



*INDIAN ISLAND SCHOOL
MAINE INDIAN EDUCATION
STUDENT/PARENT HANDBOOK
2012-2013*

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STUDENT/PARENT HANDBOOK
2012-2013
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MAINE INDIAN EDUCATION
(207) 454-2126

Office of the Superintendent
2012-2013 School Year

ADMINISTRATION

POSITION

Ronald Jenkins
Wanda Barlow

Superintendent
Office Manager

BUSINESS OFFICE

Paul Peterson

Business Manager/Transportation Manager

Lynn Neptune

Indian Island School Payroll/Accounts Payable/Office of the Supt. Payroll

SPECIAL EDUCATION

Jean Schors

Special Education Director

FACILITIES MANAGEMENT

Katherine Chambers

Facilities Manager

Indian Island School Extensions

Ext.	Name	Department
238	Akins, Victoria	Reading Recovery
223	Ayer, Sharon	Guidance Counselor
222	Cashman, Betty	Library
226	Cookson, Kelly	Physical Education
231	Dufour, Alison	Kindergarten
237	Francis, Lee	Native Studies
243	Francis, Zuo	Grade Six
234	Hamilton, Judith	Grade Three
246	Hurd, MaryLou	Special Education
238	Kingsbury, Beth	Reading
240	LaFlamme, Kevin	Grade Seven
224	McLeod, Linda	Administration
228	Michaud, Pamela	Food Service
236	Mishou, Katherine	Grade Five
244	Morrison, Mala	Pre-Kindergarten
222	Newsom, Les	Technology
248	Barton, Melissa	Music
228	Paul, Eric	Food Service
245	Paul, Roger	Wabanaki Language/After-School Program
232	Paul, Terry	Grade One
235	Perkins, Derek	Grade Four
221	Roderick, Carol	Secretary's Office
233	Sockbeson, Julia	Grade Two
250	Stacey, Janna	Special Education
242	Vermette, Michael	Art
239	Zavadil, Kathryn	Grade Eight

THE PEOPLE AND THEIR SCHOOL DISTRICT

In providing for the education of Maine Indian Education students, the Joint School Committee is conscious that the schools belong to the people of the Penobscot Nation and Passamaquoddy Tribe. The people exercise their proprietorship through the elective process. They elect state and federal representatives who establish the framework of law within which the schools operate. The people elect their Tribal Governor and Tribal Council, and they elect 2 Passamaquoddy School Committees and a Penobscot School Committee to represent them and determine local educational policy.

The Maine Indian Education Joint School Committee is mindful that the people are the ultimate governors of Maine Indian Education and that its members are directly accountable to the people. The School Committee also believes that accountability is a shared responsibility involving students, teachers, administrators, including the Superintendent, and the people themselves.

IISC Adopted: 12/17/10
ITSC Adopted: 12/17/10
PPSC Adopted: 12/17/10

EDUCATIONAL PHILOSOPHY/MISSION

As advocates for children, the Maine Indian Education Joint School Committee recognizes that the thorough and efficient education of children is its primary statutory-based responsibility. To this end, the Joint School Committee considers proper and adequate support of schools to be a civic responsibility shared by all citizens.

The school unit will provide an educational environment designed to encourage each student to acquire the necessary skills and perspectives needed for a meaningful life and career. All schools will strive to encourage students to form desirable habits that are necessary for them to become responsible, informed citizens. In general, we aim to have students develop attitudes and practices necessary for satisfying, worthwhile lives.

We believe that all children must be provided equal but not identical opportunities to allow them to achieve at levels commensurate with their abilities. We believe that all students must learn in an environment which allows them to develop positive attitudes toward themselves and genuine respect for others.

A rigorous core curriculum designed to achieve specific learning outcomes will be provided. It will be planned with the goal of creating and maintaining standards which will furnish students with the skills necessary for success in a global society while giving them a broad educational foundation compatible with their interests, aptitudes and aims. The curriculum and graduation requirements will be regularly evaluated to ensure their continued appropriateness.

In order to achieve our goals and to implement this philosophy, we believe that all schools must secure the involvement of the community, students, staff, parents and citizens. Educational responsibility must be shared with important community institutions. We strongly believe that our school system's success depends on good rapport and cooperation with our communities and its institutions.

Recognizing the distinctive and special heritage of Passamaquoddy Tribe and Penobscot Nation, the Joint School Committee and the Beatrice Rafferty School, Indian Island School, and Indian Township School support the preservation of tribal culture. With this in mind, the schools value the dignity and worth of each child and respect individual freedom, the democratic process and the need to be prudent with natural resources.

The Joint School Committee recognizes the professional staff as the body that is legally charged with the responsibility of providing education to all children. In fulfilling this responsibility, the staff will seek to ensure the following:

- A. All children will master basic skills in the areas of language arts, mathematics, science, history, and technology;
- B. Instruction will be provided which is appropriate to each individual with respect to goals, methodology and evaluation;
- C. Students will be seen in their totality as physical, mental, social, and aesthetic beings, which requires a knowledge of child growth and development;

- D. Staff members, in order to effectively execute their responsibilities, will establish goals for themselves consistent with the philosophy of the Joint School Committee and individual schools. Staff members will engage in a self-evaluation process for the purpose of self-improvement--the ultimate objective being an improved instructional program for all students; and
- E. The Joint School Committee recognizes that this highly technological society demands that students learn how to cope with change and learn to accept that "learning" is a continuous process.

The Joint School Committee fully accepts the responsibility of formulating policies and allocating adequate funding to support the education process. The Joint School Committee will always consider the welfare of students as the single most important factor in making decisions relative to educational policy. It will be the responsibility of the Joint School Committee and administrators to promote sound educational practices and professional development.

Legal Reference: 20-A MRSA, §§ 1001 et seq.; 4511.3, A

IISC Adopted: 12/17/10
ITSC Adopted: 12/17/10
PPSC Adopted: 12/17/10

COMMITMENT TO LEARNING RESULTS

The Maine Indian Education School Committee hereby adopts the system of Learning Results and the Maine Department of Education's applicable rules. The Learning Results System is intended to serve as a foundation for education reform and to promote and provide assessment of student learning, accountability and equity. The Joint School Committee recognizes that the legislative intent of the Learning Results System is to provide children with schools that reflect high expectations and create conditions where these expectations can be met.

The Joint School Committee understands that implementation of the learning results system has broad implications for the school system, including curriculum, budget, professional development, student assessment, professional evaluation, and graduation requirements.

The Committee is committed to examining its policies to ensure that they are consistent with the intent and goals of the Learning Results System. This will require a concerted and coordinated effort involving the Joint School Committee, the Superintendent, administrators, teachers, parents, students and the community.

The Committee directs the Curriculum Coordinator to report to the Committee on a regular basis on progress of implementing the Learning Results System.

Legal Reference: 20-A MRSA §§ 6208-6209
L.D. 1536, Chapter 51 Resolves
Chapters 127 and 131 (Maine Dept. of Ed. Rules)

IISC Adopted 5/11/10
ITSC Adopted 5/11/10
PPSC Adopted 5/11/10

2012

2013

JULY							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	H	5	6 7				H	2 3 4 5		
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	H	22	23	24	25	26
29	30	31					27	28	29	30	31		

AUGUST							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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19	20	21	22	23	24	25	17	H	V	V	V	V	23
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SEPTEMBER							MARCH						
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30							31						

OCTOBER							APRIL						
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NOVEMBER							MAY						
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DECEMBER							JUNE						
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9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	V	H	V	V	V	29	23	24	25	26	27	28	29
30	V						30						

SCHOOL HOLIDAYS

- August 22 - First Teacher Day
- August 29 - First Day of Classes
- September 3 - Labor Day
- September 28 - Native American Day
- November 2 - Veterans Day Observed
- November 6 - End of the First Trimester
- November 9-20 - In-Services - NO SCHOOL
- November 21-23 - Thanksgiving Break
- December 22-31 - Holiday Vacation
- January 1 - New Year's Day
- January 21 - Martin Luther King, Jr. Day
- February 18-25 - Winter Vacation
- March 3 - End of the Second Trimester
- April 5-19 - April Vacation
- May 27 - Memorial Day
- June 1 - Final Student Day with Snow
- Days Built In
- American Education Week is November 12-16.

