SIPAYIK ELEMENTARY SCHOOL

MAINE INDIAN EDUCATION STUDENT/PARENT HANDBOOK

2026-2027

Sipayik Elementary School
STUDENT/PARENT HANDBOOK
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Sipayik Elementary School Extensions

Ext.	Name	Department
223	Dan Morang	Principal
221	Candi Dana	Administrative Assistant
234	Chris Orcutt	Math Coach/ Assistant Principal
	Jenna Cushing	School Nurse
248	Seana Mackeldy/ Stephanie Francis	Language and Culture Program
230	Nancy Curtis	Physical Education
238	Kendra MacDonald	Pre-Kindergarten
246	Kasey Brodie	Kindergarten
231	Angela Francis/ Cherie Nicholas	Grade 1
244	Sheila Small	Grade 2
239	Kate Cling	Grade 3
254	Airyn Kenney	Grade 4
234	Rob Moholland/ Alexis Moore	Grade 5
240	Erin Guire	Grade 6
232	Sarah Donahe	Grade 7
232	Rhonda Stevens	Grade 8
235	Jodi Calder	Reading Support
257	Diana Mahar	Math Support
225	Monica Jamieson	Special Education
237	Jeri Johnson	Special Education
241	Rhonnie Brown	Special Education
	Deborah McPhail	Special Education
	Janice Dana/ Kassidy Sapiel/ Charla Morrison/ Daureen Flores/ /Mary Dana/ Vergie Mitchell/ Brenda Sullivan/Jodi Cox/ Bobbie Ritchie/ Angela Jones/ Robert Gordon/ Dennis Nicholas/ Judy Suddy/ Robin Bouchard/ Annalisa Driskel/ Kendra Waycott/ Shelley McPherson/ Shonna Lewey	Special Education
229	Ann Cannizzaro	Reading Coach
224	Dana Mitchell	Technology
236	Alahna Roach	LCPC
262	Amy Francis	Bear’s Den
	Pauline Lola	TCIS Coordinator

226	Lisa Demolet/ Brooke Cleaves/ Tammy Allen	Kitchen
259	Martin Nicholas	Maintenance
221	Darrin Dana/ Jill Curtis/ Sara Dana/ Fred Schnieder/ Brian Doten	Custodians
221	Frank Maker/ Louis Newell/ Jill Curtis	Bus Drivers

MAINE INDIAN EDUCATION
(207) 454-2126
Office of the Superintendent

ADMINISTRATION	POSITION
Dr. Reza Namin	Superintendent
Cante England	Office Manager
BUSINESS OFFICE	
Tammy Ginn	Business Manager/Transportation Manager
Joan Young	*School Payroll/Accounts Payable
SPECIAL EDUCATION	
Patricia Dhielman	Special Education Director
FACILITIES MANAGEMENT	
Lynn Mitchell	Facilities Manager

SIPAYIK ELEMENTARY SCHOOL
2026 – 2027 SCHOOL CALENDAR

2026

JULY

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

AUGUST

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30	31					

SEPTEMBER

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27	28	29	30			

OCTOBER

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NOVEMBER

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22	23	24	ER	**H**	V	28
29	30					

DECEMBER

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27	V	V	V	V		

2027

JANUARY

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31						

FEBRUARY

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28						

MARCH

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APRIL

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MAY

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30	**H**					

JUNE

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13	14	15	W	W	**H**	**19**
20	H	22	23	24	25	26
27	28	29	30			

H - SCHOOL HOLIDAYS

July 3	-	Independence Day observed
July 4	-	Independence Day
September 7	-	Labor Day
September 25	-	National Native American Day
October 12	-	Indigenous Peoples' Day
November 11	-	Veterans Day
November 26	-	Thanksgiving Day
December 25	-	Christmas Day
January 1	-	New Year's Day
January 18	-	Martin Luther King, Jr. Day
February 15	-	Presidents' Day
April 19	-	Patriots' Day
May 31	-	Memorial Day
June 18	-	Juneteenth observed
June 19	-	Juneteenth
June 21	-	Native American Veterans Day

*New Year's Day is a special observance day as cited in Title 20-A MRSA §4803

*Legal Reference: Title 20-A MRSA §4802, 4803, and 4804

175 School Days
10 In-Service Days
11 Holidays

August 31 First Student Day
June 15 Last Student Day

October 2 – 1st Quarter Progress Reports (23 Days)
December 11 – 2nd Quarter Grades Close (21 Days)
March 5. – 3rd Quarter Grades Close (20 Days)
May 21 – 4th Quarter Grades Close (24 Days)

November 6 – 1st Quarter Grades Close (46 Days)
January 29– 2nd Quarter Grades Close (45 Days)
April 9 – 3rd Quarter Grades Close (44 Days)
June 15 – 4th Quarter Grades Close (40 days)

Sipayik Elementary School

Daily Schedule

Pre-Kindergarten Daily Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Program	7:30 AM	7:30 AM	7:30 AM	7:30 AM	7:30 AM
Classes Begin	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM
Dismissal	2:00PM	2:00PM	2:00PM	2:00PM	1:30PM

Grades Kindergarten through Eight Daily Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Program	7:30 AM	7:30 AM	7:30 AM	7:30 AM	7:30 AM
Classes Begin	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM
Dismissal	3:00PM	3:00PM	3:00PM	3:00PM	1:30PM

BREAKFAST SCHEDULE

Class	Breakfast
Pre-Kindergsrten	7:55 AM - 8:20 AM
Kindergarten	7:55 AM - 8:20 AM
Grade One	7:55 AM - 8:20 AM
Grade Two	7:55 AM - 8:20 AM
Grade Three	7:55 AM - 8:20 AM
Grade Four	7:55 AM - 8:20 AM
Grade Five	8:20 AM - 8:40 AM
Grades Six	8:20 AM - 8:40 AM
Grade Seven	8:20 AM - 8:40 AM
Grade Eight	8:20 AM - 8:40 AM

Lunch/ Recess Schedule

Class	Lunch	Recess
Pre-Kindergarten	11:05 AM-11:30 AM	11:30-12:00
Kindergarten	11:05 AM-11:30 AM	11:30-12:00
Grade One	11:05 AM-11:30 AM	11:30-12:00
Grade Two	11:05 AM-11:30 AM	11:30-12:00
Grade Three	11:40 AM-12:05 PM	12:05-12:35
Grade Four	11:40 AM-12:05 PM	12:05-12:35
Grade Five	11:40 AM-12:05 PM	12:05-12:35
Grades Six	12:15 PM-12:40 PM	12:40-1:10
Grade Seven	12:15 PM-12:40 PM	12:40-1:10
Grade Eight	12:15 PM-12:40 PM	12:40-1:10

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

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,

The After-School Program, is available to students throughout the year 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 the parent will need to:

- Complete a permission slip
- Provide release instructions
- 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 Principal 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 PreK-8 should not arrive at school before 7:30 AM. Students arriving between 7:30 and 8:00 must report to the morning program.

