INDIAN ISLAND SCHOOL
MAINE INDIAN EDUCATION
STUDENT/PARENT HANDBOOK

2016-2017
# INDEX

Maine Indian Education Directory 4
Indian Island School Directory 5
The People and Their School District 6
Educational Philosophy/Mission 7
Commitment to Learning Results 9
Indian Island School Calendar 10
Indian Island School Schedule 11
Policies and Procedures 12
AC Non-Discrimination/Equal Opportunity and Affirmative Action 21
Code of Conduct 22
JJB School-sponsored Social Activities/Events Policy 27
JJI Athletic Policy – Philosophy & Beliefs 28
JJIBB Sportmanship Policy 29
JICA Student Dress Policy 31
ACAB Harassment and Sexual Harassment of Students Policy 32
ACAD Hazing Policy 33
JICFA Student Hazing 35
JICFB Student Use of Cellular Telephones and Other Electronic Devices 57
JICIB Bomb Threat Policy 62
JICIBB Non-Discrimination/Equal Opportunity and Affirmative Action 66
JICIC Bullying and Cyber Bullying Policy 66
JIH Questioning and Searches of Students Policy 72
JL Maine Indian Education Joint School Committee Policy on Wellness 73
JLF Reporting Child Abuse and Neglect 78
JRA Student Educational Records and Information Policy 82
JRA-E Annual Notice of Student Education Records and Information Policy 84
JRA-R Student Education Records and Information 86
MAINE INDIAN EDUCATION
(207) 454-2126

Office of the Superintendent

ADMINISTRATION

Linda McLeod
Wanda Barlow

BUSINESS OFFICE

Tammy Ginn
Tahnee Neptune

SPECIAL EDUCATION

Jean Schorrs

FACILITIES MANAGEMENT

Katherine Chambers

POSITION

Superintendent
Office Manager
Business Manager/Transportation Manager
Indian Island School Payroll/Accounts Payable
Special Education Director
Facilities Manager
## Indian Island School Extensions

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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 two 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
### Indian Island School
#### 2016-2017 School Calendar

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**JUNE**

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**July 4** Independence Day
August 24-30 In-service Days
August 31 First Student Day
September 5 Labor Day
September 23 Native American Day
November 11 Veterans’ Day
November 23 In-service Day
November 24-25 Thanksgiving Break
December 23-30 Holiday Break
January 2 New Year’s Day
January 16 MLK, Jr., Day
February 20 Presidents’ Day
February 21-24 Winter Break
March 17 In-service Day
April 17 Patriot’s Day
April 18-21 Spring Break
May 29 Memorial Day
June 12 Last Student Day
June 15 Last Teacher Day

*3 snow days are built in

*N.B.- Legal Reference: Title 20-A MRSA §4802, 4803, and 4804
-American Education Week is November 16-20.
# Indian Island School

## Daily Schedule

### Grades Kindergarten through Eight Daily Schedule

<table>
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<tr>
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<th>Monday</th>
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<tr>
<td><strong>Morning HW Hall (Gr. 3-8)</strong></td>
<td>7:00 AM</td>
<td>7:00 AM</td>
<td>7:00 AM</td>
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<tr>
<td><strong>Bus arrives</strong></td>
<td>7:20AM</td>
<td>7:20AM</td>
<td>7:20AM</td>
<td>7:20AM</td>
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<tr>
<td><strong>Tardy bell</strong></td>
<td>8:00AM</td>
<td>8:00AM</td>
<td>8:00AM</td>
<td>8:00AM</td>
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<tr>
<td><strong>Dismissal</strong></td>
<td>3:00PM</td>
<td>1:30PM</td>
<td>3:00PM</td>
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<tr>
<td><strong>HW Hall (Gr. 3-8)</strong></td>
<td>3:00-4:30 PM</td>
<td>1:30-4:30 PM</td>
<td>3:00-4:30 PM</td>
<td>3:00-4:30 PM</td>
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### Pre-Kindergarten Daily Schedule

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<th>Monday</th>
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<tr>
<td><strong>Bus arrives</strong></td>
<td>8:00AM</td>
<td>8:00AM</td>
<td>8:00AM</td>
<td>8:00AM</td>
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<tr>
<td><strong>Dismissal</strong></td>
<td>1:30PM</td>
<td>1:00PM</td>
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## Lunch/Recess Schedule

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<tr>
<td><strong>Pre-Kindergarten</strong></td>
<td>12:00-12:45 PM</td>
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<tr>
<td><strong>Kindergarten</strong></td>
<td>11:00 AM-11:50 PM</td>
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<tr>
<td><strong>Grade One</strong></td>
<td>11:00 AM-11:50 PM</td>
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<tr>
<td><strong>Grade Two</strong></td>
<td>11:00 AM-12:00 PM</td>
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<tr>
<td><strong>Grade Three</strong></td>
<td>11:05 AM-12:00 PM</td>
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<tr>
<td><strong>Grade Four</strong></td>
<td>11:00 AM-12:00 PM</td>
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<tr>
<td><strong>Grade Five</strong></td>
<td>11:15 AM-12:00 PM</td>
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<tr>
<td><strong>Grades Six</strong></td>
<td>11:45 AM-12:30 PM</td>
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<tr>
<td><strong>Grade Seven</strong></td>
<td>11:45 AM-12:30 PM</td>
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<tr>
<td><strong>Grade Eight</strong></td>
<td>11:45 AM-12:30 PM</td>
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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.

AFTER-SCHOOL PROGRAM, Grades 3-8

Homework Hall, provided through the After-School Program, 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.

If a child participates in the After-School Program (including Homework Hall), the parent will need to:

- Complete a permission slip
- Provide release instructions in the event that the child(ren) completes homework and wishes to leave Homework Hall
- Update the permission slip as necessary

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:
1. If a problem arises, the teacher will handle the situation. If a more serious situation exists, the student may be referred to the After-school Coordinator or Assistant Coordinator and/or sent home for the day.
2. If a major offense (hitting, yelling, etc.) occurs, parents will be notified and the student may be suspended from the program for 3 days.
3. If a major offense occurs a second time, parents will be notified and the student will face a one-week (5-day) suspension from the program.
4. If the above procedures fail to improve student conduct, the student could face suspension from the program for the rest of the academic year.

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 2-8
- Maine Educational Assessment (MEAs) – Grades 5 & 8
- District-wide Writing Prompts – September & April – Grades K-8
ATHLETICS/ACTIVITIES/SPORTSMANSHIP
See Policy, pgs. 28

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.