Indian Island School Schedule

Grades Kindergarten through Eight Daily Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning HW Hall (Gr. 3-8)	7:00 AM				
Bus arrives	7:20AM	7:20AM	7:20AM	7:20AM	7:20AM
Tardy bell	8:00AM	8:00AM	8:00AM	8:00AM	8:00AM
Dismissal	3:00PM	1:30PM	3:00PM	3:00PM	3:00PM
HW Hall (Gr. 3-8)	3:00-4:30 PM	1:30-4:30 PM	3:00-4:30 PM	3:00-4:30 PM	3:00-4:30 PM

Pre-Kindergarten Daily Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Bus arrives	8:00AM	8:00AM	8:00AM	8:00AM	8:00AM
Dismissal	1:30PM	1:00PM	1:30PM	1:30PM	1:30PM

POLICIES AND PROCEDURES

AFTER SCHOOL

Students are to leave the school grounds upon dismissal unless involved in extra-curricula activities. Students in grades PK – 4 who return to the school grounds to watch athletic activities or evening programs must be accompanied by an adult and must stay with that adult at all times or will be asked to leave the premises.

ARRIVAL PROCEDURE

1. Students in grades K-8 should not arrive at school before 7:00 AM. Students arriving between 7:00 and 7:20 must report to the gym to participate in the morning walk program or to the library for HW hall. Students in Pre-Kindergarten should not arrive before 8:00 AM.
2. Due to liability issues, once a student is on school property, he/she may not leave the school grounds without written parental permission.

ASSESSMENTS

Schedule of school-wide assessments:

Measure of Academic Progress (NWEAs) – September, January & May

Grades 3-8

New England Common Assessment Program (NECAPs) – October

Grades 3-8

Maine Educational Assessment (MEAs – Science only) – Grades 5 & 8

District-wide Writing Prompts – September & April – Grades K-8

ATHLETICS/ACTIVITIES/SPORTSMANSHIP

See Policy, pgs. 23-26

Each participant should realize that participating on any athletic team at Indian Island School is a privilege. Each participant must respect this privilege by adhering to the general procedures as set down by the school administration and must conduct themselves in such a manner as to be a credit to the school by showing respect and setting an example for teammates and fellow students.

1. In order to participate (including practices) during any season at Indian Island School, each student must provide annual written proof by a doctor's office that he/she is physically able to participate and has had a complete physical examination. It is the responsibility of the parent/guardian to schedule the examination.
2. In order to participate during any season at Indian Island School, each student must meet all academic and behavioral requirements as stated in the weekly grade sheet.
3. All athletes must refrain from the use of alcohol, tobacco and illegal drugs on and off school property. If an infraction occurs, a meeting will be held involving the coach, parents, principal and student before the student returns to the team.
 - 1st Offense---Suspension for two games.
 - 2nd Offense---Dismissal from the team.
4. It is expected that all participants be in school by the start of their first class (8:00 A.M.). Students that are tardy on days when there are games *will not* be allowed to play, but must suit up and sit with the team at home games. Students will be excused for appointments and will be allowed to participate.
5. Any participant suspended from school shall not be allowed to practice or play in any games during the suspension period.
6. Disrespect, profanity or violent behavior will not be tolerated at any time. If an infraction occurs, a meeting will be held involving the coach, parents, principal and student before the student returns to the team. When an athlete is in violation, he/she will have the following disciplinary action taken:

1st Offense---Suspension for two games.

2nd Offense---Dismissal from team.

7. Unsportsmanlike conduct, such as profanity or inappropriate behavior during practice, games or on busses, will not be tolerated. Any athlete receiving a technical foul related to profanity, inappropriate behavior or unsportsmanlike conduct will be benched and be ineligible for the next game.
8. For all athletic practices and games, coaches must be present for students to be in gym and locker rooms.
9. Athletes with detention on the day of a game are ineligible to play.
10. Traveling: It is expected that all students are to travel on the bus to away games. Students may be allowed to return home with parent or guardian, if the parent or guardian provide a written note to the respective coach prior to leaving the game or meet.
11. As representatives of Indian Island School, all students are expected to dress in a manner that is neat and appropriate. Torn and tattered shirts and jeans, shirts with inappropriate logos will not be accepted. Failure to do so may result in not being able to play.
12. Any uniforms issued to a participant are to be returned at the end of each contest or game so that it may be washed for the next day.
13. Policies and procedures as stated in the Indian Island School Student Handbook shall be adhered to.
14. The athlete and a parent or guardian must sign a form (provided by the school) indicating that they have read and will adhere to the athletic procedures and policies.

ATTENDANCE

Attendance and punctuality in arriving at school are essential for students to make continuous progress in school. **Frequent absence is the single most important cause of academic difficulty.** Prompt and regular attendance is an excellent habit to establish now. If your child will not be attending school on any given day, please contact the school to let us know by 9:00 AM. This saves us a phone call as we regularly try to contact parents regarding the causes of the absences.

Notes: Any student who is absent must present a ***DATED NOTE WRITTEN*** by his/her parent or guardian to the homeroom teacher upon readmission to school even if the parent has called the school previously. The note should state the reason(s) for the absence(s). No note will be recorded as an unexcused absence, requiring the time to be made up. Students may not attend evening or after-school functions on a day that they have been absent.

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

1. Personal illness;
2. An appointment with a health professional that must be made during the regular school day;
3. Observance of a recognized religious holiday when the observance is required during the regular school day;
4. A family emergency; or
5. A planned absence for a personal or educational purpose, which has been approved.

Unexcused Absences – All other absences will be considered unexcused. A student is habitually truant if the student 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.

Tardy - Students who are tardy will be required to make up the time after school. A student will remain after school for a minimum of 30 minutes. Tardy students may attend but may not participate in extra-curricular activities scheduled for that day. ***Students in grades K-8 will be considered tardy if they are not in their homeroom and ready for their first class at 8:00 A.M. Tardy students must report to the office before being admitted to their classroom.***

Dismissal - Parents are encouraged not to request that students be dismissed. If the need arises, a written note is required. Parents must report to the office to pick up their child.

BICYCLES, SCOOTERS, IN-LINE SKATES, & SKATEBOARDS

All bicycles and scooters that are brought to school must be placed in the bike rack during the school day. Skateboards and skates may be left in the school office

CELL PHONES

The use of cell phones by students during school hours is inconsistent with the educational goals of Indian Island School and can be distracting for staff and other students. Students are not to send or receive outgoing calls, text messages, or voice messages. Cell phones must be turned off, shall not be worn or at any time visible while in school. Students who cannot abide by these basic expectations will have their phones taken away from them. Phones will be left in the office, where students may pick them up at the end of the day.

COMPUTERS

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General rules for behavior and communications apply.

The Network, computers, and associated devices are provided for students to conduct research, complete assignments, and experience education in a technology-focused world.

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is expected that users will comply with district and local school standards.

