

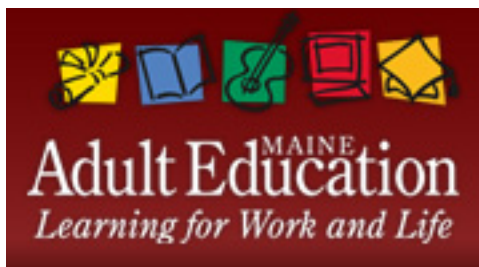


# Mt. Blue Campus



*2019-2020*

## **Student/Parent Handbook**



## **Campus Expectations**

Welcome to the Mt. Blue Campus where the opportunities are open to all. While you are on campus please remember that your safety is our top priority.

We are a tobacco free campus

We are a weapons free campus

We dress appropriately

We respect the facility

We do not possess or use illegal substances

We drive safely on campus, as it is a privilege

We use cell phones and electronic devices appropriately

We do not tolerate harassment or bullying

Please remember this is an educational facility and always be respectful of other people and their activities.

### Campus Code

**Be here**

**Be safe**

**Be responsible**

**Be respectful**

See [Policy ADAA](#)

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**Please also review the information in the following handbooks that are specific to you and your program(s): MBHS and/or FCTEC.**

**MT. BLUE HIGH SCHOOL  
FOSTER CAREER AND TECHNICAL EDUCATION CENTER  
MT. BLUE RSD FRANKLIN COUNTY ADULT BASIC EDUCATION**

Welcome to Mt. Blue Campus for the 2019-20 school year. Our main goal is to prepare students for college and careers after they leave Mt. Blue Campus. We will focus on learning targets and standards and will support you in creating a unique and integrated learning pathway through your secondary school experience.

At Mt. Blue High School, you will be able to choose to participate in various class levels, which include Honors and Advanced Placement levels in most academic areas. We offer World Language and many Visual Performing Arts programs as well. Our caring and creative staff is excited and looks forward to working with you this year. In addition, we offer many extra-curricular and co-curricular activities to enhance your learning experiences.

At Foster Career and Technical Education Center (Foster CTE) our programs provide you a hands-on, real world approach to education. Students can take advantage of the National Certifications and college credits that you can receive through our programs, but most of all find out just how much fun you can have while learning the skills you need to be successful in life.

The Franklin County Adult Education in collaboration with our many partners countywide is looking forward to offering continued quality educational opportunities. We offer community education, HiSET prep and completion, College Ready and Transitions Programs, Literacy for 21st Century (Technology) and Career Pathway opportunities plus much, much more.

All of the programs at the Mt. Blue Campus work collaboratively with the Franklin County Community College Network to expand opportunities for students and adults alike. We look forward to working with you and your family during your time on campus and hope to make this a positive learning experience.

Monique Poulin

Melissa Williams

Ray Therrien

Principal  
Mt. Blue High School

Director  
Foster CTE

Director  
Franklin County Adult Education

Please refer to the following website and links for additional information:  
[www.mtbluersd.org](http://www.mtbluersd.org).

**SPECIFIC POLICY REVIEW**

Specific policy numbers mentioned in this handbook can be found on our district web site at: <http://www.mtbluersd.org/district-information/school-board/policy-manual>

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## **EMERGENCY DRILL PROCEDURE**

From time to time it is imperative for public buildings, such as schools, to be evacuated in a matter of seconds. In case of emergency, the fire alarm (or emergency tone followed by verbal instructions) will be sounded and all students, teachers, guests and other personnel will proceed according to the following pattern:

- a. The first person out of each classroom will push the door back as far as it will go and proceed on his/her way.
- b. The first person to exit through the outer doors will secure the door by pushing it back and proceeding on his/her way.
- c. Upon reaching the **designated area**, students will group together with members of the class with which they were just meeting and the teacher.
- d. Teachers will follow the last student to leave their class and meet with their class out of doors in **designated areas**.
- e. Emergency evacuation is deadly serious and you will not know until afterwards whether or not an emergency existed. Consequently, there is to be no pushing, shouting, running or other pattern of behavior, which could be detrimental to the safety of anyone. Once at the **designated area**, conversation should be quiet and reserved.

Proceed to the exit according to the information posted on the bulletin board in each room.

## **GENERAL RULES**

**At all times students are expected to comply with reasonable requests from all staff members to follow the rules. Refusing to comply is a very serious offense, which will result in suspension from school. Anytime students question a request from a staff member the general thought is to comply and check with the administration for any clarifications of a staff request.**

1. Inappropriate public displays of affection will not be permitted in school.
2. Swearing or vulgar language is not appropriate at any time and will not be tolerated.
3. Plagiarizing is stealing someone else's work and using it as one's own. Students must be very careful that they do not copy the work of another and turn it in for credit. It is also important to understand that sharing one's work with another is a form of cheating. If there is any question, before beginning a project the teacher should be consulted. Cheating is not permitted in this school. The first offense of either plagiarizing or cheating will be dealt with in the following manner – zero for the work involved and notification to parent(s) explaining the incident. Continued plagiarizing or cheating – may lead to possible dismissal from the course and loss of credit.
4. Any behavior, which puts another person at risk of harm, will not be tolerated.
5. Objects which are dangerous by their nature, such as chains or other sharp objects,

and which could create a health hazard to students in the schools of RSD #9 may not be brought onto school property or carried onto the school busses. Students found in violation of this policy will receive harsh disciplinary action and in all cases, the student's parents or guardian will be informed of the situation.

6. Stealing, damaging or destroying any school or personal property will not be tolerated.
7. Fire extinguishers and fire alarms are important safety devices, which could save lives and prevent property damage. They are not toys. Anyone who tampers discharges or abuses them will be subject to suspension and/or legal consequences.
8. Eating food and drinking beverages in the classroom is left to the discretion of each individual teacher. Food and drinks are NOT allowed in science lab areas at anytime. The Forum and Auditorium are "water only" zones.
9. Use of the elevator is restricted to teachers and students who are physically unable to use the stairs. Elevator passes are available in the nurse's office; they should be returned at the close of school each day.
10. Library privileges may be revoked and parents will be billed if students owe money for lost library/text books, lab fees or unpaid lunches.
11. Students may use cell phones before school begins, between classes, during lunch and after school closes. Cell phone use during classes and assemblies are prohibited.
12. Students are not allowed in the parking lot area during regular school hours unless they are arriving/leaving school or are part of a regular classroom activity (ex. P.E.). Permission to retrieve items from vehicles during regular school hours must be obtained from an administrator.
13. Students on school property or on school trips shall not violate any of the criminal or traffic laws of the State of Maine as those laws are set out in titles 17-A and 29-A of the Maine Revised Statutes Annotated. 1891, c 693, 5, 8 (new) Eff. 7/1/83 6807, Liability for injury to books or appliances
14. A breathalyzer procedure is in place in order to discourage any alcohol consumption at school events. Please refer to district policy [IICHA-R](#)
15. A canine drug "sniff" procedure is in place in order to discourage students from using or possessing drugs at school events. Please refer to district policy [IIHE](#)
16. The wearing of hats, hoods and other related headwear is prohibited during all assemblies but will be allowed in the hallways and lobby area before and after class. Allowance of hats in classrooms is at the teacher's discretion.
17. Personal listening devices (iPod, phones, etc.) may be used at teacher discretion and will not be allowed during assemblies and class meetings.
18. The privilege of bringing vehicles to school may be restricted to juniors and seniors if space becomes an issue.
19. Students are not allowed to do face painting, wear masks or sunglasses at school unless for a specific class or activity.
20. Students who stay after school must be supervised at all times or be in an area being supervised (Library, EDP, or with a staff member).