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 (STAR & NWEAs) – September, January & May Grades K-8

WIDA Language Testing K-8 - January - March

Maine Educational Assessment (MEAs) – Grades 3-8

ATHLETICS/ACTIVITIES/SPORTSMANSHIP

Policies: JJB School-sponsored Social Activities/Events Policy
JJI Athletic Policy – Philosophy & Beliefs
JJIBB Sportsmanship Policy

The sports program at Sipayik Elementary School is intended to be an extension of the classroom. Sipayik Elementary School supplements the school's academic programming and provides students with important life skills and memorable experiences, as well as fostering health and well-being. **Within this framework, it is important to keep in mind that participation in athletics is a privilege and should be treated as such. In order to participate, students must be enrolled in and attending Sipayik Elementary School, or be homeschooled but otherwise eligible to enroll in and attend Sipayik Elementary.**

PLEASE REFERENCE THE SIPAYIK ELEMENTARY SCHOOL ATHLETIC HANDBOOK FOR ATHLETIC PROCEDURES AND POLICIES

ATTENDANCE

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

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

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

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

Unexcused Absences – All other absences will be considered unexcused. A student is habitually truant if the student has attained the equivalent of 10 full days of non-excused absences or 7 consecutive school days of non-excused absences during a school year.

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

Make-Up Work

When students are absent, an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction. Work (including test) missed due to an absence may be made up and credit given for such work. Upon the students return to school, he/she must make up the work within five school days. Additional time may be granted by the principal due to extenuating circumstances. A student will not be penalized for a teacher's absence.

Students are encouraged to get make-up work assignments before returning to school. They may do this by:
Absence of one or two days: Contact a friend in class to obtain information on work missed.

- Absence of three or more days: Call the school office requesting assignments remembering that teachers need 24 hours to prepare assignments.

Dismissals

- Parents are strongly urged not to dismiss students from school unless there is a family emergency or an appointment that cannot be made at another time. This includes study halls and lunch.
- Students may be dismissed for personal illness, observance of religious holidays, family emergencies, planned absences for personal or education purposes, which have prior approval by school administrators and appointments with a health professional that CANNOT be scheduled outside of the regular school day. FAILURE TO GET DISMISSED BY THE OFFICE WILL RESULT IN DISCIPLINARY ACTIONS FOR LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION.
- Schoolwork missed because of early dismissal must be made up within 24 hours unless special arrangements have been made.
- Students requesting dismissal from school on a given day must present the office with a note from their parent/guardian prior to 8:30 A.M. for the elementary schools. The note must have Student's full name, date, time of dismissal, and be signed by the student's parent/guardian.
- Students missing classes due to any school events must get assignments ahead of time to avoid late work. This is the student's responsibility.

Parent Guardian Attendance Notification

- The office will attempt to call, on a daily basis, to verify the absence of any student whose absence has not already been verified.
- For each ranking period, if a student accumulates six 6) absences (excused or unexcused) in any class, the parent/guardian will be notified through the mail. At this time the parent/guardian may be asked to meet with the teacher(s), Guidance Counselor and the Administration.
- For unexcused absences, as outlined previously, letters will be sent home for accumulation of:
    - 3 unexcused absences (letter)
    - 6 unexcused absences (letter requiring parent/guardian meeting)
    - 10 unexcused absences (certified letter requiring parent/guardian meeting)

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, Pgs. 47-48

The use of cell phones by students during school hours is inconsistent with the educational goals of Sipayik Elementary School and can be distracting for staff and other students. Per mandate, cell phones and other personal electronic devices are prohibited in school. Cell phones must be turned off, and placed in designated area. Cell phones cannot be used during any part of the school day including but not limited to classrooms, cafeteria, recess or buses. Students who cannot abide by these basic expectations will have their phones taken away from them. These phones will be left in the office, where students may pick them up at the end of the day.

CHAIN OF COMMAND

Parents are urged to communicate often with their child's teacher. This communication can be initiated by either party. Parents should not assume that no news is good news. Check periodically on child's progress. If a problem arises, please contact your child's teacher first. If it is not resolved, then contact the Principal, the Superintendent, and the school committee in that order. This will ensure the quickest solution to your concern.

COMPUTERS

See Policy, Pg. 41

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. Sipayik Elementary School provides laptops to as many other students as possible. All laptops, whether provided by the State or Maine or Sipayik Elementary 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, 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. ξ 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. ξ 1001(9), 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 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: Assaultive behavior, serious disruptive classroom behavior, use/possession of drugs, tobacco, or alcohol on school property, destruction and/or theft of private or school property, blatant insubordination to school officials, and obscene and/or profane language directed at a school official. A fourth suspension will result in a referral to the School Committee, which may result in expulsion from school.

Detention Procedure

1. A student must serve detention on the assigned day or receive a one day suspension for that day. If absent, student will serve detention on the first day after returning.

2. All detentions will be served after-school or during lunch

3. If a student fails to take his/her detention slip home, have it signed, and bring it back, he/she will receive an additional detention.

*A student being sent to the office twice in one day may result in the student staying in the office or designated area until school dismissal. A parent conference may then be requested. The student will be responsible to complete all schoolwork and to serve the detentions earned that day.

School-wide Behavior Expectations

We expect all of our students to act appropriately in all areas of the school. We expect students to show **Pride, Respect** and **Responsibility**. We have a three-tiered behavior system at Sipayik Elementary School.

- **Tier I** includes teaching all students school wide expectations for behavior Pride, Respect and Responsibility in all areas of the school.
- **Tier II** includes re-teaching school wide expectations with a focus on small group interventions and strategies.
- **Tier III** includes providing re-teaching of school wide expectations for individual
- students (e.g. behavior plans, mental health support).

