 80. Students will have 10 scheduled school days to make up any incomplete grades. Students may not regain eligibility until a signed note by the classroom teacher is received by the principal and athletic director verifying the grade. Failure to complete the work to a grade of an 80 or above within the 10 day period will result in the student being prohibited from participating in any extracurricular activities until the next progress report.

Fourth quarter grades will count towards eligibility. If a student receives an incomplete or a grade lower than an 80, the student will need to work during the first 10 days after school to address the incomplete or to complete work in that course to a level of an 80 or above. This work will be supervised by administration and designated staff. The student will become eligible to participate in fall extracurricular activities once a signed note verifying the grade from the designated teacher is received by the principal and the athletic director. Failure to complete the work to a grade of an 80 or above within the 10 day period will result in the student being prohibited from participating in any extracurricular activities until the next progress report.

Extracurricular activities covered by this policy include, but are not limited to, all athletics, yearbook, dramatic productions, student council, math team, and Math Counts and any other activity deemed "extracurricular" by the principal. Students in grades 6 through 12 will be held accountable to this policy.

Students identified under a 504. I.E.P. or with an Intervention Plan will have their grades reviewed by administration and by the Intervention team. In accordance to their individual plans, appropriate accommodations will be made to address teacher student's accountability toward meeting these eligibility requirements.

Travel to Extracurricular Events

Students are to be transported by the school, with the team to and from all away events, except for emergency purposes. Written or verbal parental permission may be accepted in individual cases.

Requirements for Participation

The following are required for a student to participate:

- Signed parent permission form.
- Physical examination.
- Furnished evidence of medical insurance
- Signed participation contract

The above forms are found in the beginning of the year packet sent home in August

Maine Principals Association Eligibility Requirements

Students shall be considered eligible for participation in interscholastic athletics if they:

- Meet eligibility rules as established by the local school authorities.
- Are regularly enrolled in the school which he/she represents.
- Have not reached their 20th birthday.
- Meet academic eligibility requirements.
- Have not attended a secondary school for more than eight semesters, starting with the day first enrolled running consecutively.
- Meet other Maine Secondary School Principal Association requirements, such as the transfer and recruitment rules.

STUDENT CONDUCT

ICS Core Values

Islesboro Central School's code of conduct recognizes these core values: Respect, Honesty, Compassion, Fairness and Responsibility. It is an expectation that all members of the ICS community will behave in ways that reflect these values.

ICS has a schoolwide behavior approach that is designed to be responsive and fair to all students.

When necessary, school staff will use the Behavior Incident Sheet to record infractions. The Behavior Incident sheet demonstrates typical negative behaviors seen at school, as well as behaviors students identified as those that should not take place at school.

In addition to school rules, the school must comply with state and federal law.

Prohibited Items and Conduct

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school. Specific details of these behaviors and assigned disciplinary actions are included in the **School's Code of Conduct**.

1. Possession and /or use of articles commonly used or designed to inflict bodily harm and/or threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to, firearms, BB guns, and pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Ninja stars and nunchucks.

2. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys).
3. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threatening to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats).
4. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harasses others, which tend to incite violence and/or disrupt the school program.
5. Willful and malicious damage to school or personal property.
6. Stealing or attempting to steal school or personal property.
7. Lewd, indecent or obscene acts or expressions of any kind.
8. Use of cigarettes, chewing tobacco, or any tobacco product (electronic cigarettes, etc) by students, staff, and any person on school property is prohibited.
9. Violations of state or federal laws.
10. Any other conduct that may be harmful to persons or property.

Disciplinary Action

The Principal 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 will be viewed as deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Principal 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 Principal.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Islesboro School Department policy.

Search and Seizure

To maintain order and discipline and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal unauthorized, or contraband materials discovered in the search.

* A student's person and or personal effects (e.g., purse, book bag, etc.) May be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or may have broken school rules.

* Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers.

* Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent.

STUDENT USE OF ILLEGAL DRUGS/CHEMICAL SUBSTANCES

The teachers, coaches, administrators and the School Committee are truly concerned with the student as a "whole" person and his/her overall growth and development. Chemical dependency is recognized as a treatable disease which may interfere with the learning process, create severe interpersonal problems, and cause physical and emotional suffering to the user, as well as to family and close associates. Substance use/abuse may permeate all facets of the community. Therefore, the school unit will cooperate with effective organizations to help detect, diagnose, and treat affected students. The School Committee unequivocally endorses the philosophy that the school should be free from the detrimental effects of illicit drugs and alcohol.