If a public school student loses, destroys or unnecessarily injures a schoolbook or appliance furnished to him at the expense of the school administrative unit, his parent shall be notified. If the loss or damage is not made good to the satisfaction of the school board

within a reasonable time, they shall report the case to the assessors of the municipality in which the student resides. The municipal assessors shall include in the next municipal tax of the delinquent parent the value of the book or appliance, to be assessed and collected as other municipal taxes. 1981, c. 693, 5, 8 (new) Eff. 7/1/83.

### **DISCIPLINARY ACTION**

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 M.R.S.A. 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 M.R.S.A. 101 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law) or **have brought on the school property a vehicle containing a firearm** shall be expelled for a period of not less than one (1) year, unless this requirement is modified by the Superintendent on a case-by-case basis. Please be advised that the district's complete Weapons, Violence and School Safety policy (file: [JICIA](#)) is on file via the district policy manual.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy [JKF](#).

Students in violation of this policy run the risk of expulsion.

### **SUSPENSION**

Violation of school rules concerning drugs and alcohol, smoking, fighting, stealing, damage to school property, verbal or physical abuse to a staff member, excessive vulgar language, insubordination and/or actions deemed to be dangerous will be handled by suspension according to RSD #9 discipline guidelines. **Principal or Assistant Principals may initiate suspensions when it is deemed necessary in the judgment of that official.**

### **STUDENT SUSPENSION-REGULATION - Administrative Guidelines**

The following guidelines will govern suspension of students:

- A. Possession of drugs/alcohol/tobacco, drug paraphernalia (Ex. pipes, bong, rolling papers, roach clips, other devices used for drug consumption, and matches or lighters), smoking/drinking on school grounds, or at school sponsored activities

*\*We will also follow [Policy JICH-R](#) pg. 11-14*

1<sup>st</sup> offense (drugs/alcohol) – Up to of 5 days, referral to police

2<sup>nd</sup> offense (drugs/alcohol) – Up to 7 days, referral to police  
3<sup>rd</sup> offense (drugs/alcohol) – Up to 10 days, referral to police and school board  
Furnishing (drugs/alcohol) – 10 days and referral to board for expulsion  
1<sup>st</sup> offense (drug paraphernalia) – Up to 5 days, referral to police (Examples:  
pipes,  
rolling papers, and devices designed to use drugs).  
1<sup>st</sup> offense (tobacco) – Up to 5 days, referral to police  
2<sup>nd</sup> offense (tobacco) – Up to 7 days, referral to police  
3<sup>rd</sup> offense (tobacco) – Up to 10 days, referral to police

- B. Fighting/Assault – Up to 10 days
- C. Vulgar Language/Insubordination – Up to 5 days
- D. Stealing – Up to 5 days, could result in charges being filed with police
- E. Destruction of school/Personal property – Up to 10 days, could result in charges filed with police
- F. Leaving school without permission once a student arrived at school - Up to 3 days
- G. Skipping detention for third time – Up to 5 days (pending parent conference)
- H. Accumulation of a number of minor offenses – Up to 3 days (pending parent conference)
- I. Accumulation of a number of major offenses – Up to 10 days, (pending parent conference)
- J. Possession of any items that may be used as a weapon which include but are not limited to the following: firearms, ammunition, explosives, cross-bows, metal knuckles, switchblades, knives, chains, clubs, Kung Fu stars, pellet guns, and nunchucks. – Up to 10 days and possible referral to the Board for a disciplinary hearing
- K. Harassment/Bullying (verbal, physical, sexual, etc.)
  - 1<sup>st</sup> offense – Up to 5 days, notify parent/guardian
  - 2<sup>nd</sup> offense – Up to 7 days, meeting with parent/guardian and notify superintendent and police.
  - 3<sup>rd</sup> offense – Up to 10 days, meeting with parent/guardian and notify superintendent and police, possible referral to the school board.
- L. Hazing – Up to 10 days, notify parent/guardian and notify superintendent and possible referral to police.

**Suspensions may be served out of school, in school, or a combination of both.**

The following adjustments are used in relations to the above guidelines:

- A. A minor infraction may result in a long-term suspension if the student involved has a poor disciplinary record.
- B. In severe cases, the student may gain consideration of re-admittance only after a meeting of the student, the parents, the principal, and the Superintendent.



- C. In very severe cases, the student may gain consideration of re-admittance only after a meeting of the student, the parents, the administration, and the Board of Directors.

It should be noted that these are guidelines and that many other factors affect decisions relating to suspensions. When circumstances dictate a major deviation from the guidelines, the building administrator shall consult with the Superintendent's office prior to making a final decision.

Cross Reference: JFCI-R/[GBEB](#) – Chemical Health Regulation and [JICG](#) – Student Tobacco Use Policy

### **SUSPENSION (IN-SCHOOL)**

In-School suspension exists as an alternative to Out of School Suspension. The building administration based on the severity of the offense shall designate candidates for In-School Suspension. The In-School Suspension Monitor will work with the building administration and will maintain an area in the building where suspended students will reside during the school day to work on academic school related work during the suspension period.

Suspended students (in-school and out of school) **will not be allowed to participate in extra or co-curricular activities, dances, plays, etc.** on the day(s) they are suspended.

Suspended students will be allowed to make-up their work once the suspension period has ended. For example: A student who is suspended for 5 days will have 5 days to make-up any missed work once the suspension ends.

Please be advised that the rules of student conduct apply to student conduct at **ANYTIME or PLACE** (on or off school property) if that conduct interferes with the operations, discipline, or general welfare of the school.

### **GRADING DURING SUSPENSIONS**

A student will be allowed the same number of school days missed during the suspension to make up his/her work, unless the teacher and student have created an alternative plan. For example, a student who was suspended for three days will have three school days from the day he/she returns or additional time per teacher discretion.

### **PHYSICAL RESTRAINT AND SECLUSION**

The Board has adopted a policy/procedure [JKAA/JKAA-R](#) addressing Restraint and Seclusion of Students. The policy/procedure can be accessed on the district's website at: [www.mtbluersd.org](http://www.mtbluersd.org), in school offices and the Superintendent's Office. Any parent with questions about the policy/procedure should discuss the issue with a building principal, the Special Education Director or Superintendent.

## **MBC DRESS CODE**

**Purpose:** This document is designed to clarify expectations for students regarding appropriate dress while at Mt. Blue Campus. Clothing is expected to fit our educational mission.

Students are expected to wear clothing suitable to the learning environment. Students are encouraged to use sound judgment and reflect respect for themselves and others in their choice of clothing. 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, we ask that the following expectations be met. Individual teacher enforcement of expectations is to be respected by students.

### **Clothing expectations include the following:**

- Midriff, back, behinds, cleavage and undergarments must be covered.
- Shirts and dresses must have two shoulder straps, one for each shoulder.
- Sheer shirts must be accompanied by a minimum of a tank top.
- Skirt/shorts/dresses must be mid-thigh.
- Shoulder straps must be a minimum of 1 inch wide. (This is not the sum of several smaller straps.)