Athletics
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, the student is ineligible until all steps outlined in Policy
JICH-R are completed.
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 with
a signed doctor’s note, 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 in school, on the school
grounds, or at a school function. 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 one game
   2nd offense – suspension for two games
   3rd 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. Detention:
   a. Athletes with tardy or behavior detention on the day of a game are ineligible to play.
   b. Students who have detention for missing work are eligible to play the day of the game if
      the work is completed satisfactorily and handed in before the game.
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 provides 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.
15. Students who fail their weekly eligibility sheet will not be allowed to attend away games, but
    will suit up and sit on the bench at any home games.
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**

See Policy, Pg. 49

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**

See Policy, Pg. 45

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 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. 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 School Committee 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 Officer or other employee in a position of authority.

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

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

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

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 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), 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 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.

**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: Assaulitive 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. 5-8 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 may 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. 31

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. No spaghetti straps or strapless garments will be allowed. 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. 38, Drug and Alcohol Use by Students Policy, pg. 39, AND Student Assistance Procedures for Alcohol, Tobacco and Other Drugs, pg. 41.

ELECTRONIC DEVICES
See Policy, Pg. 49

Personal music or game devices 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.
See Maine Indian Education Joint School Committee Policy on Wellness, pg. 66

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 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 may 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 and can be found on the school’s website: iis.bie.edu. 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.

**PRE-KINDERGARTEN REGISTRATION**

The following documents must be provided for pre-kindergarten/kindergarten registration:

- Official birth certificate
- Proof of immunization in accordance with Maine Educational and School Statutes, Chapter 223, Subchapter II.
- Tribal enrollment certificate

If the student is not a member of a Federally recognized Tribe, two of the following must be provided:

- A payroll stub with a street
- A tax return or W-2 with a street address
• Motor vehicle registration
• Voter registration
• Telephone/cable bill with street address

RECESS AND MEAL DUTY
At morning recess and during lunchtime, teachers are on supervisory duty.

REGISTRATION
For Pre-Kindergarten registration (or first-time enrollees for Kindergarten):
• A copy of an official birth certificate and social security number
• Proof of immunization in accordance with Maine Educational and School Statutes, Chapter 223, Subchapter II.
• If the child is a member of a federally recognized Tribe, a copy of their Tribal enrollment certificate must be provided.

For non-Tribal members living on the Reservation (all grades):
• The student’s parents/guardians must provide two pieces of current documentation proving residency. These may include:
  a. A payroll stub with a street address
  b. A tax return or W-2 with a street address
  c. Motor vehicle registration
  d. Voter registration
  e. Telephone/cable bill with street address

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 school-year calendar can be found at the front of this handbook.

STUDENT SEARCHES
See Questioning and Searches of Students Policy, pg. 65.

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

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

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

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

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)
Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.)
Americans with Disabilities Act (42 U.S.C. § 12101 et seq.)
Maine Human Rights Act of 1972 (5 MRSA § 4571), as amended

Cross Reference: Indian Island School Affirmative Action Plan
ACAA – Harassment and Sexual Harassment of Students
ACAB – Harassment and Sexual Harassment of School Employees

Adopted:
SYSTEM-WIDE STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the School Committee 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 an environment that is safe physically, socially, emotionally and academically, and that is orderly and respectful.

Article 1 – Standards for Ethical and Responsible Behavior
The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

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

Article 2 – Code of Conduct
All students are expected to comply with the Code of Conduct and all related School Committee 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, including on school buses, that such conduct directly affects with the operations or general welfare of the school.

Article 3 – General Behavior Expectations
The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student is expected to follow them.

Respect
- Treat others as you would like to be treated
- Use language that is appropriate and kind
- Use attentive listening when necessary
- Recognize and tolerate differences in others
- Avoid harmful behavior to self, others and property

Honesty
- Be truthful and forthright in speech and actions
- Never plagiarize (copy/use someone else’s work without permission)

Courage
- Follow the code of conduct even when it’s unpopular
- Try your best when you are challenged
Compassion
- Consider and respond to the feelings of others
- Try to help other people

Fairness
- Act without favoritism or prejudice
- Follow and apply the rules consistently

Responsibility
- Follow school and classroom rules
- Get your work done on time
- Give your best effort
- Take care of what belongs to you, to others and to the school
- Own and be accountable for your actions

Other
- Follow policies and school rules governing student conduct
- Attend school regularly

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.

See policies: JK – Student Discipline
JKD – Suspension of Students
JKE – Expulsion of Students

Article 4 - Expectations
The following is a summary of Maine Indian Education’s expectations for student behavior. In many cases, the School Committee has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, School Committee policies and/or handbooks, School Committee policies will prevail.

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

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

See policy JICIA – Weapons, Violence and School Safety

C. Hazing
Students shall not engage in hazing. Maine law defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including co-curricular activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

See policy ACAD – Hazing

D. Discrimination and Harassment/Sexual Harassment
Students shall not discriminate against other students on the basis of race, color, national or ethnic origin, religion, gender, sexual orientation, marital status, age, or disability. Nor shall students harass one another on the basis of race, color, national or ethnic origin, religion, gender, sexual orientation, marital status, age, or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

See policies: AC – Nondiscrimination/Equal Opportunity
ACA2 – Harassment and Sexual Harassment

E. Alcohol, Tobacco and Other Drugs
Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, or look-alike substance as described in School Committee policy. Violations may result in disciplinary action up to and including expulsion from school. Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school.

See: Policy ADC – Tobacco Free Schools
Policy JICH – Student Assistance Policy for Alcohol, Tobacco and Other Drugs
Procedure JICH-R Student Assistance Procedures for Alcohol, Tobacco and Other Drugs
F. Computer/Internet Use
Students shall 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.

G. Co-Curricular Code of Conduct
Students shall follow all policies and school rules while participating in co-curricular activities. Students may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable School Committee policies and/or rules.

See procedures:
JICH-R—Student Assistance Procedures for Alcohol, Tobacco and Other Drugs

Article 5 – Removal of Disruptive/Violent/Threatening Students
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 safety. Staff members may use appropriate interventions to stop disruptive behaviors and/or unsafe situations, including restraint. When deemed necessary, law enforcement authorities should be called to restrain or physically remove the non-compliant student.

20-A MRSA § 4009 – Protection from Liability

Article 6 – Special Services
A. Referral
The Maine Indian Education Joint School Committee has adopted policies and procedures for determining when a student shall be referred for special services.

See policies: IHBAA – Referral/Pre-referral Policy
IHBAC – Child Find

B. Review of Individual Education Plan
The school shall schedule an IEP meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or 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 the student’s behavior may warrant a change in educational programming.