Students who show positive and appropriate behaviors will be able to receive the following:

Rewards:

Caught in the Act (CIA)-- when staff sees students showing Pride, being Respectful, or being Responsible they will get a token. Students can collect and redeem their tokens for prizes. Student will receive a prize and the principal will announce their names on the intercom.

Enrichment-

An activity time regularly scheduled in the month to reward students' for their appropriate behavior. This activity is for students that do not have any detentions or office discipline referrals. The activities vary from month to month and may include walking, hiking, drawing, extra-recess, sliding, laptops and much more.

Certificates

Students who have been showing Pride, Respect and, Responsibility may receive certificates and their names will be displayed on a school wide bulletin board.

Office Discipline Referral

Students who struggle to follow our school wide expectations will receive an Office Discipline Referral (ODR). An ODR provides our school with a way to document inappropriate behaviors and staff responses to inappropriate behaviors.

ODR includes the following information definitions of behaviors

Minor Behavior

- Inappropriate Language--student uses language not directed at an individual (e.g. suck, crap, shut up, etc.)
- Disrespect to students--students not following good manners (e.g. being rude, dismissive messages to adults, not using please and thank you), single event of put downs, gossip (e.g. name calling)
- Disrespect to staff--students not following good manners toward staff
- Physical Contact--Student engages in non-serious but inappropriate physical contact.

- Disruption--student displays behavior that interferes with the flow of the classroom (e.g. talking, moving around, making noise)
- Material/Equipment Misuse-- not using material properly, no property damage

Major Behavior

- Abusive Language--student uses language directed at a person, use of swear words and/or offensive words
- Lying/Cheating--student delivers message that is untrue and/or deliberately violates rules
- Physical Aggression--student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching etc.)
- Defiance/Disrespect--student engages in refusal to follow directions, talks back and/or delivers socially rude interactions
- Harassment--The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. District policy prohibits acts of harassment based upon race, color, sex, religion, age, national origin, or handicap (see district policy)
- Technology Violation--student engages in inappropriate (see district policy) use of cell phone, camera and/or computer.
- Property Damage (Vandalism)-- student participates in an activity that results in destruction or disfigurement of property (see district policy)
- Forgery/Plagiarism---something that is falsely made or copied, the practice of taking someone else's work or ideas and passing them off as one's own
- Theft--student is in possession of, having passed on, or being responsible for removing someone else's property without that person's permission

Teacher (Staff) Response

- Conference with student--teachers meets with student to discuss expected behavior
- Re-teaching of expectations--student practices expected school wide behavior with staff member
- Loss of privilege--student loses privilege; use of computer, etc.
- Lunchtime detention: Consequence for referral results in student spending time in a specified area away from scheduled activities.
- Afterschool Detention- Consequence for referral results in student spending time after school.
- Parent contact/signature--teacher/staff contacts parent

Administrative Decision

- Conference with student -- student meets with the principal
- Parent Contact--principal contacts parent regarding behavior
- Guidance Referral- student is referred to school counselor for consultation
- Tier II - staff on Tier II team review the academic and behavioral data of student to provide assistance plan of interventions.
- Out of School Suspension--consequence for referral results in 1 -10 day period out of school (see policy JKDA-R)
- Other Action Taken - Principal reviews the OD

Sipayik Behavior Expectations Matrix

Sipayik Elementary School
Be Involved at Sipayik.
Show Respect, Responsibility and Pride!

Expectation	Hallway	Cafeteria	Playground / Gym Recess	Bathroom	Bus	Assembly	All settings
Respect	• Honor personal space • Voice level low • Use appropriate language, speak positively	• Say please and thank you • Quiet voice level • Take only what you are willing to eat.	• Be accountable for own actions • Listen to adults • Follow rules of the game	• Give others privacy • Quiet voice level	• Use appropriate language • Listen carefully to bus monitor and driver • Quiet voices • Keep body to yourself	**Presenters:** * Sit still in designated area * No talking during presentation * honor personal space **Activities:** * Use normal voice * appropriate / positive language * respect rules of game	* Honor personal space and property * appropriate language, speak positively * Listen to the directions of your teacher / leader
Responsibility	• Put belongings in appropriate areas • Go directly to where you need to be • Stay focused on your task	• Follow line procedures • Seek help or permissions from teacher • Walk	• Line up single file at end of recess • Return equipment to appropriate area • Dress for the weather • Stay within the recess area	• Turn off water • Flush • Clean hands • Use bathroom correctly and quickly	* Be ready for your stop * Follow directions * stay seated in your seat until the bus stops * close any windows you open	* Leave for the assembly after being called by the office. * walk quietly on bleachers * show praise (cheer, applause) appropriately. * Wait to be dismissed by your classroom teacher	* Be prepared and on time. * Stay focused on your task. * Get drinks / go bathroom during transition times.
Pride	• Appreciate artwork with only your eyes • Keep feet on floor • Pick up things you drop	• Clean up your space • Welcome students to your table	• Be a good winner/loser (sportsmanship • Take care of equipment	• Keep bathroom clean • Put trash in trash can	• Keep bus clean • Keep conversation in the bus	* Leave your area as clean as you arrived. * use appropriate positive language / gestures. * respect property	* Keep area clean * respect property * speak well of yourself and others.

DRESS CODE PROCEDURE

See Student Dress Policy, pg. 56

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. All tops are required to have the entire area of armpit to armpit covered and have 1 inch straps.

Garments worn on th lower half of the body will be acceptable attire only if they reach mid-thigh length No ripped clothing above the mid-thigh unless other clothes are worn underneath (ex. leggings). The administration reserves the right to send a student home whose dress is inappropriate.

Wearing of hats, caps, bandanas, hoods, 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. 30, Drug and Alcohol Use by Students Policy, pg. 59, AND Student Assistance Procedures for Alcohol, Tobacco and Other Drugs, pg. 60.

ELECTRONIC DEVICES

See Policy, Pg. 47

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 Sipayik Elementary 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 must be signed by a parent and returned to the school to ensure consent for taking a trip. The teacher will send notices for special trips home. All school rules remain in force during field trips **unless otherwise noted on the permission slip.** There will be no smoking by students, staff, or chaperones at any time on a school-sponsored trip.