### **The following types of clothing and dress are inappropriate for school attire, and may not be worn:**

- Clothing that presents a clear and present likelihood that it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school;
- Extended arm holes;
- Articles of clothing that are sexually suggestive in writing and design or that promote drugs, alcohol or tobacco products (includes but is not limited to mushroom or marijuana jewelry);
- Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang (ex: bandanas tied on leg);
- Articles of clothing with displays or that are themselves of a sexual, vulgar, lewd or indecent nature or include insulting words (e.g., racial/ethnic slurs);
- Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture);
- Beach wear, halters, bare midriff or sheer or revealing clothing;

Hats, hoods, and other types of head coverings are permitted with the following exceptions:

- in classrooms and in other teaching spaces at the teacher's discretion;
- at assemblies and class meetings.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, MBHS and FTC courses, certain extra curricular activities, work with or around machines or other activities. However, no particular brand can be required. In addition, there may be articles of clothing that are

deemed inappropriate that are not included above. Administrators will use their judgment in this type of situation.

### **Tobacco-Free School (Policy [GBED](#))**

Research has shown that students addicted to tobacco products do not learn as well because they are focused on the need for more tobacco versus learning. In order to promote the health and safety of all students and school employees, optimal learning conditions, and the cleanliness of all facilities, the Mt Blue Regional School District School Board, hereinafter referred to as the “Board,” prohibits the use of all tobacco products in school buildings, facilities, and on school buses during school-sponsored events. The policy will reflect and emphasize the hazards of tobacco use; assure compliance with state and federal laws; protect the health and safety of all students, employees and the general public; and role model a non-tobacco use environment by adults.

#### **Use of Tobacco Products on School Property**

Tobacco is a leading killer and leading cause of preventable deaths in Maine. To support and model a healthy lifestyle for our students the Board adopts the following tobacco-free policy;

- The Mt Blue Regional School District buildings and property shall be tobacco-free 24 hours a day, 365 days a year. This includes all day when school is not in session and all functions taking place on school grounds, such as athletic functions and other activities not associated with, or sponsored by, the school.
- Maine law prohibits possession or use of tobacco products by anyone less than 18 years of age.
- Possession or use of tobacco products by students on district property or in school owned vehicles and at school-sponsored functions is prohibited.
- Sale or distribution of tobacco products by anyone is prohibited at all times on the school campus.
- The use of tobacco products by all school employees on school property or in school vehicles, bus stops and at school-sponsored functions is prohibited.
- The use of tobacco products by all visitors on school property is prohibited. This includes non-school hours and all functions sponsored by the school or by others, **including any lessees or invitees, and** athletics, on or off school property.
- Advertising of tobacco products is prohibited in school buildings, on school property, at school functions, and in all school publications. This includes clothing that advertises tobacco products.

## **CHEMICAL HEALTH POLICY**

The Board of Directors of Regional School District No. 9 (RSD #9) recognizes that chemical abuse and/or emotional concerns may cause personal and professional problems. These problems may directly or indirectly affect the individual's performance either as a student or as a district employee.

It is the intent of the Board of Directors of RSD #9 to assist the individual to get the help necessary to return or continue in their present capacity.

It is not the Board of Directors' nor the School Administrators' task to diagnose chemical abuse and/or emotional problems, but rather to make referral to such agencies or individuals who can make the diagnosis and recommend appropriate follow-up.

### **Student Chemical Health Policy (Secondary/Elementary)**

The Board of Directors of RSD #9 recognizes that the use of mind-altering chemicals is a significant health problem for many students, resulting in negative effects on behavior, learning, and the total development of each individual. Student's use and abuse of alcohol and other drugs also affect the development of skills related to participation in extracurricular activities. Familial chemical dependency problems, likewise affect the learning of children and place them at high risk of developing chemical health problems.

Student health problems are primarily the responsibility of the parent or guardian. However, the school and community share in that responsibility because chemical health problems often affect learning and development.

It is the affected student's right to learn and the community's responsibility to provide programs and services that include guidance, counseling, support groups, education, and positive adult models that will insure a safe environment in which alcohol and other drug dependency cycle may be broken.

The Board of Directors support education and awareness activities for school personnel, students, and parents or guardians. These educational programs cover chemical use and abuse problems, including the symptomology of chemical dependency and related problems affecting students.

The Board of Directors believes that a chemical health policy should include: (1) firm standards and prohibitions about the use and distribution of chemicals and; (2) assurances to the students that the school will help them confront and overcome their chemical use and abuse problems.

Consequently, the Board of Directors is committed to offering a comprehensive chemical health program that addresses primary, secondary, and tertiary prevention.

1. **Primary prevention:** includes, yet is not limited to, those activities that focus on chemical health education, self-esteem, chemical-free alternatives, decision-making, and coping skills.
2. **Secondary prevention:** addresses early intervention, referral, follow-up, and support services for students and families who may have chemical dependency or emotional problems.
3. **Tertiary prevention:** addresses students who are taking part in outpatient treatment or are returning for an in-patient experience. A program will be developed and implemented to meet the individual needs of each student working on recovery from emotional or dependency problems.

In school or at school-related functions, a student shall not use, possess, or distribute alcohol, marijuana or other substances defined by law as a drug or a look-alike drug. Drug paraphernalia that includes any device, which may facilitate the use of drugs, will be considered and treated with the same penalties as possession or use as described elsewhere in district policy and regulation. Violation of this prohibition may result in suspension or expulsion.

## **CHEMICAL HEALTH REGULATION ([Policy IICH-R](#))**

### **A. Voluntary Referrals**

1. Any school staff member who has a concern or is approached by student(s) about a substance abuse or tobacco problem shall refer the student(s) to the School Counselor or School Nurse.
2. Parents/guardians or students who have a concern about a student's possible substance abuse or tobacco problem are encouraged to notify School Counselor or School Nurse of their concern. However, such referrals cannot be used to avoid disciplinary action after a known violation of the policy.
3. A student concerned about his or her own substance abuse or tobacco problems may seek the assistance of the School Counselor or School Nurse. Self-referral will not result in any disciplinary action. However, a student may not use self-referral to avoid disciplinary action after a known violation of the policy.
4. The School Counselor or School Nurse will meet with the student and his/her parents/guardians (if appropriate), perform a non-clinical chemical health assessment and develop an action plan to meet the student's particular needs.
5. Confidentiality of student information concerning substance abuse issues will be maintained in accordance with state and federal laws.

### **B. Disciplinary/Referrals**

Any student found to be in violation of policy [IJCH](#) will be subject to the following disciplinary procedures. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the Board's drug, alcohol and tobacco policy.

In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, and the student's prior disciplinary record.

## **1. Disciplinary Action – Alcohol and Drug Violations**

### **a. Consuming, possessing, receiving or being under the influence of a prohibited substance.**

#### FIRST OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student;
3. Notify and meet with parents/guardians;
4. Student will complete the school sanctioned intervention program at the next available session;
5. Notify the Superintendent and School Resource Officer; and
6. Suspend the student from school up to five (5) days.

Refer to: [IJCH](#) B. Intervention

#### SECOND OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student, parents/guardians to discuss a follow-up plan;
- ~~3. Recommend to parents/guardians that student be referred for a clinical chemical health evaluation.~~
4. Notify the Superintendent and School Resource Officer;
5. Suspend the student from school up to seven (7) days.