Network storage areas, laptops, electronic media such as CD's, DVD's, and portable drives, may be treated like school lockers. Network administrators, et al., may review files, connections, and monitor communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school servers, electronic media, computers, or network communication within the school will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide them toward appropriate materials. As outlined in School Committee policy and procedures on student rights and responsibilities, copies of which are available in the school office, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Cyber-bullying, harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or file
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in loss of access. Additional disciplinary action may be determined regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

The State of Maine's current laptop program provides Apple iBook computers to all 7th and 8th grade students and their teachers. Indian Island School provides laptops to as many other students as possible. All laptops, whether provided by the State or Maine or Indian Island School, are the property of the school and are not permitted to leave the building unless approved by the Principal.

CRISIS RESPONSE PROCEDURE

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. The 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. Reporting of Bomb Threats. A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Office 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.

B. 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 of 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), except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

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

C. 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 B of this procedure.

D. 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.

E. Staff Disciplinary Consequences. A school system employee who makes or communicates a bomb threat will be reported to the 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.

DISCIPLINE

It is essential for schools to maintain a safe and orderly environment, which supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Committee policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline, or general welfare of the school.

General Guidelines. If a problem arises, the classroom teacher will handle the situation. If a more serious situation exists, the student may be referred to the office and/or sent home for the day. If a situation arises in which there is suspicion of illegal items on the premises, the building administrator has the right to search the building and its contents and take the necessary action.

Detention. Any staff member may give detention to a student. Detention will be assigned for misconduct. A student may also be required to stay after school to complete schoolwork.

Expulsion. Behavior resulting in expulsion includes but is not limited to: Bringing a firearm to school, possession of a firearm, bomb threats.

Suspension. Suspensions or expulsions will be handled on a case-by-case basis. Behavior resulting in suspension includes but is not limited to: Assaultive behavior, serious disruptive classroom behavior, use/possession of drugs, tobacco, or alcohol on school property, destruction and/or theft of private or school property, blatant insubordination to school officials, and obscene and/or profane language directed at a school official. A fourth suspension will result in a referral to the School Committee, which may result in expulsion from school.

Gr. 6-8 Discipline Procedure

1. Warning and a checkmark result in a thirty-minute detention.
2. Warning and two checkmarks result in the student sent to the office for the rest of the period and a one-hour detention.
3. The first time a student leaves school without serving detention results in a parent/guardian accompanying the student back to school the next school day. The detention will be doubled. The student will not return to his/her classroom until the parent/guardian has met with the school officials.
4. A student being sent to the office twice in one day results in the student staying in the office or designated area until school dismissal. The student will be responsible to complete all schoolwork and to serve the detentions earned that day.

DRESS CODE PROCEDURE

See Student Dress Policy, pg. 27

Dress is expected to be neat and clean and not cause disruption to the process of education in the classroom. While the school will not recommend clothing styles, students are expected to exercise good taste and judgment in their personal attire. Shirts, jackets or other garments which promote drugs or alcohol, groups that portray offensive music or bear writing that is offensive, suggestive, obscene, or inappropriate to school health teachings or rules are not allowed.

No **underwear (including bra straps), bare midsection, or cleavage** should be visible at any time. *A helpful hint when choosing your clothes – remember the three b’s: no breasts, bellies, nor butts should be visible.*

Shirts should be able to be tucked in. When worn, shorts will be acceptable attire only if they reach fingertip length when the student’s hands are held by his or her sides. The administration reserves the right to send a student home whose dress is inappropriate.

Wearing of hats, caps, bandanas (other than for the purpose of keeping hair in place), or outdoor jackets is not permitted in the school. They are to be kept in the lockers. It is recommended that students have a sweatshirt or sweater available should they be chilly in the classroom.

Dress should also be weather appropriate. Students should be ready to be outside for lunch recess.

DRINKING, DRUGS, & TOBACCO

See Tobacco Use and Possession Policy, pg. 32, and Drug and Alcohol Use by Students Policy, pg. 33.

ELECTRONIC DEVICES

MP3 players (IPODs, etc.), CD/DVD players, and Gameboys, etc., may not be brought to school. If found, they will be checked into the office, and students may pick them up at the end of the day.

ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order to participate during any season at Indian Island School, the student must meet all academic requirements, and demonstrate satisfactory conduct and effort.

EMERGENCY FORMS

Emergency forms need to be completed and sent back to school. If the information on the form changes during the year, it will be necessary for a new form to be filled out at your earliest convenience.

FIELD TRIPS

Field trips have both an educational and a recreational value in the school program.

A permission slip for walking field trips on Indian Island will be sent home at the beginning of the year. Signing this form will permit teachers to take your child out walking on the Island without requesting an additional form. A permission slip must be signed by a parent and returned to the school to ensure consent for taking a trip off-Island. The teacher will send notices for special trips home. All school rules remain in force during field trips **unless otherwise noted on the permission slip**. There will be no smoking by students, staff, or chaperones at any time on a school-sponsored trip.

FOOD

See MIE Joint School Committee Policy on Wellness, pg. 46.

GRADES

Grades PK-4. Work Sampling/Portfolio Assessments will be maintained for each student, and parent/teacher conferences will be held at the end of the 1st and 2nd trimesters.

Grades 5-8. Report cards will be distributed three times a year. Parents are requested to attend Parent Teacher Conferences at the end of the 1st and 2nd trimesters. Keys for the grading system are found on the report cards. Progress reports will be sent throughout the trimesters.

HOMEWORK HALL, Grades 3-8

Homework Halls is available to students throughout the year both before school starts each morning and at the end of the school day. As information becomes available for the various grades, it will be sent home. Watch for After-School Program information.

HOMEWORK POLICY (Grades 1-4)

1. A missing assignment may result in detention.
2. A second occurrence or further neglect of assignments by a student previously disciplined for the same matter will result in a letter through the U.S. mail to the legal guardian acknowledging the situation and suggesting a parent/teacher meeting to explore options to resolve the problem.
3. If the problem is not resolved, a meeting will be required involving the student, parent, teacher(s), and administration to reach a solution.
4. Chronic neglect of assignments will require the parent to meet with the School Committee, Administration and teacher(s) to determine a solution.

HOMEWORK POLICY (Grades 5-8)

Indian Island Middle School recognizes homework as an important part of a child's education. Homework is given on a regular basis.

Written assignments and study time may vary from one to two hours per evening.

If an assignment is not completed when due, the student will be expected to complete it that day. ***Assignments may not be accepted beyond the due date.***

LIBRARY

Books. Students will be allowed to take two books out of the library at a time. If the books are not returned within two weeks after the due date, it is the parent's responsibility to reimburse the library for the cost of the book. The student loses all library privileges until the book(s) is paid for.

LOCKERS (Gr. 6-8 only)

1. Students will be allowed locker time after breakfast, lunch, and after school only.
2. Students will be required to pay a deposit of \$5 for their locker keys, which will be refunded upon return of the key.
3. Student lockers are subject to search by the School Principal according to the Student Search Policy.

LOST AND FOUND

Students should not bring valuables to school. The school will not be responsible for lost/missing items. A lost and found box is kept in the hallway of the gym and near the office.

MEALS

Breakfast and lunch are provided by the school. The school must be notified of any student's food allergies by means of a doctor's note.

MEDICAL

Medications. No internal medication will be given without an Authorization to Dispense Medication form available at the school office and a note from the doctor indicating that this medication must be given at school. All medications will be left at the office. Any medication that can be given at home in the morning and/or at home after school will not be given at school. Students receive minor first aid at the office.