FOOD

See Maine Indian Education Joint School Committee Policy on Wellness, pg. 82

SIPAYIK ELEMENTARY SCHOOL IS PEANUT AND TREENUT FREE
OUTSIDE FOOD MUST FOLLOW SIPAYIK ELEMENTARY SCHOOL GUIDELINES

GRADES

Grades PreK-8. Report cards will be distributed four times a year. Parents are requested to attend parent/student/teacher conferences twice each year. Keys for the grading system are found on the report cards. Progress reports will be sent throughout the quarters. Parents are encouraged to contact teachers periodically with questions and/or concerns. Parent/student/teacher conferences are held twice each year.

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)

Sipayik Elementary 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 the assignment per classroom teacher's rules.

LOCKERS

See Policy, pg. 77

1. Student lockers are subject to search by School personnel according to the Student Search Policy. There should be no expectation of privacy.

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 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. ***We are a peanut-free school***. OUTSIDE FOOD MUST FOLLOW SIPAYIK ELEMENTARY SCHOOL GUIDELINES

MEDICAL

Medications. No internal medication will be given without an Authorization to Dispense Medication form available at the 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) School or Clinic personnel will treat household members and close contacts if found to be infested; (4) the child may return to the classroom after proof of treatment and a negative exam for nits by health or school 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.

NO-SCHOOL/DELAY OF START ANNOUNCEMENTS/EARLY DISMISSAL

1. No-school announcements made through the School and Tribal Messenger system. Announcements will also be aired on local television station (WABI).
2. Should school be dismissed early for any reason, announcements will be made through School Messenger. Children will be sent to their usual destination unless otherwise noted on the emergency form.
3. If Sipayik Elementary School has a two-hour delay, School will start at 10:00 AM. There will be no breakfast served.

PARENT/GUARDIAN/STUDENT/TEACHER CONFERENCES

Conferences are scheduled two times a year. We believe student involvement in the conference makes learning active, provides opportunities for students to self reflect and evaluate their performance, and encourages them to accept responsibility for their learning. Parents/guardians are welcome to make appointments at any other time during the year.

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.

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PREK & KINDERGARTEN REGISTRATION

The following documents must be provided for Pre-kindergarten and Kindergarten registration:

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

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

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

Students are given a recess each day. Decisions to have outside recess depend on the temperature, wind chill factor, ground conditions, or other weather factors. Sometimes shorter recess times may be scheduled because of the weather. Students should always dress for outside recess. Only students with special excuses will be allowed to remain inside the building during recess

RECESS AND MEAL DUTY

At recess and during lunchtime, school staff are on supervisory duty.

SCHOOL BUS REGULATIONS

See Student Transportation Policy, pg. 56

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. 77

TEXTBOOKS

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

TOYS

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

WEAPONS

See Weapons, Violence, and School Safety Policy, pg. 63

VISITORS

Parents and other adults are encouraged and welcome to visit school. However, arrangements should be made through the office prior to the visit. All visitors are expected to report to the office when entering the building. If you come to pick up your child, please go to the office and the child will be brought there. Parents should not go to the classroom to get their child. If the parent has a note or a message for their child, please give it to the office person, and they will see that it gets to your child's teacher. This policy is for the protection of all students and staff at our school and must be followed by all visitors.

AFFIRMATIVE ACTION

Discrimination against and harassment of school employees because of race, color, sex, religion, ancestry or national origin, age, sexual orientation, appearance, family and/or marital status, or disability are prohibited.

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

The Joint School Committee 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 Maine Indian Education's Affirmative Action Plan will include designation of a male and female Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer(s) will have direct access to the Superintendent.

For the purpose of this policy, federal and state laws specifically include, but are not limited to; those related to Indian Self-Determination Act and to Maine Indian Land Claims Settlement and implementation. The Joint School Committee 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 System will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws pertaining to contract compliance.

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

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

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in educational programs and activities, are required to refrain from such conduct.

Harassment and sexual harassment of students by school employees are considered grounds for disciplinary action, up to and including discharge. Harassment and sexual harassment of students by other students are 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.

A. Harassment

Harassment includes but is not limited to, verbal abuse and other offensive conduct based on race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse, and/or bullying behavior are also addressed in Board Policies JICIA – Weapons, Violence and School Safety and JICK – Bullying.

B. Sexual Harassment

Sexual harassment is addressed under federal and state laws/regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

1. TitleIXSexualHarassment

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit's education programs and activities:

a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit, or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;

- "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the school unit's education programs and activities; or

- Sexual assault, dating violence, domestic violence, and stalking as these terms are defined in federal laws.

2. SexualHarassmentUnderMaineLaw

Under Maine law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;

- Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or

- Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive environment.

C. Reports and Complaints of Harassment or Sexual Harassment

All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. Failure to report such incidents may result in disciplinary action.

Students, parents/legal guardians, and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. The Affirmative Action Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R).

Legal Reference:

Americans with Disabilities Act (42 U.S.C. §12101 et seq., as amended; 28 C.F.R. § 35.107)

Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq., as amended; 34 C.F.R. § 104.7)

Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106

Cross Reference:

Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault) Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)

Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)
Maine Human Rights Act, 5 MRSA § 4551 et seq. 20-A MRSA §

6553
MHRC/MDOE Joint Rule Chapter 94-348 and 05-071, ch. 4

ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

AC – Nondiscrimination/Equal Opportunity and Affirmative Action ACAD – Hazing
GBEB – Staff Conduct with Students
JFCK – Student Use of Cellular Telephones and Other Electronic

Adopted:

- SES January 13, 2022

- ITS February 15, 2022

- IIS November 22, 2021

Devices
JICIA – Weapons, Violence, and School Safety JICK - Bullying

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

TOBACCO USE AND POSSESSION

The Maine Indian Joint School Committee believes that commercial tobacco use is the most preventable behavior 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 commercial tobacco products (including all smoked and smokeless tobacco products, Electronic Nicotine Delivery Systems, e-cigarettes, vaporizers, etc.) in school buildings, facilities and on school grounds and is in effect 24 hours per day, 365 days per year. Each individual school committee will designate 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 commercial tobacco use is permitted at any time while school is in session or at any school-sponsored functions. At school-sponsored activities or functions, a verbal announcement will be made to remind attendees of the commercial tobacco-free policy.