Refer to: [IJCH](#) B. Intervention

#### THIRD OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians-

Recommend to parents/guardians that student participate in a drug and alcohol support program.

4. Notify the Superintendent and School Resource Officer;

5. Suspend the student from school for ten (10) days and refer to board.

**b. Furnishing, selling, buying or manufacturing a prohibited substance.**

The administrator will:

1. Confiscate the prohibited substance and verify offense;

2. Meet with the student and parents/guardians;

3. Notify the Superintendent and School Resource Officer;

4. Suspend the student for ten (10) days and may recommend expulsion.

**2. Disciplinary Action – All Tobacco Violations** (to include but not limited to cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, electronic cigarettes, vaporizers, vape products and other electronic nicotine delivery systems)

FIRST OFFENSE

The administrator will:

1. Confiscate the tobacco product and verify offense;

2. Meet with the student;

3. Notify parents/guardians;

4. Notify the Superintendent and School Resource Officer;

5. The student will complete the school sanctioned intervention program at the next available session.

6. Suspend the student up to five (5) days.

Refer to: Policy [IICH](#) B. Intervention

SECOND OFFENSE

The administrator will:

1. Confiscate the tobacco product and verify offense;

2. Meet with the student and parents/guardians;

3. Notify the Superintendent and School Resource Officer;

4. Recommend to parents/guardian that the student participate in a tobacco cessation program.

5. Suspend the student up to seven (7) days.

Refer to: Policy [IICH](#) B. Intervention File [IICH-R](#)

THIRD AND SUBSEQUENT OFFENSES

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and School Resource Officer;
4. Recommend to parents/guardian that the student participate in a tobacco cessation program.
5. Suspend the student for ten (10) days.

Refer to: Policy [IICH](#) B. Intervention

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

Suspensions may be out of school, in school or a combination of both, maximizing in school suspensions whenever practicable.

### **C. Procedures at School Functions**

If a violation of this policy occurs at a school function, staff will take the following steps:

1. If there is a medical emergency, standard school procedures shall be followed.
2. The student shall be removed from the function and/or returned to school. The student should not be left unsupervised.
3. Call the parents/guardians (or emergency card contact) to pick up the student.
4. Notify the building administrator (and Superintendent if appropriate).
5. Notify the School Resource Officer.
6. The administrator will follow the disciplinary procedure outlined in this policy.

### **Violation of State Liquor and Drug Laws:**

1. The RSD #9 Board of Directors is committed to keeping its student body chemically free and supports state laws that forbid the sale and distribution of alcohol and other drugs to minors.
2. When a school employee receives information about a situation where the selling or furnishing of alcohol or other drugs to student may occur or learns about student parties where violations may occur, they should notify their administrator. It is the school administrator's job is to notify the police and superintendent.

### **TOBACCO USE AND POSSESSION**

In order to promote the health, welfare and safety of students, staff and visitors and to promote the cleanliness of RSD #9 facilities, the Board prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons.



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

Employees and all other persons are also strictly prohibited, under law and Board policy, from selling, distributing or in any way dispensing tobacco products to students.

### **CONDUCT (STAFF WITH STUDENTS) Policy GBEBB**

The RSD #9 Board of Directors expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain high professional, moral, ethical standards in their conduct with students. For the purpose of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in an educational setting and consistent with educational mission of the schools.

#### **Prohibited Conduct:**

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students.
- Singling out a particular student or students for personal attention and friendship beyond normal staff-student relationship in and out of school.
- For non-guidance counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the students to the appropriate guidance/ counseling staff and/or the Student Assistance Team. In either case, staff involvement should be limited to a direct connection to the student's school performance.
- Sexual banter, inappropriate language, allusions, jokes or innuendoes with students
- Asking or encouraging students to keep specific information or incidences from their parents
- Confiding in a student about your personal, family and/or work issues

Before engaging in the following activities, staff members will review the activity with their building administrator or supervisor, as appropriate

- Inviting or allowing students to visit the staff member's home
- Visiting a student's home
- Exchanging personal gifts (beyond the customary student-teacher gifts)

Staff member are expected to be sensitive to the appearance of impropriety in their conduct with students.

**Reporting Violations:**

Students and/or their parents/guardians should notify the building administrator or other appropriate administrators if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

**Hazing: [Policy ACAD](#)**

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 high school.

Hazing is any action taken or any situation created an emotional and/or physical harm to a member of a group or team, whether new or not, regardless of the person's willingness to participate.

It is the policy of the board 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 that 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 recession 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 board. The ruling of the school board, 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.

### **PARENT RIGHT TO REQUEST QUALIFICATIONS OF STUDENT'S TEACHERS:**

All teachers must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we will be informing parents whenever a teacher who does not meet the new federal definition of "Highly Qualified" teaches a child for four consecutive weeks. Parents have the right to request information on the quality of their child's teacher.

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience, and credentials for his or her current teaching assignment. Parents have the right to request information on the qualifications of their child's teacher.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all our teachers to be fully qualified for their positions. All of our teachers have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year to ensure that their teaching skills remain at the highest possible level.

Most teachers already meet the federal definition of "Highly Qualified". Those who do not meet this federal standard will be able to do so by engaging in additional professional development or by passing a test.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact the Director of Curriculum (207) 778-6571 if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

### **OFFICER IN THE SCHOOL PROGRAM**

The "School Resource Officer" (S.R.O.) program is a grant-funded program that places a member of the Farmington Police Department at Mt. Campus for designated hours during the school day at 778-3561. The officer is available to discuss issues and legal matters with students who need that service and will also work with school administrators when dealing with issues that range from harassment to other criminal justice matters.

Any interview that has the potential of leading to criminal or legal charges being levied against the student will require a reasonable attempt by the S.R.O or administrators to contact a parent or guardian to seek permission to conduct the interview with S.R.O. interaction. Parents may also request to be present during that interview. Miranda warnings may be issued to students where potential legal action is forthcoming. All searches of students and their property on school grounds or at school sponsored activities will be conducted by an administrator.

In situations where eminent danger exists and immediate action is required, parents do not have to grant permission to conduct interviews and do not have to be present during those interviews. Every reasonable attempt will be made to notify parents as soon as possible following the incident.

The S.R.O. may be called upon to assist administrators with other disciplinary issues (for example but not limited to: harassment, terrorizing, assaults, drugs, liquor & tobacco violations, etc.). It is the intent of our school that the S.R.O. serves as a valuable informational resource for staff and students.

For students wishing to contact the officer directly, the office is located next to the main office. The School Resource Officer can also be reached through the Farmington Police Department at 778-6311.

### **BOMB THREAT POLICY EBCC**

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

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 for any student who makes a bomb threat.

The RSD #9 Bomb Threat Policy in its entirety may be obtained through the building Principal or in the policy manual section on the RSD #9 web site (RSD9.com).

### **SCHOOL SAFETY AND SECURITY**

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats, bullying and other disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board

policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students 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.

### **FIREARMS AND WEAPONS ON SCHOOL SITES**

No person shall bring firearms onto Regional School District #9 property except the following:

1. Law Enforcement Officer
2. Persons authorized by the Superintendent of Schools to provide firearm for approved courses.
3. Persons whose requests have been approved in advance by the Superintendent of Schools.