In order to ensure the highest possible standards of learning, as well as the safety, health and well-being of students, the School Committee endorses a substance abuse policy which will aid students to abstain from the use of drugs and alcohol, provide for early intervention when use is detected, corrective disciplinary sanction when necessary, and aftercare support as appropriate. Compliance with the school unit's standards of conduct related to substance abuse is mandatory.

Prevention

The School Department will provide students with information and activities focused on prevention of the use of alcohol and drugs. Programs are to be provided that teach students that using illicit drugs and alcohol is wrong and harmful. Information and referrals shall be provided, as appropriate to aid involved students in connecting with community agencies for drug and alcohol use treatment.

Intervention

The School Department will establish and provide assistance, through a team approach, to intervene with students who are chemically involved. Students are to be assisted in addressing their harmful involvement with chemicals and in continuing in their educational programs. Moreover, information and referral shall be provided, as appropriate, to aid involved students in connecting with community agencies for drug and alcohol use treatment.

Rules and Sanctions

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco product, anabolic steroid or any other controlled substance (as defined in schedule I through V of section 202 of the Federal Controlled Substance Act (21 U.S.C. Section 812); by Federal Regulation at 21 C.F.R., 1300.11 through 1300.15; and in Maine's Title 17-A MRSA, Section 1101). This applies before, during and after school hours at school or in any other school system location, defined as follows:

"School system location: means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school-sponsored or school approved activity, event or function, such as a field trip or athletic event where students are

under the jurisdiction of the school system. A student who violates the terms of this policy may be disciplined, in accordance to School Committee Policy - Article 1300, Section 1304 "Disciplinary Procedures".

Disciplinary Procedures

Any staff member who has reasonable basis to suspect any student of possession, use, or furnishing of illicit drugs, alcohol, and/or "look-alike" drugs has the responsibility to do the following:

- a) Take whatever immediate action may be necessary to secure the health and safety of the student(s) involved.
- b) If possible, obtain the alleged prohibited substance(s) using appropriate search and seizure procedure.
- c) Report the case immediately to the principal and initiate referral to the student assistance team. Referral to the student assistance team must occur in all cases of possession, use or suspected use.

2. Disciplinary procedures are as follows and are to be strictly adhered to:

TYPE 1: Possession/Use

First Offense

1. Verification
2. Administrator meets with student
3. Notification of parents
4. Student suspension for up to 10 days
5. Appointment with substance abuse counselor and team
6. Follow recommendation of the student assistance team

Second Offense

1. Verification
2. Administration meets with student
3. Notification of parents
4. Notification of police if appropriate
5. Student suspension for 10 days
6. Meeting between substance abuse counselor and team
7. Meeting between parents and student assistance team to develop a control procedure and to determine a follow-up plan
8. Follow recommendation of student assistance team

Third Offense

1. Carry out 1-8 above
2. Recommendation to parents that student be referred to clinical evaluation for the problem
3. Failure to comply with prior recommendation and/or continued offenses will necessitate a meeting with the School Committee and the Principal for appropriate action and possible expulsion.

TYPE 2: Furnishing/Selling

First Offense

1. Confiscation of substance
2. Administrator meets with student
3. Notification of parents
4. Notification of Principal and police
5. Suspension for 10 days

6. Recommendation to parents that the student be referred for clinical evaluation or consider long-term suspension and School Board action with possible recommendation for expulsion.

Second Offense

1. Copy 1 - 5 above.
2. Recommendation of long-term suspension

Psychological Evaluation and Risk Assessment

The Board authorizes the Principal to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school. The Principal is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations shall be performed at the school department's expense. If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Principal and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

HAZING

Maine statute defines injurious hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school". It is the policy of the Islesboro School Committee that injurious hazing activities of any type, either on or off school property, by any student, staff member, group, or organization affiliated with the school, are inconsistent with the educational process and shall be prohibited at all times.

In the case of an organization affiliated with the Islesboro School Department which authorized hazing, penalties may include revocation of permission for that organization to operate on school property or receive any other benefit of affiliation with the schools. The Principal shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action - or lack of action – on the part of the Principal as he carries out the provisions of this policy, that individual or organization may appeal to the School Committee. The ruling of the School Committee, with respect to the provisions of this policy, shall be final.

HARASSMENT

Islesboro Central School recognizes the right of each individual to engage in an atmosphere free of intimidation, ridicule, hostility and offensiveness. In order to ensure such an atmosphere, students, staff members, board members, parents, vendors, other employees and visitors will not engage in harassment of subordinates, peers, and/or students. Federal and state law prohibits harassment based upon race, color, gender, religion, age ancestry, national origin, or disability. Acts of this nature are not only a violation of Board policy but may constitute an illegal act under state and federal laws.