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 and any person under the age of 21 years old 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 commercial tobacco use leads to dependency, the Joint School Committee is committed to implementing comprehensive school health education programs. Age-appropriate commercial 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 school policy.

Maine Indian Education will provide evidence-based commercial tobacco treatment information (such as the Maine Tobacco HelpLine 1-800-207-1230) on how to access cessation programs for students and staff.

This commercial tobacco policy will be printed in employee and student handbooks on a yearly basis. Parents/guardians will be sent notification in writing of this commercial

tobacco policy in the student handbooks. Tobacco-free school signs will be posted in highly visible places both inside and outside school buildings including Central Office. Signs will be posted at all entrances of school buildings. The local media will be asked to communicate this commercial tobacco free policy community wide.

Legal Reference: 22 MRSA §§ 1578(B), 1580(A)(3) Me. PL 470 (An Act to Reduce Tobacco Use By Minors) 20 USC 6081-6084 (Pro-Children Act of 1994)

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

IISC Reviewed_____
ITSC Reviewed_____
PPSC Reviewed 03/16/17

PISC Revised _____
ITSC Revised _____
PPSC Revised _____

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. <u>Appointment of an IPM Coordinator</u>
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. <u>The IPM Coordinator will:</u>
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. <u>The IPM Coordinator's responsibilities will include:</u>
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

HOME SCHOOLING

Parents/guardians who wish to have their children fulfill the compulsory school attendance law through equivalent education by home schooling must comply with the provisions of 20-A MRSA § 5001-A(3)(A)(4).

A. The student's parent/guardian must provide a written notice of intent to provide home instruction simultaneously to the Superintendent of the school unit in which the student resides and to the Commissioner of the Department of Education within ten calendar days of the beginning of home instruction. The notice must contain the following information:
   1. The name, signature and address of the student's parent/guardian;
   2. The name and age of the student;
   3. The date the home instruction program will begin;
   4. A statement of assurance that indicates the home instruction program will provide at least 175 days annually of instruction and will provide instruction in: English and language arts, math, science, social studies, physical education, health education, library skills, fine arts, and, in at least one grade from grade 6 to 12, Maine studies. At one grade level from grade 7 to 12, the student will demonstrate proficiency in the use of computers; and
   5. A statement of assurance that indicates that the home instruction program will include an annual assessment of the student's academic progress that includes at least one of the forms of assessment described in 20-A MRSA § 5001-A(3)(A)(4)(b) and paragraph B below.

B. On or before September 1 of each subsequent year of home instruction, the student's parent/guardian must file a letter with the Superintendent of the administrative unit in which the student resides and to the Commissioner stating the intention to continue providing home instruction and enclose a copy of one of the following forms of annual assessment of the student's academic progress:
   1. A standardized achievement test administered through the administrative unit in which the student resides or through other arrangements approved by the Commissioner. If the test is administered through the administrative unit in which the student resides, that administration must be agreed to by the Superintendent of the administrative unit prior to submission of the written notice of intent to provide home instruction;
   2. A test developed by the Superintendent/designee of the administrative unit in which the student resides appropriate to the student's home instruction program, which must be agreed to by the Superintendent of the administrative unit prior to submission of the written notice of intent to provide home instruction;
   3. A review and acceptance of the student's progress by an identified individual who holds a current Maine teacher's certificate;
   4. A review and acceptance of the student's progress based on, but not limited to, a presentation of an educational portfolio of the student to a local area home schooling support group whose membership for this purpose includes a currently certified Maine teacher or administrator; or

5. A review and acceptance of the student's progress by a local advisory board selected by the Superintendent of the administrative unit in which the student resides that includes one administrative unit employee and two home instruction tutors. A "home instruction tutor" means the parent/guardian or other person who acts or will act as a primary teacher of the student in the home instruction program. This provision must be agreed to by the Superintendent of the administrative unit in which the student resides prior to submission of the written notice of intent to provide home instruction.

C. Dissemination of any information filed under 20-A MRSA § 5001-A(3)(A) (which applies to alternatives to attendance at public day school, including home schooling) is governed by the provisions of 20-A MRSA § 6001 (dissemination of information); the federal Family Educational Rights and Privacy Act of 1974, 20 USC § 1232g (2002); and the federal Education for All Handicapped Children Act of 1975, 20 USC § 1401-1487 (2002), except that "directory information" as defined by the federal Family Educational Rights and Privacy Act (FERPA) is confidential and is not subject to public disclosure unless the parent/guardian specifically permits disclosure in writing or a judge orders otherwise. Copies of any information filed under 20-A MRSA § 5001-A(3)(A) must be maintained by the student's parent/guardian until the home instruction program concludes. The records must be made available to the Commissioner upon request.

D. If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent instruction alternative as provided for by law. The receiving school shall determine the placement of the student. At the secondary level, the principal of the receiving school shall determine the value of the prior educational experience toward meeting the standards of Maine's system of Learning Results.

The Committee accepts no responsibility for the unit in the application, review, approval, or oversight of home instruction programs except as provided for by law or this policy.

Participation by home-schooled students in the public school program shall only be permitted as described elsewhere in Committee policy.

The Superintendent shall maintain a roster of all students eligible to attend school within the school unit who are receiving equivalent instruction, as provided in Department of Education rules.

Home schooling is governed by the provisions of 20-A MRSA § 6001 (dissemination of information); the federal Family Educational Rights and Privacy Act of 1974, 20 USC § 1232g (2002); and the federal Education for All Handicapped Children Act of 1975, 20 USC § 1401-1487 (2002), except that "directory information" as defined by the federal Family Educational Rights and Privacy Act (FERPA) is confidential and is not subject to

public disclosure unless the parent/guardian specifically permits disclosure in writing or a judge orders otherwise. Copies of any information filed under 20-A MRSA § 5001-A(3)(A) must be maintained by the student's parent/guardian until the home instruction program concludes. The records must be made available to the Commissioner upon request.

Legal Reference: 20-A MRSA§ 5001-A
Ch. 125 § 12.02, Ch. 130 (Me. Dept. of Ed. Rules)

Cross Reference: JEA – Compulsory School Attendance
IHBGA – Home Schooling—Participation in School Programs
IHBGB – Special Education Services for Students in Private Schools or Home Schooling
JGAB – Assignment of Students to Classes: Transfer Students and Home-Schooling Students

Adopted: 05/09/2017

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)

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

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.