Please be advised that RSD #9 has a “Weapons in School” policy in effect.

This policy prohibits the following conduct:

- a. Possession and/or use of articles commonly used or designed to inflict bodily injury and/or intimidate, coerce or harass persons are prohibited. Examples of such articles include but are not limited to the following: firearms, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, kung fu stars and nunchucks.
- b. Use of any object such as a weapon, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to intimidate, coerce or harass is prohibited. Examples of such articles include but are limited to the following: bats, belts, picks, pencils, scissors, compasses, objects capable of ignition (e.g. matches, lighters), files, tools of any sort and replicas or weapons (including some toys).

Students who are found to have brought a firearm to school (as defined by federal law) or **have brought on the school property a vehicle containing a firearm** shall be expelled for a period of not less than one (1) year, unless this requirement is modified by the Superintendent on a case-by-case basis. Please be advised that the district’s complete Weapons, Violence and School Safety policy (file: [IICIA](#)) is on file via the district policy manual.

### **STUDENTS IN VIOLATION OF THIS POLICY RUN THE RISK OF EXPLUSION**

### **PROHIBITED CONDUCT**

Students 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 threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nun chucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such 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);
- C. 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;
- D. Verbal or written statements (including those made on or through a computer or other electronic device) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program, blackmail, extortion, or demands for money or property;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Bullying behavior, including unwanted physical contact acts or communications by any means (including by computer or other electronic device) that:
  - a. damage a student's property; place a student in reasonable fear of physical harm and/or damage to his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or
  - b. is so severe that it creates a hostile educational environment for the student who is bullied
- H. Lewd, indecent or obscene acts or expressions of any kind;
- I. Violations of the school unit's drug/alcohol and tobacco policies;
  - a. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.
- K. Nothing in this policy shall prevent the Board from approving and offering instructional programs that involve firearms or other weapons (such as bows and arrows) or from allowing firearms or other weapons to be brought to school for specific instructional programs (such as archery or hunter safety). No weapons may be used in instructional programs or brought to school without the prior approval of

the Superintendent or his/her designee and implementation of safeguards appropriate to the particular activity.

### **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. 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 Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

### **STAFF/STUDENT TRAINING AND PROCEDURES**

The Superintendent is authorized to institute training programs for staff and students designed to prevent bullying and 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.

### **SEARCH AND SEIZURE-QUESTIONING AND SEARCHING OF STUDENTS ([Policy IJH](#))**

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with Board policy. Law enforcement authorities will not participate in searches except under exceptional circumstances.

If any item is found during a search that is illegal, violates Board policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population it shall be seized. Illegal items may be turned over to law enforcement authorities. Other items shall be stored in a secure location until a determination is made regarding appropriate disposition.

School administrators are required to document all searches and items seized or impounded. The Superintendent and the parents of students involved shall be provided with a copy of such reports.

#### **A. Questioning by School Administrators**

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules, and/or federal/state laws.
2. School administrators shall inform the student of the reasons for the questioning

and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.

3. If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.

## **B. Searches of Students, Personal Property in Students' Immediate Possession**

1. School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.
2. All searches of students and/or their personal property shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.
3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat down and searches of the student's outer clothes (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). The student may be given the opportunity to open any closed items and items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified.
4. School administrators shall not conduct strip searches. If a strip search appears to be necessary, law enforcement authorities shall be contacted to determine the appropriate course of action.
5. Searches, which disclose evidence that a student has violated, Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

## **C. Searches of Lockers, Desks, and Other School Storage Facilities**

1. School administrators shall consult with the Superintendent prior to conducting random searches. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators 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.
2. Searches of individual student lockers, desks, or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items



or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

3. Any search, which discloses evidence that a student has violated Board policies or school rules, will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

#### **D. Patrolling of Parking Lots and Searching Vehicles**

1. Students may drive vehicles to school and park in designated areas in accordance with school rules. School administrators retain the authority to patrol parking lots.
2. If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating Board policies or school rules, or federal/state laws, and/or there is a substantial threat to the welfare and safety of the schools, a school administrator will search the vehicle in the presence of a witness, except where the circumstances make the presence of a witness impractical.
3. If practical, the student should be present during the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

#### **E. Canine Patrols and Searches**

1. The Superintendent may authorize canine patrols to take place anywhere on school property, including the hallways and parking lots, if he/she deems it advisable to maintain a safe and orderly school environment and/or to discourage drugs, weapons and/or other illegal substances or items from being brought onto school grounds.
2. Only certified canines and handlers may be used.
3. Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.
4. When canine patrols take place during the school day, teachers will be notified prior to the initiation of a canine patrol to keep students in their classrooms during the patrol. Any students in the parking lot, or anywhere outside of a classroom, prior to a canine patrol will be instructed to report to the school office or appropriate classroom. Students will remain in the designated area until released by a school administrator.
5. All student vehicles, lockers, and/or other school storage facilities in the targeted area will be scanned during a canine patrol. Any vehicle, locker or other school storage facility identified by the canine patrol will be noted by the school administrators accompanying the patrol.
6. When circumstances warrant, students' personal belongings (e.g., purse, backpack, gym bag, lunch bag) will be scanned during a canine patrol. Students will be asked to leave their belongings in a designated area. Any personal item identified by the

- canine patrol will be noted by the school administrators accompanying the patrol.
7. Immediately following removal of the canine(s), each area or item noted during the canine patrol will be searched. Each search will be conducted by a school administrator in the presence of a witness, except where the circumstances make the presence of a witness impractical.
  8. If practical, the student should be present during a search of his/her personal belongings, vehicle, locker or other school storage facility. Whenever possible, the search will be conducted out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

### **CRIMINAL ACTIVITY (Outside of school)**

Any student who is found to be in violation of Maine's juvenile crimes or criminal statutes, which may cause a distraction to the learning environment at MBC, may be restricted from attending school events. This restriction includes all events from games, dances, activities, meetings and other such meetings. Students on restriction are expected to attend school within their assigned academic schedule from 7:45am – 2:02 pm and are expected to leave campus by 2:15pm. MBC administrators place students on restriction and will determine the appropriate time for the restriction to be lifted.

### **MOTOR VEHICLES ON SCHOOL PROPERTY**

1. Permission to operate and park a vehicle on school property is a privilege granted by RSD #9.
2. The following rules are in effect for the safety, convenience and mutual benefit of all. Cooperation and adherence to these rules is expected.
  - a. No vehicle may be operated on school ways if such operation is in violation of any State or local municipal law or ordinance.
  - b. Parking is permitted in the designated areas only.
  - c. The speed limit on school property is ten (10) miles per hour.
  - d. All road and parking signs shall be obeyed.
  - e. Driving on walks, lawns or other cultivated areas are prohibited.
  - f. All vehicles must be insured.
  - g. Students are not permitted to remain in parked cars.
  - h. Snowmobiles: Students may drive a snowmobile to campus during the winter. The driver will need to fill out the permission/expectation form and must be approved by the Assistant Principal. Forms are available in the Assistant Principal's office.
3. Any infraction of rules in handbook may result in:
  - a. Administrative warning (1<sup>st</sup> offense)
  - b. No vehicle for 30 days (2<sup>nd</sup> offense)
  - c. No vehicle allowed for duration of school (3<sup>rd</sup> offense)
4. No student parking in the Technical Center area or other designated areas.
5. Vehicles left on school grounds at night between December 1<sup>st</sup> and May 1<sup>st</sup> will be

towed away **at the owner's expense** and without prior permission.