* Harassment is defined as unwelcome and offensive verbal, nonverbal, or physical behavior that leaves the victim feeling uncomfortable and/or threatened.

* Harassment depends on how the person being harassed is affected, not on the harasser's intent.

* Physical harassment is defined as unwelcome and offensive physical contact by another person. Examples include pushing, shoving, grabbing, kicking, chasing, and hitting.

* Verbal harassment is unwelcome and offensive words by another person. Examples include teasing, rumors, name calling, putdowns, nonverbal gestures, or notes.

* Sexual harassment is words or actions of a sexual nature that stigmatize, demean, frighten or threaten an individual because of their sex or sexual orientation. Examples include suggestive comments or gestures, sexual graffiti, notes and pictures, spreading sexual rumors, touching or grabbing of body parts, or requests for sexual favors or information.

This policy is in effect during school and any school-sponsored activity or event, whether on or off campus, and traveling to or from school - including the bus and walking.

Any student subjected to harassment is strongly encouraged to contact a teacher, guidance counselor, nurse, any administrator in his/her building, or any central office administrator. Harassment complaints are to be promptly investigated in a confidential manner as is consistent with the problem.

Any student found to have engaged in harassment is subject to discipline including but not limited to suspension, expulsion, and/or may be required to undergo counseling.

Any employee or other person subjected to harassment is strongly encouraged to contact his/her supervisor, any administrator in his/her building or any central office administrator. Harassment complaints are to be promptly investigated in as confidential a manner as is consistent with the nature of the complaint.

Any employee found to have engaged in harassment is subject to discipline up to and including discharge administered in a manner consistent with laws and any collective bargaining agreement, if any, covering that employee. Any attempt by an employee or a student to retaliate against a person who makes, or provides information regarding a claim of harassment is strictly prohibited and subject to disciplinary action as outlined above.

A protocol on this policy shall indicate when and under what circumstances a matter covered herein shall be brought to the immediate attention of the Superintendent of Schools.

Reporting Harassment

In the event that a student wishes to submit a complaint of harassment by an employee or another student of either gender, he/she may use the following internal grievance procedure, or may report the grievance to the Maine Human Rights Commission (State House Station 51, Augusta, ME 04333, 624-6050) or pursue a title IX civil action.

APPENDIX

CODE OF CONDUCT RATIONALE

ICS CORE VALUES

APPROACH TO CODE OF CONDUCT

STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

Code of Conduct Rationale

In 1999, the Maine State Legislature enacted Public Law 1999, Chapter 351, which requires each school district in Maine to adopt a student code of conduct. Specifically, the statute, found in Title 20-A, Section 1001(15), states: "With input from educators, administrators, parents, students and community members, each school board shall adopt a district-wide code of conduct consistent with the statewide standards for student behavior developed" by mandate by the Commissioner of Education. The student code of conduct must:

- 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.

The Islesboro Central School Code of Conduct reflects the following policy. A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The Islesboro Central School Code of Conduct sets clear standards of behavior. It specifies the mandatory consequences for student actions that do not comply with these standards.

The standards of behavior apply not only to students, but also to all individuals involved in the publicly funded school system - parents or guardians, volunteers, teachers and other staff members whether they are on school property, on school buses or at school-authorized events or activities.

When staff, students, and families work together, a positive and productive learning environment is established where goals are set and achieved. The Islesboro Central School Code of Conduct establishes the level of behavior expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect. Please review this Code of Conduct at the beginning of the school year and refer to it as needed throughout the year.

ISLESBORO CENTRAL SCHOOL CORE VALUES

A person who is RESPECTFUL of others and self

<p>Does...</p> <ul style="list-style-type: none"> - respect the efforts of their teachers to help him/her learn. - demonstrate consideration of others materials and property. - tolerate others ideas and customs 	<p>Does Not...</p> <ul style="list-style-type: none"> - put down or make fun of others' ideas or values - hurt others' feelings - gossip or spread rumors
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A person who is HONEST in all academic endeavors and interpersonal relationship

<p>Does...</p> <ul style="list-style-type: none"> - admit when they are wrong - value the truth and is true to self and others - accept consequences for their actions 	<p>Does Not...</p> <ul style="list-style-type: none"> - cheat or plagiarize - lie - steal
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A person who is COMPASSIONATE in dealing with the limitations and suffering of others

<p>Does...</p> <ul style="list-style-type: none"> - pay attention to others' emotions or personal situations. - provide support for those who need it - help others 	<p>Does Not...</p> <ul style="list-style-type: none"> - hurt others with words - make fun of others - bully others
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A person who is FAIR in dealing with others.