Policies. Conjunctivitis/Strep Throat. Should a child be suspected of having either conjunctivitis or strep throat, the following steps will be taken: (1) isolation of child from peers; (2) parents will be notified; (3) a list of close contacts (including classmates and playmates) will be given to the clinic for further investigation; (4) Clinic personnel will treat the child; (5) the child may return to the classroom after 24 hours of treatment with prescribed medication.

Head Lice/Scabies. Should a child be suspected of having head lice or scabies, the following steps will be taken: (1) isolation of child from peers; (2) parents will be notified; (3) a list of close contacts (including classmates and playmates) will be given to the clinic for further investigation; (4) Clinic personnel will treat household members and close contacts if found to be infested; (5) the child may return to the classroom after proof of treatment and a negative exam for nits by health personnel.

Impetigo. Should a child be suspected of having impetigo, the following steps will be taken: (1) isolation of child from peers; (2) parents will be notified; (3) a list of close contacts (including classmates and playmates) will be given to the clinic for further investigation; (4) the child will be treated by health personnel with appropriate medication; (5) the child may return to school when sores stop draining and after 24 hours on medication.

MUSIC PROGRAM

Students who participate in the Indian Island School instrumental program must have their instrument at school for both band practice and individual music lessons. A music schedule will be sent home at the beginning of the school year.

NO-SCHOOL ANNOUNCEMENTS/EARLY DISMISSAL POLICY

1. No-school announcements will be aired on local radio stations (Q106 FM, WKSQ 94.5 FM, WABI 91 AM) and on local television stations (WLBZ, WABI). When RSU34 schools are canceled, Indian Island School is canceled.

2. Should school be dismissed early for any reason, announcements will be aired on local radio stations. Every effort will be made to contact a parent/guardian by telephone. Children will be sent to their usual destination unless otherwise noted on the emergency form.

PARENT/TEACHER CONFERENCES

Conferences will be scheduled two times a year. The dates are listed on the calendar found in this handbook. Parents should feel free to make appointments at any other time during the year as necessary.

PHYSICAL EDUCATION

1. Students must have a doctor's note to be excused from Physical Education classes. If a student is in school, they are expected to take part in Physical Education classes if no note is produced.
2. All students in grades PK - 8 must have sneakers in order to participate.
3. All students in grades 5-8 must bring change-up clothes and change before and after Physical Education class.

RECESS AND MEAL DUTY

At morning recess and during lunchtime, teachers are on supervisory duty.

SCHOOL BUS REGULATIONS

Indian Island School uses Cyr Bus (phone: 827-2335). Students are expected to behave appropriately on the bus. The bus company will notify parents and the school of any violation of bus rules.

SCHOOL CALENDAR

A copy of the 2012-2013 school-year calendar can be found at the front of this handbook.

STUDENT SEARCHES

See Questioning and Searches of Students Policy, pg. 45.

TEXTBOOKS

Textbooks will be issued at the beginning of the school year. Parents will be responsible for paying replacement costs for damaged or lost textbooks.

TOYS

Action figures or toys of any kind should not be brought to school without the permission of the teacher.

WEAPONS

See Weapons, Violence, and School Safety Policy, pg. 35.

CODE OF CONDUCT

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

Article 1 – Standards for Ethical and Responsible Behavior

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

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

Article 2 – Code of Conduct

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

- On school property,
- While in attendance at school or at any school-sponsored activity, or
- At any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

Article 3 – General Behavior or Expectations and Discipline Policies

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

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

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

Article 4 – Expectations

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

A. Violence and Threats

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

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.

C. Hazing

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

D. Discrimination and Harassment/Sexual Harassment

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

E. Drug and Alcohol Use

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

F. Tobacco Use

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

G. Conduct on School Buses

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

H. Computer/Internet Use

Students may use school 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.

I. Co-Curricular Code of Conduct

Students must follow all Board policies and school rules while participating in athletics and extracurricular activities. In addition, a separate Code of Conduct has been developed governing the behavior of students participating in these activities. Students who violate the Co-Curricular Code of Conduct may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

Article 5 - Removal of Disruptive Violent/Threatening Students

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who will respond promptly.
3. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's crisis response plan if appropriate.

Article 6 - Special Services

1. **Referral.** The school unit has adopted policies and procedures for determining when a student shall be referred for special services.
2. **Review of Individual Educational Plan.** The school shall schedule a 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 removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.
3. **Time Out Rooms and Therapeutic Restraint.** The school unit also has established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute (Old Town Regional Program only).

Article 7 - Referrals to Law Enforcement Authorities

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

Article 8 - Dissemination of System-Wide Student Code of Conduct

The System-Wide Student Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference: 20-A M.R.S.A. §§ 254 (11); 1001 (15)

FIRST READING: 12/3/03
ADOPTED: 3/4/04

SCHOOL-SPONSORED SOCIAL ACTIVITIES/EVENTS

The Maine Indian Education Joint School Committee recognizes the value of school-sponsored social activities/events in enhancing the educational experience of Maine Indian Education students.

“Social activities/events” include dances, family nights, and other social functions that are held outside of regular school hours. Participation in school-sponsored activities is a privilege not a right. Classes, student clubs, and organizations may plan social events under the guidance of club or organization advisors or the school administrator.

All student social activities/events must be approved in advance by the building principal. Activities/events shall be held in school facilities unless the off-campus venue is approved by the building principal.

Approval of social activities/events will be contingent upon:

1. Designation of a staff member who shall be responsible for the activity/event and present in a supervisory capacity;
2. Provisions for adequate chaperone/adult supervision and, if warranted by the circumstances of the activity/event, security or police protection;
3. Provisions for the safety of students and adults involved;
4. When activities/events are held in school facilities, provisions for cleaning up afterward.

Students and their guests must comply with all Maine Indian Education Joint School Committee policies and school rules pertaining to student conduct. Violations, which take place at school-sponsored events, will result in the same disciplinary consequences as on-campus infractions. Students may leave the building at any time after arrival but may not return.

Students may engage in fundraising as allowed by Joint School Committee policy to support social activities/events and reasonable admission fees may be charged to defray the cost.

The Superintendent/designee(s) may develop rules pertaining to the planning and execution of student social activities/events, including those related to supervision, student conduct and safety.

Cross reference: KF-Community Use of Facilities

IISC Adopted 12/17/10
ITSC Adopted 12/17/10
PPSC Adopted 12/17/10

ATHLETIC POLICY - PHILOSOPHY AND BELIEFS

Philosophy

Athletics offer an important extracurricular extension of Maine Indian Education’s core academic mission. Participation in the athletic program should assist our students in developing the knowledge, skills, behaviors, and attitudes to become successful individuals and citizens.

While students are entitled to a core academic education, athletic participation is a privilege and not a right. In earning and retaining that privilege, student athletes are held to clear and appropriate academic and behavioral expectations.

The schools within Maine Indian Education have demonstrated significant successes in school athletics. This tradition exists because of the collaborative effort of the student athletes, their families, the schools, and the community. By modeling discipline, high expectations, and ethical decision-making, we will nurture and enhance that tradition.