6. Any vehicle parked in the handicapped spaces or fire lanes will be towed away **at owner's expense**.
7. In the event that parking space becomes limited and unmanageable, **ONLY JUNIORS and SENIORS** will be allowed bring vehicles to school.
8. The building administrator or designee, with assistance from the Director of Facilities, is responsible for accommodating the flow of traffic on school roadways and placing appropriate signs to facilitate such traffic flow. Building administrators have the responsibility for assignment of parking areas to staff, students and visitors to the building. Parking areas will be designated and maintained for persons with handicapping conditions as mandated by law.
9. Individuals who drive vehicles onto school property are fully responsible for the contents of that vehicle. Items found in the vehicles that are a violation of school/district rules, policies, state statutes or federal laws will be dealt with in accordance to district/school policies and/or state and federal rules, regulations and laws.
10. It is the driver's responsibility to make sure that they know what is in any vehicle they bring onto school property and to keep such vehicles secure (locked) while on school property.

#### **DANCE EXPECTATIONS:**

- All school dances end at or before 11:00 p.m., except by special permission of the Principal.
- All students must arrive within the first hour of the dance, except by special permission of the Principal/ Assistant Principal.
- School social functions are open to Mt. Blue High School students. However, a guest accompanied by a student of Mt. Blue is welcome. All students (guest) must complete a dance guest request form by the date specified prior to each dance.
- When a student brings a guest, he/she is responsible for the guest and should remain with that guest.
- Any student who becomes a behavior problem may be asked to leave at the discretion of the chaperone.
- You must arrive within one hour of the beginning of the school dance. If you are unable to do so, you must obtain permission before hand from one of the principals. If you fail to do so you will not be allowed to stay.
- Once you arrive at the dance, you must stay at the dance. If you leave you will not be allowed to return and your parents may be called.
- All dances are three hours, excluding the prom that may run for four hours.
- No one will be allowed to bring in any type of beverage and/or food.
- If a guest has not been previously signed up prior to the dance, the guest will not be allowed to stay.
- No one over the age of 20 will be allowed as a guest at the dance.
- No one in grades below the 9<sup>th</sup> grade will be allowed to attend dances.
- Any violation of school rules while at the dance will result in a disciplinary action.

- If you are suspended from school, you are not allowed to attend the dance.
- There will be no loitering on MBRSD property.
- Administrators have the right to administer a breathalyzer test to any student suspected of consuming alcohol.
- Grinding or any other form of inappropriate dance will not be tolerated. Violators of this rule will be removed from the dance.

### **LIBRARY – INTERNET – COMPUTER USE**

#### Library

-Two students per class allowed in the library. There may be exceptions to this if there is a group of three or four students that need to study for an exam or project together. The teacher should call the librarian to make sure space is available. And of course, the teacher may bring in his or her whole class in by setting up a time with the librarian.

-Students should be coming to the library with an official pass signed by their teacher. Each student should have their own pass. They are expected to stay in the library for the entire period unless the pass specifies a specific time they are to return to class - for example a 10 to 15 minute pass to look for books.

-Students should be in the library to study, work on a class assignment, look for books, or need a quiet place to read. The computers are for students without their laptop and need to complete an assignment for their teachers. Teachers should call me when they send a student in to specifically use a computer. They are not for playing games.

Students utilizing the library will remain in the library all period unless prior arrangements have been made with the teacher and/or the librarian. All students must have a properly completed and signed pass in order to enter the library. Please be advised that there are district computer and Internet policies that must be adhered to when using the computers in the library.

RSD #9 provides computers, networks and Internet access to support the education mission of the schools and to enhance the curriculum and learning opportunities for students. The use of computers, networks and Internet services is a privilege not a right. Students will be required to comply with these regulations by signing a use policy through the advisor-advisee program. Each signed policy will be on file in the library. Students who violate these policies and rules will have their computer/Internet privileges revoked and may be subject to further disciplinary or legal action.

Please be advised that there is an Acceptable Use Policy as it applies to the library and the Internet.

#### **STUDENT COMPUTER AND INTERNET USE (policy [IINDB](#))**

Mt. Blue R.S.D.'s computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises. Student use of school computers, networks and Internet services is a privilege, not a right.

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

Mt. Blue R.S.D. computers remain under the control, custody and supervision of the school unit at all times. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

## **INTERNET SAFETY**

Mt. Blue R.S.D. utilizes filtering technology designed to block materials that are obscene or harmful to minors, including child pornography. Mt. Blue R.S.D. takes precautions to supervise and monitor student use of the Internet, parents should be aware that RSU 9 cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student Internet safety, RSU 9 also educates students about online behavior, including interacting with other people on social networking sites and un chat rooms, the dangers of engaging in "hacking" and other unlawful online activities and issues surrounding "sexting" and cyber bullying awareness and response.

The Superintendent / designee shall be responsible for integrating age appropriate Internet safety training and "digital citizenship" into the curriculum and for documentation of Internet safety training.

The Superintendent 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, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Manager and others, as he/she deems appropriate.

## **IMPLEMENTATION OF POLICY AND "ACCEPTABLE USE" RULES**

The Superintendent / designee shall be responsible for implementation of this policy and accompanying "acceptable use" rules. Superintendent / designee may implement additional administrative procedures or school rules consistent with Board policy to govern Internet access and the day-to-day management, security, and operations of the school unit's computer network system and to prevent the unauthorized disclosure, use and dissemination of personal information regarding minors.

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

## **STUDENT COMPUTER AND INTERNET USE RULES (policy [IJNDB-R](#))**

These rules accompany Board policy [IJNDB](#) (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving school unit computers, networks and Internet services, and for his/her 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 a building administrator or the Technology Manager.

**Consequences for Violation of Computer Use Policy and Rules:** Student use of the school unit computers, networks and Internet services is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

**Acceptable Use:** The school unit's computers, networks and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.

All Board policies, school rules and expectations concerning student conduct and communications apply when students are using computers.

Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the school unit's computers.

**Prohibited Uses:** Examples of unacceptable uses of school unit computers that are expressly prohibited include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials or messages.
2. **Illegal Activities** – Using the school unit's computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
3. **Violating Copyrights** – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission (see Board

policy/procedure EGAD-Copyright Compliance). The school unit assumes no responsibility for copyright violations by students.

4. **Copying Software** – Copying or downloading software without the express authorization of the Technology Manager. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by students.
5. **Plagiarism** – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
6. **Non-School-Related Uses** – Using the school unit’s computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts; or attempting to circumvent network or computer security systems.
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school unit’s computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. **Avoiding School Filters** – Attempting to or using any software, utilities, or other means to access Internet sites or content blocked by the school filters.
10. **Unauthorized Access to Blogs/Chat Rooms** – Accessing blogs, social networking sites, etc. to which student access is prohibited. Such sites may only be used under the direction of a supervising teacher.

**No Expectation of Privacy:** Mt. Blue R.S.D.’s computers remain under the control, custody and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

**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 by the school unit for violations of Board policies 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, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.