<p>Does...</p> <ul style="list-style-type: none"> - treat people with mutual respect (the golden rule) - appreciate others' good fortune and is a good sport - treats everyone equally 	<p>Does Not...</p> <ul style="list-style-type: none"> - play favorites - become self centered - take advantage of others - try to take the easy way out
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A person who is RESPONSIBLE for personal actions as an individual and member of the community.

<p>Does...</p> <ul style="list-style-type: none"> - accept consequences and ownership for his/her behavior - make good decisions and choices - follow through and keeps commitments/promises 	<p>Does Not...</p> <ul style="list-style-type: none"> - make poor decisions - blame others for his/her actions - ignore requests
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Approach to the Code of Conduct

When choices are made by students that fall outside those core values, a response must occur.

The behaviors listed below are considered not only distracting to the learning environment but also unsafe and, in some cases, considered civil right violations which under Maine Law and require a set of consequences. In all cases of these behaviors will be monitored and responded to by taking the necessary steps of talking to the students, contacting parents, and sharing response information with other staff. In this way, there is a clear and consistent approach to the outlined behavior that is not a surprise to staff or student or parent. In most cases, the immediate response will be a detention that day, regardless of previous appointments or obligations, and a meeting with the parents and necessary staff will be set up as soon as possible and within two days time.

Civil Rights Violations:

- Name Calling based on appearance, family income, ability, gender, disability, sexual orientation, race or religion
- Direct biased language

The behaviors listed below are inappropriate and are considered to be the precursor behaviors which lead to harassment. A form will be sent to the office and there will be a discussion with the students, with a consequence of a phone call home, a detention, and/or a removal from one recess or lunch time setting.

- Swearing at someone
- Touching private parts
- Stealing
- Obscene Gestures
- Retaliation
- Exclusion
- Threatening others with words or actions

The behaviors list below are considered very unsafe and will require an immediate referral to administration. The immediate steps could include separate space for the remainder of the day, removal from class and/or school, contacting and meeting with parents, recording incident on student record, possible local law enforcement involvement and/or an individual behavior plan.

- Harassment
- Severe Physical Contact
- Alcohol/Tobacco/Drug: possession, use, selling or attempts to sell
- Punching, kicking, jabbing
- Extortion
- Weapons/Dangerous Objects

Reporting Concerns

If you should have a concern at anytime in regards to your child, please contact administration at using email or making a phone call to set up a meeting as soon as possible.

STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the School Committee in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students. Definitions For purposes of this procedure: A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability; and B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.

How to Make a Complaint

A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the School Principal or Guidance Counselor. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the School Principal or Guidance Counselor.

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

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

D. Students are encouraged to utilize the school unit’s complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Page 1 of 4 NEPN/NSBA Code: ACAA-R Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the U.S. Department of Education, Office for Civil Rights/ED, 5 Post Office Square, Suite 900, Boston, MA 02109-3921 (telephone: 617-223-9622; TDD: 877-521-2172; fax: 617-289-0150).

Complaint Handling and Investigation

A. The School Principal or Guidance Counselor shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.

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

C. The complaint will be investigated by the School Principal or Guidance Counselor, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor’s authority. Any complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.

1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.

2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
4. The School Principal or Guidance Counselor shall keep a written record of the investigation process.
5. The School Principal or Guidance Counselor may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
6. The School Principal or Guidance Counselor shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
7. The investigation shall be completed within 21 calendar days of receiving the complaint, if practicable.

D. If the School Principal or Guidance Counselor determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:

1. Determine what remedial action is required, if any;
2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

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

F. If the student's parents/legal guardians are dissatisfied with the decision of the Superintendent, an appeal may be submitted in writing within 14 calendar [or business] days after receiving notice of the decision. The Board will consider the appeal in executive session, to the extent permitted by law, at its next regular meeting or a special meeting. The Superintendent shall submit the investigation report and any other witnesses or documents that he/she believes will be helpful to the Board. The student, his/her parents/legal guardians and his/her representative shall be allowed to be heard. The person(s) against whom the complaint was made shall be invited and allowed to be heard. The Board's decision shall be final.

Legal Reference: Americans with Disabilities Act (28 CFR § 35.07) Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7) Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.) Page 3 of 4 NEPN/NSBA Code: ACAA-R Title VI of the Civil Rights Act of 1964 (PL 88-352) 20 USC § 1232g; 34 CFR Part 99 5 MRSA §§ 4571; 4602; 4681 et seq. 20-A MRSA §§ 6001 et seq. Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action Adopted: _____