Beliefs:

1. We believe that participation in athletics contributes to the physical, mental, emotional, moral, and social well-being of an individual.
2. We believe that athletics offer both challenges and opportunities for success for our students. Students should be encouraged to participate in athletics, as their interests lead and as their abilities allow.
3. We believe in an equitable athletic program – one that does not discriminate, one that provides opportunities at several levels, and one in which all members of a team feel welcome and valued.
4. We believe that student athletes, coaches, and fans represent more than themselves and their respective teams. They are also ambassadors of our school district and of our community. As such, we expect all to embrace the principles of good sportsmanship and to show utmost respect for fellow team members, opponents, coaches, fans, officials, equipment, and facilities.
5. We believe that school athletics should take place in a physically and emotionally safe environment where a climate of enthusiasm, high expectation, and mutual respect is fostered. At all levels of competition, athletics should remain fun.
6. We believe in the value of goal setting, as it plays an important role in the success of an athletic program and in the success of the individual student athlete. Success should be measured in terms of progress made on individual, team, and program goals, and not solely on contest wins and championships.
7. We believe that the demands that our athletic program places upon our student athletes should be carefully measured and should not place a hardship upon academic achievement.
8. We believe that coaches should be exemplary role models for our youth. We believe that the player-coach relationship is at the heart of a successful athletic program. We recognize the importance of quality coaching in the development of our student athletes.
9. We believe that athletics is a natural extension of the classroom. It is therefore our goal to effectively teach important lessons in character, teamwork, self-discipline, commitment, loyalty and organization within the framework of each sport.

IISC Adopted 12/17/10
ITSC Adopted 12/17/10
PPSC Adopted 12/17/10

SPORTSMANSHIP

The Maine Indian Education Joint School Committee believes that athletic competition should be a healthful, positive and safe experience for everyone involved, conducted in an environment that teaches values and ethics, strengthens the community, promotes competition without conflict and enriches the lives of athletes. Players should learn to handle success with grace and losing with dignity. In order to promote core values such as discipline, fairness, responsibility, trustworthiness and citizenship, everyone associated with athletics, including players, coaches, parents and spectators, is expected to exhibit good sportsmanship during athletic competitions.

A. PARTICIPANTS

In exhibiting sportsmanship, student-athletes are expected to:

1. Understand and follow the rules of the sport;
2. Recognize skilled performance of others, regardless of the player's team;
3. Display respect for teammates, opponents, coaches and officials;
4. Respect the judgment of officials and accept their decisions;
5. Refrain from antics, taunting opponents and using insulting language or swearing;
6. Be modest when successful and gracious in defeat; and
7. Recognize that their conduct reflects on their school.

B. COACHES

In exhibiting sportsmanship, coaches are expected to:

1. Recognize that they are role models for students and set a good example for athletes and fans to follow;
2. Abide by the rules of the sport, in letter and in spirit;
3. Treat all participants with respect;
4. Behave with dignity and self-control;
5. Respect the judgment of officials and accept their decisions;
6. Take corrective action toward any player who intimidates or shows disrespect toward an official or displays unsportsmanlike behavior; and
7. Be modest when successful and gracious in defeat.

C. SPECTATORS, INCLUDING PARENTS, STUDENTS AND COMMUNITY MEMBERS

Spectators attending athletic events are expected to:

1. Realize that the main purpose of the competition is the play of the game and that the role of the spectator is one of support;
2. Show positive support to the teams and players for outstanding performances;
3. Show concern for injured players, regardless of which team they are on;
4. Refrain from angry or abusive language or actions toward any player, official, coach or other spectators;
5. Refrain from endangering participants or spectators by throwing objects;
6. Refrain from heckling, taunting or berating players, officials, coaches or other spectators; and
7. Follow all Maine Indian Education Joint School Committee policies and rules pertaining to conduct on school property, including but not limited to those pertaining to tobacco, alcohol, drugs and weapons.

School athletic events are school activities that are part of the educational program. An athletic event is not a public forum. The public is invited to attend athletic events for the purpose of supporting the participants on both teams and the schools they represent. Appropriate behavior by spectators, especially adults, provides a positive model for students and contributes to the value and educational purposes of athletic activities. Negative comments and behavior by spectators are inconsistent with the purposes of athletic activities. School administrators and officials have the authority and discretion to remove any spectators who do not comply with rules of sportsmanship.

D. PENALTIES FOR INAPPROPRIATE BEHAVIOR

Student athletes who engage in unsportsmanlike behavior or conduct that constitutes a violation of Maine Indian Education Joint School Committee policy, school rules or the Student Code of Conduct and/or Student Handbook will be subject to appropriate disciplinary consequences.

Student spectators whose behavior constitutes a violation of Joint School Committee policy, school rules or the Student Code of Conduct will be subject to appropriate disciplinary consequences.

Adult spectators who engage in unsportsmanlike behavior or conduct that violates Joint School Committee policy may be asked to leave the premises and may be excluded from future events. The administrator in charge of the event may seek the assistance of law enforcement authorities if necessary to ensure the safety of participants, coaches, officials or other spectators or to prevent damage to school property.

E. NOTICE OF RULES

A school administrator will be responsible for communicating spectator rules and posting, as appropriate.

Cross Reference:

- JJI – Philosophy of Athletics

IISC Adopted 12/17/10
ITSC Adopted 12/17/10
PPSC Adopted 12/17/10

STUDENT DRESS

The Maine Indian Education Joint School Committee recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the Indian Island School to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing and/or accessories which promote or advertise the use of tobacco, alcohol or other drugs may not be worn on school grounds, including at school functions.
- B. Articles of clothing and/or accessories with displays or innuendoes that are sexual, vulgar, lewd or indecent or include insulting words (e.g. racial/ethnic slurs) are impermissible on school grounds, including at school functions.
- C. Clothing and/or accessories that could be destructive to school property (e.g. cleats, pants with metal inserts that scratch furniture) is not permitted.
- D. Hats and outer clothing are not to be worn during normal school hours. *(Weather permitting)
- E. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- D. Articles of clothing that are inappropriately revealing, specifically, shorts or tops that reveal the midriff or that are low-cut, clothes that reveal undergarments or buttocks.

School administrators or teachers may require special clothing or restrict the wearing of jewelry, for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required.

The superintendent is responsible for the development of any administrative regulations necessary to implement this policy.

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

Harassment of students for any reason is prohibited.

Definitions: For the purposes of this policy, the following definitions will apply:

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

B. Sexual Harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based.

School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to comply with this policy.

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

The Superintendent will designate an Affirmative Action Officer(s) at each school who will investigate complaints of harassment in accordance with the Student Discrimination and Harassment Complaint Procedure. The Superintendent will be notified by the Affirmative Action Officer of any formal complaints. School employees, students, and parents will be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference:

Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.)

Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d))

5 MRSA §§4602; 4681 et seq.

20 MRSA § 6553

Cross Reference:

AC - Nondiscrimination/Equal Opportunity and Affirmative Action

ACAA-R – Student Discrimination and Harassment Complaint Procedure

ACAD – Hazing

JICIA – Weapons, Violence and School Safety

IISC Adopted: 12/17/10

ITSC Adopted: 12/17/10

PPSC Adopted: 12/17/10

HARASSMENT AND SEXUAL HARASSMENT OF SCHOOL EMPLOYEES

Harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, appearance, family and/or marital status, or disability is prohibited. Such conduct is a violation of Maine Indian Education Joint School Committee policy and may constitute illegal discrimination under state and federal laws.

Harassment

Harassment includes but is not limited to verbal abuse, threats, physical assault and/or battery based on race, color, sex, sexual orientation, religion, ancestry or national origin, age, appearance, family and/or marital status, or disability.

Sexual Harassment

Unwelcome sexual advances, suggestive or lewd remarks, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's work environment or employee benefits;
- B. Submission to or rejection of such conduct by an employee is used as the basis for decisions on employment benefits; and/or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any employee who engages in harassment or sexual harassment will be subject to disciplinary action, up to and including discharge.

All complaints of harassment will be investigated in accordance with the School Employee Discrimination and Harassment Complaint Procedure.

Notice and Training

Annually, each employee shall receive a copy of this policy and the School Employee Discrimination and Harassment Complaint Procedure. This may be accomplished by including the policy/procedure with employee paychecks or by using other appropriate means to ensure that each employee receives a copy. All newly hired employees shall be provided training about sexual harassment in accordance with Maine law.