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

**System Security:** The security of the school unit’s computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify

his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user, who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

### **Additional Rules for Laptops Issued to Students**

1. Laptops are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Before a laptop is issued to a student, the student and his/her parent must sign the school's acknowledgment form.
3. Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. Mt. Blue R.S.D. offers a protection plan for parents to cover replacement costs and/or repair costs for accidental damages not covered by the laptop warranty. Parents should be aware that they are responsible for any costs associated with loss, theft, or damage to a laptop issued to their child. District laptop insurance is required prior to the laptop leaving campus.
4. If a laptop is lost or stolen, this must be reported to the building administrator immediately. If a laptop is stolen, a report should be made to the local police and Technology Manager immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.
7. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program. Any family member using the laptop must abide by all school board policies and school rules.
9. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

### **Use of Privately Owned Computers by Students**

1. A student who wishes to use a privately owned computer in school must make a request in writing to the Technology Director and building principal. The request must be signed by both the student and a parent / guardian. There must be an educational basis for any request.
2. The Technology Director will determine whether the student's privately owned computer meets the school unit's network requirements.



3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the schools unit's network or staff would make it unreasonable.
4. The student is responsible for proper care of his/her privately owned computer, including any costs of repair, replacement, or any modifications needed to use the computer at school.
5. The school unit is not responsible for damage, loss or theft of any privately owned computer.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computers at school
7. Students have no expectation of privacy in their use of a privately owned computer while at school. The school unit reserves the right to search a student's privately-owned computer if there is a reasonable suspicion that the student has violated Board policies, administrative procedures, or school rules, or engaged in other misconduct while using the computer.
8. Violation of Board policies, administrative procedures or school rules involving a student's privately-owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
9. The school unit may confiscate any privately-owned computer used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.

### **LOCKERS**

Lockers are available for student use. All lockers in use must have a school issued lock. Locks are available in the main office for the cost of \$10.00. The \$10.00 will be returned to the student when the lock is returned at the end of the school year.

Students assume full responsibility for the loss of their valuables, which have been left in lockers. Each student assumes the responsibility for the condition and contents of his /her locker, which must be kept, closed at all times. Failure of any locker to operate should be reported to the main office immediately. All lockers are the property of RSD #9 and the school reserves the right to inspect the lockers and contents at any time. Please be advised that due to a limited number of lockers, some students may be required to share locker space.

### **FOOD COURT EXPECTATIONS**

The time for each lunch shift is determined by the student's class schedule for periods 3 (blue day) and 3 (gold day). It is common courtesy for students to pick up after themselves following each lunch shift. Students who leave cafeteria trays and/or food and garbage will

be assigned detention by the main office. Please remember this is your school and other students will need to use these tables after your lunch shift ends. We ask that you be responsible and thank you for your cooperation.

### **Mt. Blue Regional School District Meals Charging Policy**

To ensure that all students have access to healthy school lunches and to maintain compliance with federal regulations, The Mount Blue Regional School District has instituted a district meals charging policy. We strongly believe that nutritious meals are a vital component to a healthy school environment and that they may enhance learning while helping to minimize illness, absences and disciplinary problems.

It shall be the policy in our schools that when a meal is desired, payment for that meal is expected in advance or on that day unless the student has been approved for free meal benefits. No student who is believed to be improperly nourished shall be denied a meal. The full version of the meals charging policy is attached and can also be found on the district website at [www.mtbluersd.org/district-information/school-board/policy-manual](http://www.mtbluersd.org/district-information/school-board/policy-manual).

Free/reduced meal applications must be completed every year and are part of the annual paperwork completed in PowerSchool. Paper applications are also available at each school and can be mailed home by request by calling your child’s school or the district central office. Applications are accepted at any time throughout the school year.

The district understands that many families may be experiencing financial difficulties, and we would urge those families to call the Nutrition Services Director at 207-778-6571 with any questions or concerns.

### **SCHOOL LUNCH**

Students and parents should be alerted to the fact that the price of lunch may vary throughout the year in relation to the subsidy received by the District for the support of the program. Students who are eligible for free and reduced lunch are also eligible for free and reduced breakfast.

MS/HS (6-12) Full Prices:	Lunch \$2.55	Breakfast \$1.50	Milk .45
Reduced Prices:	Lunch-Free	Breakfast-Free	Milk .45
Adult Prices:	Lunch \$4.15	Breakfast \$2.25	Milk .45

All students are to eat in the Food Court. During lunch period, students are not to be in any part of the building except the Food Court or the courtyard adjacent to the Food Court.

### **PASSES and VISITOR BADGES**

Passes must be obtained prior to the Learning Lab. Learning Lab teachers may not issue passes except in cases of emergency. Students are required to have passes when leaving

regular classes as well. Students should not be allowed to go to the coffee shops or cafeteria during class time without a pass from their teacher.

**All visitors**, during school hours, must check into the main office to sign in and be issued a visitor badge. We do not allow visitors from other schools during school hours. In unique circumstances, please contact administration.

### **PHONE USE**

School telephones are business phones and should not be used by students except to call parents concerning illness. Incoming calls for students will not be accepted unless a parent or guardian has an important message he/she wishes to deliver to the student.

#### **Cell Phones:**

Any use of cellular telephones and other electronic devices that violates any Board policy, administrative procedure or school rule is strictly prohibited. This includes, but is not limited to violations of the student code of conduct, harassment and cheating. Such devices may be subject to search if there is reasonable suspicion that a student is violating Board policies, procedures or school rules, or engaging in other misconduct.

Personal cell phones (and all electronic devices) should not be used in class. During classes and school activities, all devices should be put away and turned off. Use in the classroom is per teacher discretion. Teachers will set classroom expectations related to cell phone protocols. In the interest of student safety, online behavior and on-device behavior must remain respectful.

#### Cell phones:

- May be used prior to 7:45, during lunch, after 2:02, and during non-class time.
- May not be used to broadcast audible music.
- May not be used for incoming or outgoing voice calls when in classes.
- May be used by seniors in the food court with senior privileges.
- May not be used in the office while students are waiting for disciplinary action.
- Are not allowed in ISS - Phones will be collected while a student is in ISS and will be returned to the student at 2:02.

If these expectations are not met, teachers will have the authority to confiscate the phone from the student and refer the student to the office. For repeat offenses, disciplinary action will ensue, and parents may be called to pick up the cell phone. Failure to surrender an electronic device will be considered failure to follow a directive and may result in a suspension. Multiple offenses may incur additional consequences at the discretion of the administration, to include referral to law enforcement, legal action, and privileges being revoked. The building administrator shall have the final authority to decide whether a student's electronic device or cell phone privileges will be altered, based on the circumstances of the particular case.

### **BARR Program**

BARR — Building Assets, Reducing Risks — is an evidence-based model that provides our school with a strength-based comprehensive approach to meeting the academic, social, and emotional needs of all students. Through BARR, we work to harness the power of relationships and data to remove both academic and non-academic barriers to learning and ensure that no student is invisible.

At Mt. Blue, all freshman students are grouped with the intention of sharing a common English, social studies, math and science teacher. This teacher team meets throughout the week to monitor student progress, identify strengths and to consider ways to support and challenge all students. Each week, our freshman counselor, social worker, and assistant principal meet with teacher teams to offer additional support for students and help provide recognition for students' unique strengths and talents.

All freshman students are assigned an adviser who is a part of the freshman BARR staff. The adviser will serve as the point person to monitor student progress and communicate with the student, their family and the rest of the BARR team.