See policy JKEA – Disciplinary Removals of Students with Disabilities
C. Time Out Rooms and Therapeutic Restraint.
The Maine Indian Education Joint School Committee has also established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute.

*See Policy JICD – Time Out Rooms and Therapeutic Restraint*
*Procedure JICD-R – Procedures on Time Out Rooms and Therapeutic Restraint*

Article 7 – Referral to Law Enforcement Authorities
The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities as necessary 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 may have violated a local, state or federal statute. All serious offences, as determined by the Superintendent/administration must be reported to law enforcement authorities.

Article 8 – Dissemination of System-Wide Code of Conduct
The System-Wide 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)
Cross Reference: Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities (Report of The Commissioner for Ethical and Responsible Behavior, February, 2001)
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 POLICY**

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
STUDENT DRESS POLICY

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 School Committee 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
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 POLICY

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
TITLE OR REFERENCE: Student Hazing

It is the policy of the Committee that hazing activities of any type, either on or off school property, by any student, staff member, coach, advisor, volunteer, visitor, or group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

Hazing is defined as:

a. "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" (the statutory definition of "injurious hazing see 20-A MSRA §6553);

b. Any initiation or induction ceremony or activity which targets any individual student or group of students for treatment that is intentionally degrading or disrespectful;

c. Any other organized activity that targets any individual student or group of students for treatment that is intentionally degrading or disrespectful; and/or

d. Any action by older students that seeks to impose extra duties, burdens, or restrictions on younger students by virtue of their age, class, or grade level, unless such action has been approved in advance by the building principal or the Superintendent for valid educational reasons.

No administrator, faculty member, coach, advisor, volunteer, visitor, or other employee of the school unit shall encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in 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.

Any administrator, faculty member, student, coach, advisor, volunteer, visitor or other employee who fails 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 full School Committee. The ruling of the Committee, with respect to provisions of this policy, shall be final.

A copy of this policy shall be included in all school, parent, and faculty handbooks and the athletic/Extra-Curricula code, and may be otherwise distributed to all school employees and students.
TOBACCO USE AND POSSESSION POLICY

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.


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

The Maine Indian Education Joint School Committee authorizes the use of video surveillance cameras on school buses, in District facilities, and on school grounds to promote the safety of students, staff and visitors; to reduce vandalism and theft; and as documentation for disciplinary purposes. The Superintendent/designee shall be responsible for the placement of video cameras in locations deemed appropriate, except that video cameras will not be used in locations where there is a reasonable expectation of privacy.

Notice of the use of video cameras for disciplinary purposes will be provided to students, parents and employees through handbooks, Maine Indian Education’s website, or by other appropriate means on an annual basis. Moreover, notice that video surveillance may take place will be posted on school buses, in District facilities, and on school grounds in a manner that will provide notice to visitors.

Students or employees who are observed to be in violation of Joint School Committee policies, school rules or law shall be subject to disciplinary action in accordance with Joint School Committee policy, administrative procedures and District practices. Illegal activities will be reported to tribal law enforcement authorities.

When video recordings are used as a basis for student discipline, parents/guardians will be notified and given the opportunity to view the portion of the tape pertaining to the alleged violation. Any recording used in a disciplinary proceeding will be retained as part of a student’s disciplinary record, being disposed of as other such documentation except when special circumstances warrant longer retention. In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning student records. All viewing will take place in a District school building or at the Central Office and will include the building principal or his/her designee.

Video recordings that are used as a basis for employee discipline may become part of a staff member’s personnel file. The District will comply with all applicable state and federal laws related to employee records.

The Superintendent will be responsible for the development of administrative procedures regarding review of video recordings. Such procedures will provide a process for review when significant violations of Joint School Committee policy, conduct codes, administrative regulations or directives, or school rules occur. Procedures will also address the retention of video tapes; the security of video cameras and recordings; specification of District personnel responsible for purchase, installation, maintenance, and replacement of equipment, the placement of cameras; responses to requests for viewing; viewing of video tapes; record-keeping; and any necessary follow-up.
Audio shall not be part of the video recordings made, reviewed or stored by the District.

Students or employees who vandalize, damage or disable video surveillance cameras shall be responsible for damages and costs and shall be subject to disciplinary action. Any person who vandalizes, damages or disables video surveillance cameras will be reported to local law enforcement authorities.

IISC Adopted 12/16/13
ITSC Adopted 12/16/13
PPSC Adopted 12/16/13
PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS

The Maine Indian Education Joint School Committee recognizes that structural and landscape pests can pose significant problems for Maine Indian Education (MIE) employees, students and property, but the Maine Indian Education Joint School Committee also realizes that use of some pesticides may themselves pose health and safety risks to visitors, employees, students, property and the environment.

It is therefore the policy of the MIE to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests. A copy of this policy shall be kept in each MIE school and made available upon request to staff, parents, students and the public.

IPM is a systematic approach to pest management that combines a variety of methods for managing pests, including monitoring; improved horticultural, sanitation and food storage practices; pest exclusion and removal; biological control; and pesticides.

For the purpose of this policy, “pests” are populations of living organisms (animals, plants or microorganisms) that interfere with use of MIE facilities and grounds or those of its schools. “Pesticide” is defined as any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pests and any substance and/or mixture of substances intended for use as a plant regulator, defoliant or desiccant.

The objective of the MIE’s IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to MIE’s or its schools’ structures or property; preventing pests from spreading beyond the site of infestation to other property; and enhancing the quality of life for students, staff and others. These goals will be addressed by the establishment of a Pest Management Plan (PMP).

The Superintendent and/or his/her designee shall develop and implement a PMP consistent with the following IPM principles and procedures.

A. Appointment of an IPM Coordinator
The Facilities Manager will serve as the IPM Coordinator for Maine Indian Education. The IPM Coordinator will be the primary contact for pest control matters and will be responsible for overseeing the implementation of the IPM plan, including making pest control decisions.

B. The IPM Coordinator will:
Consult with the building principals and/or Superintendent before a decision is made to do a pesticide application (for which notice is required) before providing notification of the planned application.
C. The IPM Coordinator’s responsibilities will include:
1. Recording and monitoring data and pest sightings by MIE staff and students;
2. Coordinating pest management with pest control contractors;
3. Meeting with pesticide applicators to share information about pest problems in MIE property, its schools’ buildings and grounds;
4. Recording and ensuring that maintenance and sanitation recommendations are carried out where feasible;
5. Ensuring that any pesticide use is done according to MIE’s Pest Management Plan and Chapter 27 Me. Dept. of Agriculture Board of Pesticides Control Rules (“Standards for Pesticide Applications and Public Notification in Schools”)
6. Making MIE’s pest management policy available in District buildings;
7. Making a copy of the Maine regulation pertaining to pesticide applications in schools (Chapter 27 Me. Dept. of Agriculture Board of Pesticides Control “Standards for Pesticide Applications and Public Notification in Maine Schools”) available for parents/guardians, staff, and community members. A record of prior pesticide applications and information about the pesticides used will also be made available.
8. Evaluating MIE’s progress in implementing the IPM plan in each MIE school;
9. Initiating and coordinating notification of parents and staff of pesticide applications according to MIE’s notification procedure; and posting notification signs as appropriate; and
10. Recording all pesticides used by either a professional applicator or MIE staff and/or maintaining all other pest control data.