Cross Reference: IJNDB – Student Computer and Internet Use

ATTENDANCE

All children assigned to Kindergarten through the eighth grade residing on the reservation and educated at the expense of Maine Indian Education shall attend Beatrice Rafferty, Indian Island, or Indian Township School. This policy applies to both Indian and non-Indian students so long as the legal residence of the student's parent(s)/guardian(s) is on the reservation.
Native children in grades K – 8 not residing on the reservation may attend one of Maine Indian Education's schools; however, transportation will not be provided if additional bus routes need to be established.
Non-native children in grades K – 8 that do not live on the reservations would require permission from their superintendent of residence and the superintendent of Maine Indian Education ("superintendent's swap") in order to attend a Maine Indian Education school.
High school students living on reservation may attend any high school approved by the State of Maine for tuition purposes and that will accept them. High school tuition costs will be paid to approved districts as follows:

A. Tuition expenses will be paid to approved school districts in an amount not to exceed the maximum allowed under Maine law.
B. The individual school committees will make decisions regarding bus runs to area high schools.
C. Activity runs (late bus for athletics, extracurricular activities, etc.) will be at the School Committee's discretion. The Superintendent may approve activity runs after consultation with the School Committee Chair.
D. No payments for transportation will be paid directly to parents.
E. Costs associated with placement of students in residential settings are authorized only when such placement has been determined through the Individual Education Plan (IEP) process.
F. For the purpose of tuition, Native American students who live off the reservation are the responsibility of the school district in which they reside.

A student in any grade who wishes to transfer from Sipayik Elementary, Indian Island, or Indian Township School to another district, at the individual school's expense, must obtain approval of the Superintendent. A student will not be allowed to change schools except at the beginning of the school year or at the end of a semester except in extenuating circumstances. Extenuating circumstances will be considered by the

Superintendent in consultation with the School Committee Chair. (At most one school change is allowed per year.)

The Maine Indian Education Joint School Committee also recognizes the "superintendent swap" provision in Maine State Law (20-A § 5205 6A).

Legal Reference: 20-A MRSA § 5801-5814
Cross Reference: TEA - Compulsory Attendance Ages

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

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

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES IN SCHOOLS

This policy intends to support a focused learning environment, minimize distractions, and promote student social and emotional well-being by regulating the use of students' personal cell phones, smart watches, and other personal electronic devices (PEDs) during the school day.

This policy applies to all students' personal electronic devices with Internet or cellular network connectivity capabilities, wearable or handheld.

BELL TO BELL PROHIBITION

All students are prohibited from using cell phones and other personal electronic devices with Internet or cellular network connectivity capabilities for the entire school day, from start to dismissal, except as otherwise permitted in this policy.

Students are not permitted to carry, wear, or access personal cell phones, smart watches, or other PEDs during the school day.

- Prior to the starting bell, cell phones and other PEDs must be powered off and remain off and be stored as determined by the building administrator.
- Exceptions to the prohibition on use may be granted for monitoring or management of a health condition in accordance with a health care provider's order as incorporated into the student's individual health plan (IHP) (e.g., glucose monitoring) or in an emergency as authorized by the building administrator in accordance with the school unit's health and safety and emergency management plan.

VIOLATIONS

Violations of this policy may result in:

- A verbal warning and direction to store the device in the designated location.
- Confiscation of the cell phone, smart watch, or other device for the remainder of the day.
- Repeated violations may require a parent/guardian meeting and/or result in additional interventions or disciplinary consequences.

EMERGENCY COMMUNICATIONS

In the event of a school emergency, the school will communicate with parents as promptly as possible in accordance with the school unit's Health and Safety and Emergency Management Plan.

RESPONSIBILITY FOR DEVICES

The school will not be responsible for loss, theft, or damage to students' personally owned cell phones, smart watches, or other PEDs brought into schools or onto school property, including school buses, parking lots, athletic fields, and any other school facilities.

IMPLEMENTATION

The principal, superintendent, and the Sipayik School Committee will be responsible for developing and implementing procedures to enforce this policy. Students and parents will be provided with notice of this policy through student handbooks and other means of communication before the beginning of the school year.

LEGAL REFERENCE

20-A MRSA § 1001(23) CROSS REFERENCE GBCC – Employee Use of Cell Phones
IJNDB – Student Computer and Internet Use and Internet Safety JIC – Student Code of Conduct
JIH – Questioning and Searches of Students

Adopted: June 9, 2026

TRUANCY

A. A student is habitually truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A M.R.S.A. § 5OOl-A) and he/she:
   1. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or
   2. Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

B. The Indian Township and Pleasant Point Passamaquoddy School Committees and the Indian Island Penobscot School Committee will each appoint one or more attendance coordinators in accordance with state law. The duties of the attendance coordinator include, but are not limited to:
   1. When notified by a principal that a student's attendance is irregular, interviewing the student and the parent(s) to determine the cause of the irregular attendance and file a written report with the principal; [NOTE: For the purpose of this policy, "parent(s)" means the student's parent(s) or legal guardian(s).]
   2. Filing an annual report with the Superintendent summarizing school year activities, findings and recommendations regarding truants;
   3. Serving as a member of the dropout prevention committee; and
   4. Serving as the liaison between the school and tribal law enforcement authorities in matters pertaining to student absenteeism under Maine's compulsory attendance and truancy laws (20-A M.R.S.A.§ § 5001-A, 5051- A).

C. As required by law, the following procedure will be followed when a student is habitually truant.
   1. If the principal and the attendance coordinator determine that a student is habitually truant, the principal will inform the Superintendent. The Superintendent/designee will first try to correct the problem informally. Informal attempts to correct the problem must include meeting with the student and the student's parent(s) to identify possible causes of the habitual truancy and to develop a plan to implement solutions to the problem. If the initial meeting does not resolve the problem, the Superintendent/designee will implement interventions that best address the problem including but not limited to:
      a. Frequent communication between the teacher and the family;
      b. Changes in the learning environment;
      c. Mentoring;
      d. Student counseling;
      e. Tutoring, including peer tutoring;
      f. Placement into different classes;
      g. Evaluation for alternative education programs;
      h. Attendance contracts;
      i. Referral to other agencies for family services; and
      j. Other interventions including but not limited to referral to the school attendance coordinator, response to intervention (RtI) team, or dropout prevention committee.