The Superintendent is responsible for ensuring that the school unit complies with all legal requirements for posting, notification and training of employees regarding harassment and sexual harassment.

Legal Reference: Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.)
Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)
Americans with Disabilities Act (42 USC § 12101 et seq.)
Section 504 of the Vocational Rehabilitation Act of 1973 (29 USC § 794 et seq.)
Title VII (42 USC § 2000c-2; 29 CFR § 1604.11)
Age Discrimination in Employment Act (29 USC § 623) 5 MRSA §§ 4602; 4681 et seq.
20 MRSA § 6553
26 MRSA §§ 806-807

Cross Reference: ACAB-R– School Employee Discrimination and Harassment Complaint Procedure
AC – Nondiscrimination/Equal Opportunity and Affirmative Action
ACAD - Hazing

IISC Adopted: 12/17/10
ITSC Adopted: 12/17/10
PPSC Adopted: 12/17/10

HAZING

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

It is the policy of the Maine Indian Education Joint 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 this school unit, are inconsistent with the educational process and shall be prohibited at all times.

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 student organizations, shall plan, encourage, or engage in injurious hazing activities.

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

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

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

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

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

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

IISC Adopted: 12/17/10
ITSC Adopted: 12/17/10
PPSC Adopted: 12/17/10

TOBACCO USE AND POSSESSION

The Maine Indian Joint School Committee believes that tobacco use is the most preventable behavioral factor contributing to illness, disability, and death.

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Maine Indian Joint School Committee prohibits smoking and the use of all other tobacco products in school buildings, facilities, and on school grounds. Each individual school committee will designate the parameters for the “no smoking zone.” Smoking is also prohibited on school buses during school-sponsored events by all persons, including students and employees. The only exception to this rule would be for cultural activities and Native American ceremonies. The principal must be notified in advance by the teacher who is supervising the use of tobacco for cultural activities or Native American ceremonies. Aside from this exception, no tobacco use is permitted at any time while school is in session or at any school-sponsored functions.

The Maine Indian Education Joint School Committee prohibits advertising tobacco products in school buildings, on school property, and at school functions, and in all school publications. This includes advertising on clothing, such as T-shirts or hats, worn to school or to school-sponsored activities.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons are also strictly prohibited, under law and Maine Indian Education’s Joint School Committee policy, from selling, distributing or in any way dispensing tobacco products to students.

Because tobacco use leads to dependency, the Joint School Committee is committed to implementing comprehensive school health education programs. Age-appropriate tobacco prevention education has been incorporated into Maine Indian Education’s comprehensive health education curriculum in alignment with the Parameters for Essential Instruction’s Health and Physical Education Standards and will include awareness of the school policy.

Maine Indian Education will provide information on how to access cessation programs for students and staff.

This tobacco policy will be printed in employee and student handbooks on a yearly basis. Parents/guardians will be sent notification in writing of this tobacco policy in the student handbooks. Tobacco-free school signs will be posted in highly visible places both inside and outside school buildings including the Central Office. Signs will be posted at all entrances of school buildings. The local media will be asked to communicate this tobacco free policy community-wide.

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)

IISC Adopted 5/11/10
ITSC Adopted 5/11/10
PPSC Adopted 5/11/10

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DRUG AND ALCOHOL USE BY STUDENTS

The Maine Indian Education Joint School Committee and staff at the Beatrice Rafferty, Indian Island and Indian Township Schools will cooperate with effective organizations to help detect, diagnose, and treat affected students. The Joint School Committee endorses the philosophy that schools 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 Joint 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 sanctions when necessary, and aftercare support as appropriate. Compliance with Maine Indian Education's schools' standards of conduct related to drugs and alcohol is mandatory.

Prevention: The staff at the Beatrice Rafferty, Indian Island and Indian Township Schools 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. The legal, social, and health consequences of drug and alcohol abuse are to be addressed. Students are to be taught how to resist peer pressure.

Intervention: The staff at the Beatrice Rafferty, Indian Island and Indian Township will establish and provide assistance, through a team approach, to intervene with students who are involved with drugs and/or alcohol. Students are to be assisted in addressing their harmful involvement with drugs and alcohol and in continuing in their educational programs. Moreover, information and referral will be provided, as appropriate, to aid involved students in connecting the community agency for drug and alcohol use treatment.

Rules and Sanctions: No student will distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, or performance enhancing substances. Nor will a student manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or 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.

A. These prohibitions apply to any student who is on school property or in school vehicles, 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. A student who violates the terms of this policy may be disciplined, including suspension or expulsion from school, at the appropriate discretion of the administration and the individual school committee and in accordance with sanctions detailed in Maine Indian Education's schools' regulations. A student may be referred to law enforcement authorities for investigation and/or prosecution.

Implementation: The Superintendent will be responsible for the development and promulgation of appropriate curricula, programs, and regulations to implement this policy.

Communication: This policy and appropriate related information will be distributed to students and parents annually through means selected by the administration.

Review: The Superintendent is to oversee a biennial review of the policy and regulations to determine the programs' effectiveness, to implement changes to programs, policy and regulations, as needed, and to ensure that disciplinary sanctions are consistently enforced. Findings and conclusions will be presented to the individual school committees.

Any student who violates this policy will be required to participate in an agreed upon treatment plan as a continuum of the discipline process. Evidence of participation in such a plan will be provided to the appropriate administrator.

Legal Reference: 21 U.S.C. Sec 812 (Controlled Substances Act)
21 CFR Part 1300.11-15
Pub. L. No. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)
17-A MRSA § 1101
42 USC § 290dd-2
42 CFR § 2.1 et seq.
20-A MRSA § 1001(9); 4008
20-A MRSA § 6621 – (1, 2)
Cross Reference: JICIA – Weapons, Violence and School Safety
JKD – Suspension of Students
JKE – Expulsion of Students
JLCD – Administering Medication to Students
JRA – Student Records

IISC Adopted 5/11/10
ITSC Adopted 5/11/10
PPSC Adopted 5/11/10

WEAPONS, VIOLENCE AND SCHOOL SAFETY

The Maine Indian Education Joint School Committee expects students to conduct themselves with respect for others and in accordance with Joint School Committee policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

Staff is required to report, immediately, all incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

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

A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, and nun chucks;

B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);

C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);

D. Verbal or written statements (including those made on or through any form of media) 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 department's drug/alcohol and tobacco policies;

I. Violations of state or federal laws; and

J. Any other conduct that may be harmful to persons or property.

II. 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. Students who are found to have brought a firearm to school (as defined by federal law) will be expelled for a period of not less than one year, unless the Superintendent, on a case-by-case, basis modifies this requirement.

B. All firearm violations will be referred to law enforcement authorities as required by law. Other violations of this policy may be referred to law enforcement authorities at the discretion of the Superintendent.

C. Students with disabilities will be disciplined in accordance with applicable federal and state laws/regulations and School Committee policy.

III. Psychological Evaluation/Risk Assessment: The School Committees authorize the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

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

B. All such evaluations will be performed at the local school's expense.

C. If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the individual school committee may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action including, but not limited to, alternative placement.