D. Identification of Specific Pest Thresholds
Routine inspection and accurate identification of pests are needed to recognize potential problems and determine when action should be taken. An “action threshold” for specific sites should be determined on a case-by-case basis by the IPM Coordinator in consultation with the building principal and/or Superintendent, and if necessary, with the advice of a professional pest control expert.

As pest management objectives will differ from site to site (e.g. maintaining healthy turf and specific playing surfaces on athletic fields, carpenter ant control in buildings, maintenance of ornamental plants, etc.), differences should be considered before setting an action threshold.
E. Pesticide Applicators
Any person who applies pesticides in any school buildings and/or on school grounds must possess a Maine pesticide applicators license and should be trained in the principles and practices of IPM. All pesticide use must be approved by MIE’s IPM Coordinator. Applicators must follow state regulations, pesticide label precautions and must comply with the IPM policy and pest management plan.

F. Selection and Use of Pesticides
Pesticides should be used only when needed. Non-chemical pest management methods will be implemented whenever possible to provide the desired control. The choice of using a pesticide will be based on a review of other available options (sanitation, exclusion, mechanical means, trapping, biological control) and a determination that these options have not worked or are not feasible. When it has been determined that a pesticide must be used to achieve pest management goals, the least hazardous effective pesticide should be selected. Application should be conducted in a manner that, to the extent practicable using currently available technology, minimizes human risk. Decisions concerning the particular pesticide to be used and the timing of pesticide application should take into consideration the use of the buildings or grounds to be treated. No pesticides will be stored in school facilities or on school grounds. In the cases of eminent danger, when the safety of students and staff may be at risk, whatever means necessary will be taken to secure the site and restore a safe, healthy learning environment.

G. Notification of Students, Staff and Parents of use of pesticides
A notice will be provided to MIE staff, students and parents/guardians within the first two (2) weeks of each school year briefly explaining MIE’s IPM/pesticide use policy and indicating that pesticides may be used indoors and/or outdoors, as needed. When appropriate, the building principal will notify staff, students and parents/guardians at least five (5) days in advance of planned pesticide treatments in the school or on school grounds including playgrounds and playing fields.

When required by regulations, signs will be posted at each point of access to the treated area and in a common area of the school at least two (2) working days prior to the application and for at least 48 hours following the application in accordance with applicable Maine Board of Pesticides Control regulations.

H. Recordkeeping
When a pesticide has been used, records pertinent to the application including labels and material safety data sheets (MSDS) will be maintained at a designated central location at that school site for two years following application.
Records are to be completed on the day the pesticide is applied. Pest surveillance records should be maintained to verify the need for additional pesticide treatments.

**Legal Reference:**
- 7 MRSA §§ 601-625
- 22 MRSA §§ 1471-A-1471-X
- Ch. 27 Me. Dept. of Agriculture Board of Pesticides Control Rules (Standards for Pesticide Applications and Public Notification in Schools)

**Cross Reference:** EBAA – Chemical Hazards

IISC Adopted 12/16/13
ITSC Adopted 12/16/13
PPSC Adopted 12/16/13
NOTICE OF PLANNED PESTICIDE APPLICATION

The following notice is provided in compliance with State regulations establishing standards for pesticide applications and notification in schools.

________________________, EPA registration number ____________________________

Product name

Containing ____________________________, will be applied by

Chemical name

______________________________

Name of pest control company or licensed applicator

to ________________________________

area in building or on school property where pesticide will be applied

during ________________ for the purpose of

Approximate time of day and date of application

controlling ____________________________.

Type of pest

For additional information regarding this application, you may contact the Facilities Manager at the Central Office (454-2126).

This application is consistent with Maine Indian Education’s Integrated Pest Management (IMP) program. The objective of the IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff, and others.

Cross Reference: ECB Integrated Pest Management Policy

Legal Reference: Chapter 27 § 4, Department of Agriculture Board of Pesticides Control Rule (Standards for Pesticide Applications and Public Notification in Schools)

IISC Adopted 12/16/13
ITSC Adopted 12/16/13
PPSC Adopted 12/16/13
DRUG AND ALCOHOL USE BY STUDENTS POLICY

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
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)
JKD – Suspension of Students
JKE – Expulsion of Students
JLCD – Administering Medication to Students
JRA – Student Records
STUDENT ASSISTANCE PROCEDURES FOR ALCOHOL, TOBACCO AND OTHER DRUGS

The following procedures are intended to assist any student who may be affected directly or indirectly with alcohol, tobacco and other drugs. The student should feel safe coming forward with his/her concerns. All referrals will be processed through the administrator and/or guidance counselor.

I. Self or concerned person referral
   A. First time referral
      1. A student may be referred by another student, parent, teacher, administrator or self.
      2. The student will meet with designated staff for evaluation and assistance in accordance with school procedures.
      3. The parent is notified; tribal law enforcement may be notified.
   B. Second time referral
      1. The administrator verifies that this is a second time referral.
      2. The student meets with designated staff for evaluation.
      3. The parent is notified to meet with designated staff, building administrator, tribal law enforcement, and student to create a plan to address substance abuse issues.
   C. Students may not self refer after they have violated the policy.

II. Possession, use or under the influence of alcohol or other drugs
   A. First offense
      1. The administrator verifies the first offense.
      2. The administrator notifies the parent.
      3. The student is sent home.
      4. The administrator notifies and consults with tribal law enforcement.
      5. The student is suspended for three (3) days (in addition to the day of the incident).
      6. The student meets with designated staff and/or administrator for purposes of fact-finding.
      7. The student and parents must attend a student review meeting to formulate a student assistance plan for reentry.*
      8. The student must follow the recommendations and reentry plan in order to continue attending school.
      9. The superintendent is notified.
   B. Second and subsequent offenses
      1. The administrator verifies the second and subsequent offense(s).
2. The administrator notifies the parent.
3. The student is sent home.
4. The administrator notifies and consults with tribal law enforcement.
5. The administrator notifies the superintendent.
6. The student is suspended from school until he/she and the parent(s)/guardian(s) meet with the superintendent and the school committee to develop a reentry plan. This may include an extended suspension or expulsion, substance abuse testing, treatment, or other interventions. The student has the right to have counsel present.