   2. Failure of the student or the student's parent(s) to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's truancy.

   3. As part of correcting the problem informally, the Superintendent/designee will require the student and his/her parent(s) to attend one or more meetings with the student's teacher or other school personnel designated by the Superintendent. The purpose of the meeting(s) is to reinforce the plan referenced in Section C, Number 1 or to develop an alternative plan. Such meetings may involve

others including but not limited to case managers, therapeutic treatment providers, and representatives of Indian Health/Counseling Services, and representatives of tribal court. The Superintendent/designee will schedule the meeting(s) at mutually convenient times.

4. If the Superintendent/designee is unable to correct the student's truancy, the Superintendent/ designee will serve or cause to be served upon the parent(s) in-hand or by registered mail a written notice that the student's attendance is required by law. The notice shall:
   a. State that the student is required to attend school pursuant to 20-A M.R.S.A. §5001-A (the compulsory attendance law);
   b. Explain the parent's right to inspect the student's attendance records, attendance coordinator's reports, and principal's reports;
   c. Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with 20-A M.R.S.A. § 5053-A and explain the possible penalties;
   d. State that the Superintendent/designee may notify tribal law enforcement authorities of a violation of the habitual truancy statute and Indian Health Services (IHS) as provided by 20-A M.R.S.A. § 5051-A(C) (the notice provision); and
   e. Outline the plan developed to address the student's habitual truancy and the steps that have been taken to implement that plan.

5. Prior to notifying tribal law enforcement, the Superintendent/designee will schedule at least one meeting as required by law and Section C, Number 3 of this policy and may invite a representative from tribal court.

6. If after three school days after the service of the notice described in Section C, Number 4 of this policy the student remains truant and the parent(s) and student refuse to attend the meeting referred to in Section C, Number 3, the Superintendent/designee will report the facts of the unlawful absence to tribal law enforcement authorities.

7. When a student is determined to be habitually truant and in violation of the compulsory attendance law and the Superintendent/designee has made a good faith attempt to meet the requirements of Section C of this policy, the Superintendent/ designee will notify the local school committee and tribal law enforcement authorities of the truancy. After this notification, a tribal law enforcement officer who sees the truant student may transport the student to the appropriate school if the truant student is off school grounds during school hours and not under the supervision of school personnel.

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

Legal Reference: 20-A MRSA §§ 5001-A; 5051-A-5054-A
Cross Reference: JEA - Compulsory Attendance
JFC - Dropout Prevention-Student Withdrawal from School
JLF - Reporting Child Abuse and Neglect

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

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
ACAA – 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)

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

STUDENT DRESS

The Maine Indian Education Joint School Committee recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The Maine Indian Education Joint 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 school unit 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 which promote the use of tobacco, alcohol or other drugs will not be worn on school grounds (when school is in session) or at school functions;

B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited;

C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) are not permissible.

D. Clothing that is revealing (e.g., tops that reveal the midriff or that are low-cut; excessively short skirts or shorts; clothing that exposes underwear or private body parts);

E. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted; and

F. Clothing or accessories that administrators determine are inconsistent with the fundamental values of public school education.

School administrators or teachers may require special clothing 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 procedures necessary to implement this policy.

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

STUDENT CONDUCT ON SCHOOL BUSES

The law does not relieve parents of students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Maine Indian Education strives to work in partnership with parents and guardians to maintain safe transportation for our students.

Once a child boards the bus – and only at that time – does s/he become the responsibility of the school system. Such responsibility shall end when the child is delivered to the assigned bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Maine Indian Education Joint School Committee requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. All Maine Indian Education Joint School Committee policies and school rules apply to students on school buses.

In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of a building administrator or director of bus services (in the case of a school that contracts services) by the bus driver. The building principal or director of bus services will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the building administrator or director of bus services. In such cases, the parents/guardians are responsible for providing safe transportation for their children. Children who violate Maine Indian Education Joint School Committee policies and school rules may also be disciplined under the applicable policy and/or rule.

Legal Reference: 20-A MRSA ¶ 5401

Cross Reference:

- EEA – Student Transportation Services
- JICC-R Administrative Guideline – Student Conduct on Buses

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

STUDENT HAZING

Maine statute defines injurious hazing as "any action or situation, which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school."

It is the policy of the 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 students' 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 full 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 faculty handbooks or otherwise distributed to all school employees and students.

Legal Reference: title 20-a MSRA sec. 6553.2

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

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

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

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.

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

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 JKF.

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.

Legal Reference: 18 U.S.C.§§ 921: 8921
Title 17-a MRSA § 210
Title 20-A MRSA §§ 263; 1001(9):1001(9-a); 1001(17); 1001(18)
Cross Reference: EBCA – Emergency Operations Plan
EBCA-R – Emergency Operations Plan – Procedures
JKD – Suspension of Students
JKE – Expulsion of Students
JKEA – Disciplinary Removal of Students with Disabilities
JKEA-R – Procedure for Disciplinary Removal of Students with Disabilities
JICIA – Weapons, Violence and School Safety
JIC – Student Code of Conduct

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

BULLYING 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.

   "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.
4.

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

IISC Adopted 05/06/13
ITSC Adopted 05/06/13
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 posses 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
JIH-R – questioning and searches – administrative procedure
JIH-E – student search checklist
JICIA – weapons, violence and school safety
KLG – relations with law enforcement authorities

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

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:

2. 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

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

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 Wellness Advisory Committee 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. **Wellness Advisory Committee**

Maine Indian Education's Wellness Advisory Committee 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 Programs will:

A. 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.
B. Offer culturally diverse menu choices.
C. 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.
D. Half of the served grains are whole grain.
E. Serve legumes and beans once weekly.