Legal References: 20 USCA § 8921 (Gun-Free Schools Act of 1994)
5 MRSA § 4681 et seq.
20-A MRSA §§ 1001(9); 1001(9-A); 6552
17-A MRSA §§ 2(9); 2(12-A)

IISC Adopted 5/11/10
ITSC Adopted 5/11/10
PPSC Adopted 5/11/10

BOMB THREATS

The Maine Indian Education Joint School Committee 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 School Committee 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 verbally or non-verbally, 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 Maine Indian Education Joint School Committee policy to communicate by any means that any contaminated, 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, “contaminated, 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. Glossary of Terms

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. This includes language that implies a bomb is or will be in place.
4. “Contaminated substance” – an unwanted substance that may be introduced into any material or the air, including toxic or hazardous substance or materials and biomedical materials or organisms.
5. “School premises” means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the individual school's Crisis Response 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 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. Security and lockdown;
6. Parent notification process;
7. Training for staff members; and
8. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the local school Committee. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the School Committee's required annual approval of the school unit's Emergency Operations 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 should immediately report such information to the building principal, teacher, or 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 School Committee 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) 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 JKEA and JKEA-R.

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. 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 School Committee 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.

H. 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.

I. 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 Superintendent in consultation with the School Committee.

Time lost may be rescheduled on vacation days, 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. Exceptions may occur after appropriate consultations.

J. 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 School Committee policy and civil and criminal law.

Legal Reference: 18 U.S.C.§§ 921: 8921

Title 17-a MRSA § 210

Title 20-A MRSA §§ 263; 1001(9):1001(9-a); 1001(17); 1001(18)

Cross Reference: EBCA – Emergency Operations Plan

EBCA-R – Emergency Operations Plan – Procedures

JKD – Suspension of Students

JKE – Expulsion of Students

JKEA – Disciplinary Removal of Students with Disabilities

JKEA-R – Procedure for Disciplinary Removal of Students with Disabilities

JICIA – Weapons, Violence and School Safety

JIC – Student Code of Conduct

IISC Adopted 5/11/10

ITSC Adopted 5/11/10

PPSC Adopted 5/11/10

BULLYING

It is the intent of the Maine Indian Education Joint School Committee to provide all students with an equitable opportunity to learn. To that end, the Maine Indian Education Joint School Committee has a significant interest in providing a safe, orderly and respectful school environment that is conducive to teaching and learning.

Bullying, whether perpetrated by children or adults, is detrimental 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 and witness such behavior.

The Joint School Committee also believes that promoting ethical and responsible behavior is an essential part of the school district's educational purpose. Ethics, responsible behavior and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Bullying interferes with the accomplishment of this goal. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

Finally, the Maine Indian Education Joint School Committee recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests a link between bullying and school violence, the Joint School Committee seeks to avoid such incidents and instead takes a systematic approach to bullying prevention and intervention.

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

Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct in Maine Indian Education schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying Defined

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

A. A reasonable person finds to be:

1. Physically harmful to a student or
2. damaging to a student's property;
3. Placing a student in reasonable fear of physical harm;
4. Placing a student in fear of experiencing damage to his/her property;
5. Substantially disruptive to the instructional program;
6. Substantially disruptive to the orderly operations of the school; or

B. is so severe, persistent, or pervasive that it creates an intimidating, hostile. educational environment for the student who is bullied.

Application of Policy

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

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

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

Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in School Committee policy JICIA- Weapons, Violence, and School Safety.

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

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

Delegation of Responsibility

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

- A. Student and parent reporting of bullying to staff and the building principal;
- B. Staff reporting of bullying to the building principal;
- C. Review of reports and investigation of bullying incidents;
- D. Intervention with and/or discipline of students who engage in bullying;
- E. Support for students who are victims of bullying;
- F. Training staff and students in bullying prevention; and
- G. Periodic evaluation of bullying prevention, intervention, and training efforts in Maine Indian Education schools and reporting to the Joint School Committee upon request.

Reporting

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

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

Responding to Bullying

In determining the appropriate response to students who engage in bullying behavior, building principals should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials. In addition to appropriate consequences for the perpetrator, support will be provided for victims and others impacted by the violation. At the building level, emphasis will be placed on the restoration of a positive climate.

Dissemination of Policy

Notice of what constitutes bullying, the Joint School Committee's prohibition against bullying, and the consequences for students who bully shall be communicated annually to students, parents, and school staff through the Student Code of Conduct and student and staff handbooks.

Review/Revision Process

The district Wellness Committee is charged with reviewing the bullying policy and procedures annually to address concerns, review research-based practices, and/or recommend revisions to the policy which will better address district needs. Through an examination of the data relating to occurrences of bullying, recommendations for interventions (i.e. education programming, professional development, etc.) will be made to the Administrative Team.

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

Cross References:

AC - Nondiscrimination, Equal Opportunity
ACAA - Harassment and Sexual Harassment of Students
ACAD - Hazing
ADF - School District Commitment to Learning Results
JI - Student Rights and Responsibilities
JICC - Student Conduct on Buses
JICIA - Weapons, Violence and School Safety
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students
JKF - Disciplinary Removal of Students with Disabilities
JIC - Student Code of Conduct

IISC Adopted 12/15/11
ITSC Adopted 12/15/11
PPSC Adopted 12/15/11

QUESTIONING AND SEARCHES OF STUDENTS

The Maine Indian Joint School Committee seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

Students may be searched upon reasonable suspicion that they possess any items or substances, which are prohibited by law, Maine Indian Education Joint School Committee 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 parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School personnel 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.

Students will be notified annually that storage facilities may be searched at random and that personal belongings may be searched with reasonable suspicion.

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

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

Cross Reference:

Jl—student rights and responsibilities
 JIH-R – questioning and searches – administrative procedure
 JIH-E – student search checklist
 JICIA – weapons, violence and school safety
 KLG – relations with law enforcement authorities

IISC Adopted 5/11/10
 ITSC Adopted 5/11/10
 PPSC Adopted 5/11/10

MAINE INDIAN EDUCATION JOINT SCHOOL COMMITTEE POLICY ON WELLNESS

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, obesity rates have doubled in children and tripled in adolescents since 1985, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, the Centers for Disease Control reports that at the time this policy was adopted, chronic diseases such as heart disease, cancer, and diabetes are responsible for approximately 70% of all deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Thus, Maine Indian Education is committed to supporting the Coordinated School Health Programs in each of the schools and will strive to provide a school environment that promotes and protects children's health, well being and fosters the development of lifelong learning and wellness practices.

TO ACHIEVE THESE POLICY GOALS

1. Coordinated School Health Leadership Team

Maine Indian Education's Coordinated School Health Leadership Teams will provide an ongoing review and evaluation of Maine Indian Education's Wellness Policy. The Superintendent of Maine Indian Education and his/her designee/s will ensure compliance and implementation with the district Wellness Policy.

2. Nutritional Quality of Foods and Beverages Sold and Served on Campus School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations with pleasant eating areas for students and staff with adequate time for unhurried eating.
- Offer culturally diverse menu choices.
- Offer at least two fruits and two vegetables servings per day. This includes a wide variety of fresh, frozen, locally grown, and canned fruits in natural juices on a self-serve bar which will include low fat or fat free choices.
- Half of the served grains are whole grain.
- Serve legumes and beans once weekly.
- Will not offer additional salt in the form of packets or shakers.
- Schools may offer 2%, 1%, or fat free choices.
- Food produced in the kitchens of Maine Indian Education's schools will be made with non-hydrogenated oils or fats.

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet the nutritional needs and enhance their ability to learn:

- Maine Indian Education schools will operate a universal School Breakfast Program to the extent possible.

- Schools will notify parents and students of the availability of the School Breakfast Program.
- Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Free and Reduced-priced Meals

Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

Summer Food Service Program

Summer food service programs in which more than 50% of students are eligible for free or reduced-price school meals will, to the extent possible, sponsor the Summer Food Service Program for the duration of summer enrichment programs. (The use of nutrient rich foods will be maximized and low fat [1% or less]/fat-free milk will be offered daily.)