III. Distribution or sale of alcohol or other drugs
A. The administrator verifies the offense.
B. The administrator notifies the parent.
C. The student is sent home.
D. The administrator notifies and consults with tribal law enforcement.
E. The administrator notifies the superintendent.
F. The administrator submits a letter describing incident along with student information on behavior, grades and attendance to superintendent.
G. The student is suspended until the student and parent meet with the superintendent; under certain conditions the superintendent may request an extended suspension/ expulsion hearing with the individual school committee. The student has the right to have counsel present.

IV. Possession/use/distribution of tobacco products for grades K-8 students: Any violation of the Tobacco Free Schools Policy by students shall be referred to the appropriate administrator at the building level.
A. First Offense
   1. The administrator verifies the first offense.
   2. The administrator notifies the parent.
   3. The student is suspended for two (2) days (in addition to the day of the incident).
   4. A referral is made to tribal law enforcement.
   5. A student review meeting is conducted to create a plan for reentry.
   6. Smoking cessation programs and other interventions will be discussed with parents/ guardians. Indian Health Services will be discussed as an intervention program option.

B. Second and subsequent offenses
   1. The administrator verifies the second and subsequent offense(s).
   2. The administrator notifies the parent.
   3. The administrator notifies and consults with tribal law enforcement.
   4. The superintendent is notified.
5. The student is suspended from school until he/she and the parent(s)/guardian(s) meet with the superintendent and the school committee to develop a reentry plan. This may include an extended suspension or expulsion, substance abuse testing, treatment, or other interventions. The student has the right to have counsel present.

In all cases, tobacco products will be confiscated and turned over to tribal law enforcement. All students will begin each new school year with a clean slate unless the reentry plan states otherwise.

*The student review meeting may include administrators, tribal law enforcement officials, school counselor, parent, student and family advocate.
GUIDELINES FOR PARENTS ON USE OF STAFF E-MAIL

Maine Indian Education teachers make e-mail accounts available to parents as a service to enhance communication between school and home. When contacting teachers or other school staff by e-mail, we ask that you observe the following guidelines:

- E-mail is best used for routine questions, to schedule appointments or to share non-confidential information about your child. Sensitive information is best shared in person or a direct phone call.

- Please bear in mind that unless e-mails received by the school contain confidential information, they may be public records under Maine law and subject to review and copying by any member of the public.

- If an issue is urgent, it is best to contact the office so that the matter can be addressed quickly.

- Please keep e-mails as short as possible and be sure to include your contact information.

- Remember that administrators, teachers and other staff have many duties during the school day and many students for whom they are responsible. Generally, staff will respond to e-mails within two school days.
STUDENT COMPUTER AND INTERNET USE

Maine Indian Education’s computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to laptops issued directly to students. Students are not allowed to use privately-owned computers, and they should not be brought to school without authorization from the building administrator.

Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student’s computer privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

Maine Indian Education’s computers remain under the control, custody and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property.

Maine Indian Education’s schools utilize filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Maine Indian Education takes precautions to supervise student use of the Internet and electronic communications, and to prevent the unlawful disclosure, use or dissemination of personally identifiable information about students. Maine Indian Education educates students about safety on the Internet, appropriate online behavior and cyberbullying awareness and response, but parents should be aware that Maine Indian Education cannot reasonably prevent all instances of inappropriate computer use by students that may violate School Committee policies and rules, including access to objectionable materials and communications.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent. Parents/guardians and students are required to sign the Student Computer Use form acknowledging their understanding of these requirements.
The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit’s computer system may be implemented by the Superintendent, consistent with Joint School Committee policies and rules.

Cross Reference:  
IJNDB-R – Student Computer and Internet Use Rules  
JICIA – Weapons, Violence, and School Safety  
JICK—Bullying and Cyberbullying  
GBEB – Staff Conduct with Students  
GCSA/GCSA-R – Employee Computer and Internet Use  
EGAD/EGAD-R – Copyright Compliance

Legal Reference:  
47 USC § 254(h)(5) (Children’s Internet Protection Act)  
P.L. No. 110-385 (Protecting Children in the 21st Century Act)
STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit’s computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the building administrator. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

1. The school unit’s computers, network and Internet services are provided for educational purposes and research consistent with the school unit’s educational mission, curriculum and instructional goals.

2. Students must comply with all Maine Indian Education Joint School Committee policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.

3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit’s computers.

B. Prohibited Uses

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying/cyberbullying and/or illegal materials or messages.

2. Illegal Activities – Students may not use the school unit’s computers, network and Internet services for any illegal activity or in violation of any School Committee policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
3. **Violating Copyrights or Software Licenses** – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner’s permission; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students. *See School Committee policy/procedure EGAD – Copyright Compliance.*

4. **Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.

5. **Use for Non-School-Related Purposes** - Using the school unit's computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.

6. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems.

7. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the school unit’s computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

8. **Avoiding School Filters** – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters. If a student believes filtering should be less restrictive on a temporary basis for specific, bona fide research purposes, he/she should discuss the matter with his/her teacher.

9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Students may not access blogs, social networking sites, etc. to which student access is prohibited.

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

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

D. **Student Security**

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

E. **System Security**

The security of the school unit’s computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

1. If a laptop is lost or stolen, this must be reported to the principal and tribal law enforcement immediately.

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

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

4. The laptop may only be used by the student to whom it is assigned.

5. All use of school-loaned laptops by all persons must comply with the school’s Student Computer Use Policy and Rules.

6. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.
STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

The Maine Indian Education Joint School Committee recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process or violates School Committee policies or school rules. Maine Indian Education is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop, with input from administrators, any school rules necessary to implement this policy.

Cross Reference: JIH – Questioning and Searches of Students

JICIA – Weapons, Violence, and School Safety

JICK—Bullying and Cyberbullying

IISC Adopted 05/06/13
ITSC Adopted 05/06/13
PPSC Adopted 05/06/13
WEAPONS, VIOLENCE AND SCHOOL SAFETY

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

School staff and volunteers are required to immediately report incidents of prohibited conduct to the building administrator for investigation and appropriate action. Students who are subjected to or observe prohibited conduct are strongly encouraged to report it to a staff member or administrator.