F. Will not offer additional salt in the form of packets or shakers.
G. Schools may offer 2%, 1%, or fat free milk choices.
H. 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 their nutritional needs and enhance their ability to learn:

I. Maine Indian Education schools will operate a universal School Breakfast Program to the extent possible.
II. Schools will notify parents and students of the availability of the School Breakfast Program.
III. 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 and Promotion Goals

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 bevels. 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).
- The District is committed to ensuring that all foods and beverages sold and served outside of the school meal program (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School Nutrition standards, at a minimum.
- In accordance of the Maine State Statue- 20A SUB CHAPTER 9 § 6662; Brand-specific advertising of food or beverages is prohibited in school buildings or on school grounds except for food and beverages meeting standards for sale or distribution on school grounds in accordance with rules adopted under subsection 2. Any foods and beverages marketed or promoted to students on school grounds during the school day will meet or exceed the USDA Smart Snacks standards.

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 of the foods offered or sold at school-sponsored events outside the school day should meet the nutritional guidelines noted above.

Rewards

Schools will prohibit 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

Screen Time

Screen time such as television, computers, video games and other electronic media (i.e. cell phones, tablets, etc.) will be used for educational purposes only. Exceptions will be made for screen time that engages children in physical activity, such as dances or exercise videos or active video games. Exceptions will be made at the discretion of the school principal.

3. **Environmental Health**

Physical Activity Opportunities and Physical Education

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

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

Curriculum

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

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

Instruction and Assessment

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

Opportunity to Learn

- Physical education opportunities will be provided for all students PK-8 with schedules to be determined at each building.
- Has a teacher to student ratio consistent with those of other subject areas.
- Provides facilities to implement the curriculum for the number of students served.
- Each facility has enough functional equipment for each student to actively participate.
- Builds students' confidence and competence in physical abilities.
- Includes students of all abilities.
- Students should not be restricted from participating in physical education classes as punishment or to receive instruction in other content areas nor should physical activity be used or withheld as punishment.

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

- Recess should be in addition to physical education class time and not be a substitute for physical education and should be for at least 20 minutes daily, preferably outdoors.
- Each school shall provide proper equipment and a safe area designated for supervised recess -in the elementary setting.
- Moderate to vigorous physical activity is encouraged verbally and through the provision of adequate space and age-appropriate equipment.
- School staff will not withhold recess from students for missed work or as a means of punishment. 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.

Reducing Our Carbon Footprint

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

Implementation and Monitoring

The Superintendent or his/her designee shall be responsible for the implementation of the wellness policy, for monitoring efforts to meet the intent of this policy, and for reporting to the Joint School Committee on an annual basis.

Monitoring may include surveys or solicitation of input from students, parents, staff, and school administrators.

Reports may include, but are not limited to:

A. The status of the school environment in regard to student wellness issues
B. Evaluation Of the school food services program and compliance with nutrition guidelines
C. Summary of wellness programs and activities in the schools
D. Feedback from students, parents, staff. school administrators and wellness committee
E. Recommendations for policy. program or curriculum revisions

Appointment and Role of the Wellness Advisory Committee

A district-wide Wellness Advisory Committee will be appointed by the Superintendent and comprised of at least one of each of the following:

3 School committee members (one from each committee)
School administrator
Food service staff member
Indian Health Services representative
Parent/community representative
3 Teachers (one from each school)

Guidance counselor/social worker
Other staff, as designated by the Superintendent

The Wellness Committee shall meet at least annually and serve as an advisory committee in regard to student wellness issues and will be responsible for making

recommendations related to the wellness policy, wellness goals, administrative or school regulations and practices, or raising awareness of student health issues.

With the prior approval of the Superintendent/designee, the Wellness Committee may survey parents, students and the community and/or conduct focus groups or community

The Wellness Committee shall provide periodic reports to the Superintendent/designee and, as requested, to the Joint School Committee.

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

IISC Reviewed 05/08/17
IISC Reviewed 05/08/17
PPSC Reviewed 05/08/17

PISC Revised _____
ITSC Revised _____
PPSC Revised _____

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 or failure to ensure compliance with school attendance requirements under Title 20-A" (specifically when a child who is at least seven years of age and has not completed kindergarten, has the equivalent of seven full days of unexcused absences during a school year.

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

A. Any employee of Maine Indian Education 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.

B. The employee shall then complete a copy of the Suspected Child Abuse and Neglect Reporting Form (JLF-E) and submit it to the principal. The principal will forward the form to the superintendent, along with any other information relevant to the case.

III. ADMINISTRATORS' DUTIES

A. After receiving a report of suspected abuse or neglect, the principal will 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 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 report shall include the following information, if known: (See JLF-E)

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 as provided in this section.

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, school 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~~ and requiring notice to or consent from a parent or guardian.

The principal/designee shall not disclose any information about Tribal Child Protective Services' or DHHS's intention to interview the child except to school officials or the school's attorney who need the information to comply with the interview request. (See below)

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

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

VII. TRAINING

Any Maine Indian Education employee who is required to make a report shall, at least once every four years, complete mandated training approved by Tribal Child Protective Services or DHHS.

[The DHHS training is available online at http://www.maine.gov/dhhs/ocfs/cps/]

VIII. 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,

Department of Health and Human Services, or law enforcement 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, assists Tribal Child Protective Services or DHHS in making a child available for an interview, 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
Me. P.L. Ch. 407 (2016)

20 USC § 1232g, Family Educational Rights and Privacy Act
20-A M.R.S.A. §§ 5051-A(1)(C); 5051-A(2)(C)

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

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

IISC Revised 5/7/18
ITSC Revised 7/24/18
PPSC Revised 5/7/18

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. Notices

shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99
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

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

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

Inspection of Records
Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/ eligible students may obtain copies of education records at a cost of $0.00 per page for the first copy of file records, and at a cost of $.05 per page for any additional copies.

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

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

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

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

2. Military Recruiters/Institutions of Higher Education
Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and Maine Indian Education must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

Parents/eligible students who do not want Maine Indian Education to disclose this information must notify the Superintendent in writing at the above address by September 15th or within thirty (30) days of enrollment, whichever is later.

400. School Officials with Legitimate Educational Interests

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

400. Other School Units

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

400. **Other Entities/Individuals**

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

Complaints Regarding School Department Compliance with FERPA

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

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

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.

1. "Act" means the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g).

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 <u>excluded</u> 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. ***Page 2 of 5***

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

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
Maine Department of Education Rules, Chapters 101 and 125
Maine State Archives, Rules for Disposition of Local Governmental Records (Schedule L)

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.