Meal Times and Scheduling - Maine Indian Education schools will:

- Provide adequate time for breakfast and lunch (at least 10 minutes after receiving breakfast and 20 minutes after receiving lunch).
- Strongly recommend recess precede lunch in K-8.
- Ensure that students will be able to eat their lunch without the constraints of their outdoor attire.
- Will schedule meal periods at appropriate times, e.g., lunch should be scheduled as close to the middle of the day as possible with the exception of early release days where lunch may be served earlier.
- Will encourage hand washing or use of hand sanitizer where available.

Qualifications of School Food Service Staff

Maine Indian Education schools will hire certified school food service professionals to administer the food service program. As part of the school district's responsibility to operate a food service program, Maine Indian Education schools will provide (according to levels of responsibility) professional development for all food service personnel.

Nutrition Education

Nutrition education/wellness information shall be offered to all students at each grade level in Maine Indian Education as part of a sequential, comprehensive, standards-based health education program aligned with the Learning Results Parameters for Essential Instruction. Certified health educators will teach nutrition education at the middle school levels. This will provide students with the knowledge and skills necessary to promote and protect their health. Professional development opportunities will be offered to staff. Nutrition education is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and Native studies/cultural programs.

Nutrition education shall be designed to help students acquire knowledge and skills regarding:

- Health benefits of consuming food and beverages from all food groups.
- Recommended portion sizes.

- Information found on Nutrition Facts labels.
- Factors that influence dietary choices.
- Factors that affect food safety, from production through consumption.
- Planning for snacks and balancing meals with physical activity.
- Healthy weight management.
- Communicating nutrition research findings to others.
- Media literacy with an emphasis on food marketing, body image, etc.

Nutrition education shall also be made available to parents/guardians and the community, and they will be encouraged to teach children about health and nutrition and to provide nutritious meals for their families. This nutrition education may be provided in the form of handouts, wall or bulletin board posters or banners, postings on the District website, community and student oriented presentations or other communications focused on promoting proper nutrition and healthy lifestyles. Schools will provide a list of healthy snacks and lunch ideas and encourage parents to pack healthy lunches, snacks and beverages. No soft drinks/soda or energy drinks will be allowed PK-8 during the school day, including the After School Programs. District employees are encouraged to model healthy eating behavior. The students, staff, and community will be informed about the Local Wellness Policy on an annual basis.

Nutrition Standards (For sales outside of the reimbursable breakfast and lunch program).

Beverages Allowed: water

Foods

- At least half of the items offered will meet the Dietary Guidelines for Americans at school-sponsored events.
- Foods will be offered from all of the following categories:
 - Fruits and vegetables (not fried)
 - Whole grains, nuts, seeds
- If the school allows exemptions on the sale of foods of minimal nutritional value, the portion size of those foods will be as single servings (i.e. one and one-quarter ounces for pre-packaged snacks, one to two ounce for cookies, two ounces for cereal, granola, and bakery items, and four fluid ounces for frozen desserts).

Fundraising Activities

To support children's health and school nutrition-education efforts, school fundraising activities during the school day including After School Programs will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity.

Snacks/Celebrations

Maine Indian Education will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

- Schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.
- Schools that provide meals through the Federal School Nutrition Program and the School Breakfast Program shall be the sole provider of food served during the school day.

- Food provided for parties may be supplied by families or the School Nutrition Program. Each party should include no more than one food that does not meet nutrition standards for foods sold individually (see above).
- Healthy snacks are encouraged at school-sponsored events outside the school day. At least 50% of the foods offered or sold at school-sponsored events outside the school day should meet the nutritional guidelines noted above.

Rewards

Schools will discourage the use of foods and beverages as rewards for academic performance or good behavior. In addition foods and beverages will not be withheld as a punishment.

Environmental Health

Maine Indian Education encourages the use of environmentally friendly single use products such as corn based disposable cups.

Physical Activity Opportunities and Physical Education

Age appropriate physical education classes shall be offered to all students of the District. All students shall have the opportunity to participate regularly in supervised, organized and/or unstructured physical activities to maintain physical fitness, and to understand the short and long term benefits of a physically active and healthy lifestyle. The importance of physical activity/physical fitness will be addressed in health and physical education classes, and families will be provided with accurate and consistent information to assist them in incorporating physical activity into their lifestyles. In addition, physical education topics shall be integrated into the curriculum when appropriate.

The district shall implement a quality physical education program that addresses the following:

Curriculum

Has a curriculum aligned with the Maine Health & Physical Education Learning Results Parameters of Essential Instruction.

- Equips students with the knowledge, skills and attitudes necessary for lifelong physical activity.
- Influences personal and social skill development.
- Students will engage in moderate to vigorous physical activity for as much class time as is possible during most physical education classes.

Instruction and Assessment

- Is taught by a certified physical education teacher trained in best practice physical education methods.
- Aligns curriculum, instruction, and assessment.
- Engages students in curriculum choices that prepare them for a wide variety of lifetime activities.
- Includes students of all abilities.

Opportunity to Learn

- Physical education opportunities will be provided for all students PK-8 with schedules to be determined at each building.
- Has a teacher to student ratio consistent with those of other subject areas.
- Provides facilities to implement the curriculum for the number of students served.

- Each facility has enough functional equipment for each student to actively participate.
- Builds students' confidence and competence in physical abilities.
- Includes students of all abilities.
- Students should not be restricted from participating in physical education classes as punishment or to receive instruction in other content areas nor should physical activity be used or withheld as punishment.

The district values daily opportunities for unstructured physical activity commonly referred to as recess, for all students Pre-K through grade eight.

- Recess should be in addition to physical education class time and not be a substitute for physical education and should be for at least 20 minutes daily, preferably outdoors.
- Each school shall provide proper equipment and a safe area designated for supervised recess in the elementary setting.
- Moderate to vigorous physical activity is encouraged verbally and through the provision of adequate space and age-appropriate equipment.
- School staff will not withhold recess from students as a means of punishment. Withholding recess for missed work is also discouraged. Recess alternatives should be implemented.
- Schools should provide opportunities for some type of physical activity for students in grades six through eight apart from the physical education class and organized sports. Examples include: before and after school extracurricular physical activity programs and use of school facilities outside of school hours.
- Whenever possible, students are encouraged to walk to and from school providing weather and walking conditions are appropriate. Attempts will be made to provide safe routes to school.
- Bike racks shall be made available in sufficient quantities to students.

Staff and Student Wellness

Maine Indian Education highly values the health and well being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. All employees of Maine Indian Education are encouraged to model a positive, healthy, lifestyle for students by following, at a minimum, these administrative rules.

IISC Adopted 5/11/10
ITSC Adopted 5/11/10
PPSC Adopted 5/11/10

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational 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.

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. Parents/eligible students may obtain copies of education records at a cost of \$0.00 per page for the first copy of file records, and at a cost of \$.05 per page for any additional copies.

Amendment of Records

Parents/eligible students may ask Maine Indian Education to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy.

Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

Maine Indian Education must obtain a parent/eligible student’s written consent prior to Disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

Maine Indian Education designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). Parents/eligible students who do not want to disclose directory information must notify the Superintendent or building administrator in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and Maine Indian Education 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 Maine Indian Education to disclose this information must notify the Superintendent in writing at the above address by September 15th or within thirty (30) days of enrollment, whichever is later.

400 **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 Maine Indian Education 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 Maine Indian Education has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

400 **Other School Units**

As required by Maine law, Maine Indian Education 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).

400 **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.

Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that Maine Indian Education 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

Replaces JRA-E dated: _____