1. Prohibited Conduct

Students, school staff, volunteers and visitors are prohibited from engaging in the following conduct on school property, while in attendance at school or at any other 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 nunchucks;

   B. Discharge of a firearm within 500 feet of school property;

   C. 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 objects include but are not limited to bats, belts, picks, pencils, compasses, articles capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);

   D. Violent, threatening or menacing 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), stalking, or blocking access to school property or facilities;

   E. Verbal or written statements (including those made on or through a computer or other electronic device) which threaten, intimidate, or harass others; verbal or written statements which tend to incite violence and/or disrupt the school program; blackmail; extortion; or demands for money or property;
F. Intentional damage to school or personal property;

G. Stealing or attempting to steal school or personal property;

H. Lewd, indecent or obscene acts or expressions of any kind;

I. Violations of the school unit’s drug/alcohol and tobacco policies;

J. Violations of state or federal laws; and

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

2. Exceptions to Prohibition Against Possession and Use of Weapons on School Property

A. The prohibition on the possession and discharge of a firearm does not apply to law enforcement officials.

B. An authorized person who possesses an unloaded firearm for use in a supervised educational program approved and authorized by the School Committee, for which appropriate safeguards have been adopted by the School Committee;

C. A person who possesses an unloaded firearm that is stored inside a locked vehicle in a closed container, a zipped case or a locked firearms rack while the person is attending a hunter’s breakfast or similar event that: (1) is held during an open firearm season established under 12 MRS, Part 13 for any species of wild bird or wild animals; (2) takes place outside of regular school hours; and (3) is authorized in accordance with the School Committee’s policy on use of school facilities.

3. Disciplinary Action

A. Students

Principals may discipline, 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 MRS § 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 MRS § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs. Students who are found to have brought a firearm or to have possessed a firearm at a school (as both terms are defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis in writing.

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

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

B. **School Staff and Volunteers**

School staff members who violate this policy shall be disciplined in accordance with any applicable school unit procedure.

Volunteers who violate this policy may, at the Superintendent and building administrator’s discretion, have their volunteer authorization revoked or restricted, depending on the circumstances of the particular case.

Violations of this policy may be referred to tribal law enforcement authorities.

C. **Visitors**

Visitors who violate this policy may be required to leave school property and tribal law enforcement may be notified of violations.

P. **Psychological Evaluation/Risk Assessment**

The Superintendent is authorized to request a 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 or return to school after a suspension or expulsion.

All such evaluations shall be performed at the school unit’s expense. If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the school committees 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.
P. Staff/Student Training and Procedures

The Superintendent is authorized to institute training programs for staff and students designed to support the goal of providing a safe, orderly and respectful school environment. The Superintendent is also authorized to implement any administrative procedures necessary to carry out this policy.

Legal References:
- 20 USC § 7151 (Gun-Free Schools Act)
- 5 MRS § 4681 et seq.
- 17-A MRS § 2(9), 2(12-A)
- 20-A MRS §§1001(9), (9-A), (15); 6552
- P.L. 2005, Ch. 307

Cross References:
- ACAA – Harassment and Sexual Harassment of Students
- ADC – Tobacco Use and Possession
- EBCA – Comprehensive Emergency Management Plan
- JFCK – Student Use of Cellular Telephones and Other Electronic Devices

- JIC – Student Code of Conduct
- JICH - Drug and Alcohol Use by Students
- JICK – Bullying and Cyberbullying
- JK - Student Discipline
- JKD - Suspension of Students
- JKE - Expulsion of Students
- JKF - Suspension/Expulsion of Students with Disabilities
- JIH - Questioning and Searches of Students

IISC Adopted 05/06/13
ITSC Adopted 05/06/13
PPSC Adopted 05/06/13
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.

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 AND CYBERBULLYING

I. Introduction

All students have the right to attend public schools that are safe and secure learning environments. 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 Joint School Committee has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to the school environment and student learning, achievement and well-being. 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. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the 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 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’s schools, and the operation of the schools.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in committee policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Knowing and false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to consequences.

III. Bullying and Cyberbullying Defined

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

(1) Has, or a reasonable person would expect it to have, the effect of:
(a) Physically harming a student or damaging a student's property; or

(b) Placing a student in reasonable fear of physical harm or damage to the student's property;

(2) Interferes with the rights of a student by:

(a) Creating an intimidating or hostile educational environment for the student; or

(b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or

(3) Is based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student’s association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in Committee policy ACAA: Harassment and Sexual Harassment of Students.)

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

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

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

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

Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent,
abusive, profane, or sexually oriented material about a student on a website or other
online application;

1. Posting misleading or fake photographs or digital video footage of a student on
websites or creating fake websites or social networking profiles in the guise of
posing as the target;
2. Impersonating or representing another student through use of that other
student’s electronic device or account to send e-mail, text messages, instant
messages (IM), or phone calls;
3. Sending e-mail, text messages, IM, or leaving voice mail messages that are
mean or threatening, or so numerous as to bombard the target’s e-mail account,
IM account, or cell phone; and
4. Using a camera phone or digital video camera to take and/or send embarrassing
or “sexting” photographs of other students.

C. “Retaliation” means an act or gesture against a student for asserting or alleging an
act of bullying. “Retaliation” also includes reporting an act of bullying when it is not
made in good faith.

IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer
who engages in conduct that constitutes bullying or retaliation, all of whom have the
responsibility to comply with this policy.

B. This policy applies to bullying that:

Takes place at school or on school grounds, meaning: a school building; property on
which a school building or facility is located; and property that is owned, leased or used
by a school for a school-sponsored activity, function, program, instruction or training.
“School grounds” also includes school-related transportation vehicles.
1. Takes place while students are being transported to or from schools or school-sponsored events;
2. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
3. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy’s definition of bullying.

V. Reporting

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report incidents of bullying to the school principal or other school personnel designated by the superintendent.

B. Students who have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a staff member or school administrator.

D. 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.

VI. Responding

The school principal or a superintendent’s designee will:

A. Promptly investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to the superintendent;

C. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school
administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

D. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services;

E. Communicate to the parent of a student who has been bullied the measures being taken to ensure the safety of the student who has been bullied and to prevent further acts of bullying;

F. Communicate with tribal or state law enforcement agency if the school principal or the superintendent's designee believes that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate; and

G. Notify parents, guardians and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking disciplinary action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the School Committee and may include an appeal to the superintendent.
VII. Assignment of Responsibility

A. The School Committee is responsible for:
1. Annually providing written versions of this policy and related procedures to students, parents, volunteers, administrators, teachers and school staff.
2. Posting this policy and related procedures on the school administrative unit’s publicly accessible website.
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The Superintendent is responsible for:
1. Oversight, implementation, and enforcement of this policy.
2. Designating a school principal or other school personnel to administer the policies at the school level;
3. Developing a procedure for publicly identifying the superintendent’s designee or designees for administering the policies at the school level;
4. Developing procedures to implement the requirements for reporting and responding to bullying under sections V and VI of this policy or delegating that responsibility to principals or designees.
5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the School Committee;
6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy; and
8. Filing the District’s policies to address bullying and cyberbullying with the Department of Education.

Legal References:  P.L. Chapter 659
Cross Reference:  ACAA - Harassment and Sexual Harassment of Students
JFCK – Student Use of Cellular Telephones and Other Electronic Devices
JIC – Student Code of Conduct
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students
JKF - Suspension/Expulsion of Students with Disabilities

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PPSC Adopted 05/06/13
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:
JI–student rights and responsibilities
JIIH–R – questioning and searches – administrative procedure
JIIH–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**

• 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
REPORTING CHILD ABUSE AND NEGLECT

I. DEFINITIONS

A. **Child abuse or neglect.** Child abuse or neglect is defined by Maine law as “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these.”

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

II. EMPLOYEES’ DUTY TO REPORT

Any employee of the school unit who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the building principal and shall also make a report directly to Tribal Child Protective Service or the Department of Health and Human Services (DHHS) and process the report as provided in Section III of this policy.

III. ADMINISTRATORS’ DUTIES

A. The principal may make an immediate verbal report to the Superintendent/designee.

B. The law provides that a report must be made to Tribal Child Protective Service or DHHS in all cases of suspected abuse or neglect.

C. The Superintendent/designee shall retain a record of all verbal and written reports made to Tribal Child Protective Services or DHHS, or other outside agencies as well as all actions taken by the school unit.

IV. REPORTING PROCEDURES

The verbal report shall include the following information, if known:

A. The name and address of the child and the persons responsible for his/her care or custody;

B. The child’s age and sex;
C. The nature and extent of the alleged abuse or neglect, including description of injuries and any explanation given for them;
D. A description of alleged sexual abuse or exploitation, if any;
E. Family composition and evidence of prior abuse or neglect of the child or his/her siblings;
F. The source of the report, the person making the report, his/her occupation and where he/she can be contacted;
G. Any actions taken by principal/designee, including any photographs taken or other materials collected; and
H. Any other information the person making the report believes may be helpful.

Upon Tribal Child Protective Services or DHHS’ request for a written report, the Superintendent/designee shall complete the Suspected Child Abuse/Neglect Report and mail a copy to said entity. Proper documentation shall be maintained in accordance with Section III. C.

V. INTERNAL INVESTIGATIONS AND DISCIPLINE

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

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

VI. INTERVIEWS OF CHILD AND SCHOOL PERSONNEL

Upon Tribal Child Protective Services’ or Department of Health and Human Services’ (DHHS) request, personnel shall be permitted to meet with and interview a child who is named in a report of suspected child abuse and neglect when the child is present at the school. The interviewer shall provide written certification that he/she is an authorized representative of Tribal Child Protective Services or Department of Health and Human Services and that, in the judgment of these representatives, the interview is necessary to carry out their duties under Maine law.
The Tribal Child Protective Services’ or Department of Health and Human Services’ caseworker shall discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child’s teacher, guidance counselor or principal, as the caseworker determines is necessary for the provision of any needed emotional support to the child prior to and following the interview.

School officials may not place any other conditions on the Tribal Child Protective Services’ or Department of Health and Human Services’ ability to conduct the interview, including but not limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; or requiring notice to or consent from a parent or guardian.

[NOTE: The statute uses the phrase “school officials.” In practice, this is typically the building principal.]

School officials shall provide an appropriate, quiet and private place for the interview to occur.

That Tribal Child Protective Services or Department of Health and Human Services intends to interview the child is confidential information and may not be disclosed to any person except those school officials, including an attorney for the school, who need the information to comply with Maine law pertaining to child abuse and neglect investigations.

School personnel who assist Tribal Child Protective Services or Department of Health Human Services in making a child available for an interview are regarded as participating in a child protection investigation or proceeding for the purpose of immunity from liability.

VII. CONFIDENTIALITY OF INFORMATION AND RECORDS

All records, reports and information concerning alleged cases of child abuse and neglect shall be kept confidential to the extent required by School Committee policies and applicable law.

The building principal/designee is permitted to release a child’s school records without prior consent of the parent/guardian to Tribal Child Protective Services or Department of Health and Human Services officials as necessary to protect the health or safety of the child or other individuals under federal law.
VIII. GOOD FAITH IMMUNITY FROM LIABILITY

Any person who in good faith reports or participates in the investigation or proceedings of a child protection investigation is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made and the person knows the report is false.

Legal Reference: 22 MRSA Chap. 1071, Child and Family Services and Child Protection Act
20 USC § 1232g, Family Educational Rights and Privacy Act

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

IISC Adopted 5/11/10
ITSC Adopted 5/11/10
PPSC Adopted 5/11/10
STUDENT EDUCATION RECORDS AND INFORMATION POLICY

Maine Indian Education shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

Directory Information
Maine Indian Education designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). Maine Indian Education may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

Military Recruiters/Higher Education Access to Information
Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and 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.

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

Transfer of Student Records
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).

Designation of Law Enforcement Unit
The Boards hereby designate Indian Island, Indian Township, and Pleasant Point Tribal Police Departments as Maine Indian Education’s law enforcement units.

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

Legal Reference:
20 U.S.C. § 1232g; 34 C.F.R. Part 99
20 U.S.C. § 7908
20-A M.R.S.A. §§ 6001, 6001-B
Ch.101, 125 (Me. Dept. of Ed. Rules)

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

IISC Adopted 05/28/08
ITSC Adopted 05/29/08
PPSC Adopted 08/21/08

Replaces ITSC JRA dated: 08/22/01
Replaces PPSC JRA dated: 06/11/02
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.
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.

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).

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:_______
STUDENT EDUCATION RECORDS AND INFORMATION

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

A. Definitions

The following definitions apply to terms used in this procedure.


2. “Directory information” means the following information contained in an education record of a student: name, participation and grade level of students in officially recognized activities and sports, 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).

3. "Eligible student" means a student who has attained 18 years of age who has not been judged by a court of competent jurisdiction to be so severely impaired that the student is unable to make decisions or exercise judgment on his/her own behalf. When a student attains the age of 18, all rights accorded to parents concerning education records transfer to the eligible student.

4. "Parent" means parent, regardless of divorce or separation, a legal guardian, or individual acting as a parent or guardian provided that there shall be a presumption that a parent has the authority to exercise the rights inherent in the Act, unless there is evidence of a state law or court order governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.

5. "Education Record" means information or data that directly relates to a student and is maintained by the school unit in any medium, including but not limited to handwriting, print, computer media, video or audio tape, microfilm and microfiche. Records of instructional, supervisory and administrative personnel and personnel who support these individuals, which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a temporary substitute for the person who made the record are excluded from this definition.

6. "Student" includes any individual with respect to whom the School Department maintains education records.
B. Annual Notification of Rights

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

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

C. Access to Policy and Administrative Procedures

Maine Indian Education’s policy on Student Education Records and Information shall be posted in each school. In addition, school administrators shall provide copies of this administrative procedure to parents/eligible students upon request.

D. Inspection and Review of Education Records

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

1. The parent/eligible student must make a written request to the Superintendent or building administrator to review the records.

2. The Superintendent or building administrator will comply with the request without unnecessary delay and in a reasonable period of time, but in no case more than 45 days after it received the request, and will comply before any IEP Team meeting regarding an Individualized Education Program or any due process hearing relating to the identification, evaluation, or placement of the student.

3. The Superintendent or building administrator may deny a request for access to or copies of the student’s education records if there is reasonable doubt as to the legality of the parent-child relationship. Access will be withheld until a determination of legal right to access can be established.

Parents/eligible students may also request to review the following:
1. Maine Indian Education’s list of types and locations of all records and titles of officials responsible for the records.

2. Maine Indian Education’s record of disclosures of personally identifiable information (see following section).

E. Requests to Amend Education 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 privacy rights as follows:

1. The parent/eligible student must make a written request to the Superintendent or building administrator to amend the education record. The request must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

2. The Superintendent or building administrator shall, within a reasonable period of time after receipt of the request, either amend the record in accordance with the request or inform the parent/eligible student of its refusal to amend the record and inform the parent/eligible student of their right to request a hearing.

3. If the parent/eligible student requests a hearing, it shall be held within a reasonable period of time from Maine Indian Education’s receipt of the written request. The parent/eligible student shall be given advance notice of the date, place, and time of the hearing. The Superintendent shall designate an individual to conduct the hearing. This individual may be an employee of Maine Indian Education so long as he/she does not have a direct interest in the outcome of the hearing. The parent/eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.

4. Maine Indian Education shall make its decision in writing within a reasonable period of time. The decision of the school shall include a summary of the evidence and the reasons for the decision.

5. If, as a result of the hearing, Maine Indian Education decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the education records of the student accordingly and so inform the parent/eligible student in writing.

6. If, as a result of the hearing, Maine Indian Education decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent/eligible student of their
right to include a statement in the student’s education record about the contested information and/or setting forth any reasons for disagreeing with the decision of Maine Indian Education.

7. Any statement placed in the student’s education record under the preceding paragraph shall be maintained as long as the record or contested portion is maintained by Maine Indian Education. If the education records of the student or the contested portion are disclosed by the School Department to any party, the explanation shall also be disclosed.

F. Disclosure of Education Records

All disclosures of education records will be made in compliance with federal and state statutes and regulations. The School Department will maintain a record of disclosures of personally identifiable information from the education records of a student. Such records do not include disclosures to the parents/eligible student, disclosures made pursuant to written consent of the parents/eligible student, disclosures to school officials or disclosures of directory information. The School Department will not disclose any personally identifiable information from the education records of a student without the prior written consent of the parent/eligible student. The written consent shall include a specification of the records which may be disclosed, the purpose(s) of the disclosure(s), and the identity of the party or parties to whom the disclosure(s) may be made.

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

1. **Directory Information.** Maine Indian Education may make directory information (as described in the Definitions section) public at its discretion unless a parent/eligible student has notified the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

   The School Department may disclose directory information about former students without the consent of the parent/eligible student.

2. **Military Recruiters/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 by September 15th or within thirty (30) days of enrollment, whichever is later.
3. **School Officials with Legitimate Educational Interests.** Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by Maine Indian Education as an administrator, supervisor, instructor, or support staff member (including health or medical staff and the school unit’s designated law enforcement unit personnel, if any); members of the 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 or volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. **Other School Units.** Under Maine law (20-A M.R.S.A. § 6001-B), Maine Indian Education is required to send a student’s education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records. Consent is not required for the transfer of these records, except for confidential health records. At the request of the Superintendent of the school unit where a student seeks admission, the student’s current or former school administrators shall provide, in a timely fashion, an oral or written report to the Superintendent indicating whether the student has been expelled or suspended or is the subject of an expulsion or suspension proceeding.

5. **Other Entities/Individuals.** Education records may be disclosed to other governmental entities and individuals as specifically permitted by FERPA and the accompanying regulations.

6. **Information on the Internet.** Under Maine law (20-A M.R.S.A. § 6001), the School Department shall not publish on the Internet any information that identifies a student, including but not limited the student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents’ names, without written parental consent.

**G. Waiver of Confidentiality Rights**

A parent/eligible student may waive any of his/her rights regarding confidentiality of educational records, but any such a waiver must be in writing and signed by the parent/eligible student. The school may not require that a parent/eligible student waive his or her rights. Any waiver may be revoked with respect to actions occurring after the revocation. If a parent executes a waiver, that waiver may be revoked by the student any time after he/she becomes an eligible student.
H. Fees for Copying Records

There shall be no charge to search for or retrieve education records of a student. Maine Indian Education shall provide copies of education records to parents/eligible students upon request. The cost of producing copies of the record to parents/eligible student will be free for the first copy of file records, and at a cost of $.05 per page for any additional copies.

Parents/eligible students who are unable to pay such fees will not be denied access to education records. This fee, however, will not prohibit a parent's or eligible student's opportunity for access to the records if they are unable to pay for such copies. There will be no charge to search for or to retrieve the education records of a student.

I. Maintenance and Destruction of Education Records

Maine Indian Education shall maintain accurate and up-to-date education records as required by federal and state statutes and regulations.

1. Records shall be maintained by personnel who are knowledgeable about the applicable confidentiality. All records shall be safeguarded from unauthorized access. Student records must be kept in fireproof storage at the school or a duplicate set kept off-site.

2. Maine Indian Education shall not destroy any education record if there is any outstanding request to inspect or review such records.

3. Records of access to education records shall be retained as long as the records themselves.

J. Complaints

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

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

20 U.S.C. § 7908
20-A M.R.S.A. § 6001, 6001-B
Maine Department of Education Rules, Chapters 101 and 125
Maine State Archives, Rules for Disposition of Local Governmental Records (Schedule L)