BARR is the framework that provides us the opportunity to get to know each of our student's strengths and interests during a critical transition time in their education. As educators, we leverage the knowledge we gain through relationship building and I-Time in order to better engage and challenge our students.

To learn more about BARR, visit [www.barrcenter.org](http://www.barrcenter.org).

### **POST GRADUATES**

The following policies apply to post graduates who wish to attend MBC in RSD #9:

Any course which is taken by a post graduate must be approved by the RSD #9 Board of Directors (MRSA Title 20-A Section 5201, page 335)

No postgraduates will be allowed to repeat academic subjects (the basic required subjects) when this repetition is being done for the purpose of up-grading grades for admission to further schooling.

All postgraduates will be expected to maintain at least a "C" average in any subject in which they must improve their grade. At the end of the second ranking period and any ranking period thereafter where they have been two successive periods with a grade of below "C", student will be asked to leave.

Tuition may be charged for any and all courses.

### **PHOTOGRAPHS - PICTURES**

When a child or group of children is to be photographed, the Principal's approval is required. Principals may wish to secure written parental approval, if in the opinion of the Principal, the parents might have reasonable grounds to object.

Efforts will be made to insure that no child is excluded from an educational opportunity because of photographic activities in the classroom. If a parent objects to having their child's picture taken, it is the parent's responsibility to notify the school. If necessary, the Principal will work with parents and teachers to make accommodations.

The use of cameras, including camera phones, is strictly prohibited in locker rooms, restrooms and classrooms. In other school locations, students are required to obtain permission before photographing any individual. Pictures and/or videos may be taken for school purposes, such as class pictures, athletics, or yearbooks. In other instances, students must obtain administrative permission before photographing or making videos of any individual. Non-compliance will result in confiscation of item and suspension.

### **STUDENT'S DEBTS AND OBLIGATIONS ([Policy IICBA](#))**

Students are responsible for taking proper care of all property used by them and/or distributed to them by the school. This includes but is not limited to textbooks, uniforms, athletic equipment, lab equipment computer and applied technology equipment, and other school property. Teachers and school staff will keep records of property issued to students during each semester, athletic season or school year. Students must return school property, in satisfactory condition, when requested by school personnel to do so. Returned property cannot be accounted for unless it is returned to the proper staff member to be checked off. Students are responsible for settling all debts to the school no later than the end of the semester of the course or athletic season in question. Debts may include but are not limited to library fines, school cafeteria charges, technology fees, any fees required as a prerequisite to a participation in a particular course, and debts owed due to the loss, damage or destruction of school property.

Current students in grades 6-12, who fail to return school property and/or pay debts owed to the school shall be denied school privileges, including but not limited to participation in extracurricular activities, athletic and academic teams, school dances and graduation exercises, until debts are paid and/or property is returned in satisfactory condition.

If reimbursement is not forthcoming within a reasonable time then:

The ongoing debts may be referred to the assessors to the town in which the student resides to be included in the next municipal tax of the parent for the cost of the school property owed; or Payment for damage to school property may be recovered in a civil action to obtain the permitted "double the damage."

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

### **RSD #9 MEDICATION POLICY**

Medications should be given at home whenever possible. If prescription or over-the-counter medication is needed at school, it must be given according to the district policy. The complete policy is available from your school's nurse, school office, or on the MBRSD Website.

- All medications must be in their original, properly labeled container. For prescription medications, a parent/guardian can ask the pharmacy to provide a duplicate prescription bottle for school use.
- The parent/legal guardian must complete a Medication Request/Permission Form. These forms are available from the school nurse, school office, or on the MBRSD Website.
- Medications can only be given with valid prescription label, standing orders from a physician, or written order from a health care provider.
- In certain cases a school nurse may be requested by a physician or a parent by phone or a note to give a one-time dose of medication. A standard written authorization is needed for continued doses.
- The school nurse shall review the Medication Request/Permission Form for completeness and clarity. If the nurse has any questions or concerns about the form or medication, he/she may decline to administer the medication and will contact the parent/legal guardian and/or health care provider, as appropriate, for more information.
- With the exception of those medications authorized for self-administration or according to an Individualized Health Plan, all medications shall be stored in the school nurse's office.
- The student's parent/guardian shall deliver any medication to the school. In the event that this is not practical, the parent/guardian should contact the school to make alternate arrangements. All controlled medication will be counted when it is received and/or returned to the parent/guardian.
- Medications may be administered by the school nurse and/or by authorized unlicensed school personnel who have received appropriate training by the school nurse.
- Contact the school nurse with any questions or concerns about student's medications.

#### **Inhalers and Epinephrine Auto-injectors (EpiPens)**

Students are allowed to carry and self-administer emergency medication such as an asthma inhaler or epinephrine auto-injector (EpiPen) if the following requirements are met.

- The student must have written approval from the student's health care provider that details the use of the medication and confirming that the student has the knowledge and the skills to safely possess and use the medication in school.
  - An Asthma Action Plan and/or Allergy Action Plan is recommended.
- A completed parent Medication Request/Permission form is on file at the school.
- The school nurse shall evaluate the student's technique to ensure proper, safe, and effective use of the medication.
- Contact the school nurse with any questions or concerns.

*Parents should assume responsibility for informing the school in writing of any change in the child's health or medication. Responsibility for seeing a physician on a regular basis and following a physician's instructions rests with the parent. Failure to comply with the recommended protocol will be grounds for the school to discontinue the administration of the medication in question. The school may refuse requests for the administration of medication during the school day. A copy of this policy and any required forms will be provided to parents and physicians upon requests.*

## **LEGAL POLICIES THAT AFFECT YOUR RIGHTS**

### **AFFIRMATIVE ACTIONS STATEMENT**

- A. It is the policy of RSD #9 to insure equal employment and educational opportunities and affirmative action regardless of race, sex, color, national origin, martial status, age, handicap, or religion in accordance with all federal and state legislation relative to discrimination.
- B. Inquires can be made to the Affirmative Action Coordinator, Regional School District #9, 115 Learning Lane, Farmington, Maine 04938 or the Director, Office of Civil Rights, Department of Health, Education and Welfare, Washington D.C.

Grievance procedures are available which provide for prompt and equitable resolution of complaints alleging violations of Affirmative Action/Title 1X/Section 504 guidelines and may be obtained from the Coordinator.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** (see [Policy JRA-R](#))

RSD #9 adheres to all rules, regulations and procedures as outlined in the Family Education Rights and Privacy Act of 1974 (PL 93-380). A complete copy of this act or the local policy as adopted by RSD #9 Board of Directors is available upon request.

In summarized form, this law gives parents or students over the age of 18 the right to review/inspect all educational records of said student. Local policy outlines procedure to follow.

It further suggests guidelines for school employees to follow in terms of appropriate materials, how long materials should be kept, who is responsible for the maintenance of files, who has access to files, and how any information should be disseminated to appropriate persons.

Students and their families have a right to expect that school employees will not disclose personally identifiable information about their academic and personal behaviors to other individuals except as permitted by law.

Parents and students over 18 years of age must consent to the disclosure of personally identifiable information contained in the student's educational records except to the extent that the Family Educational Rights and Privacy Act authorizes consent without disclosure. These exceptions are listed in the full context of this law.

For further information or details, contact your local school principal.

## **ANTI-BULLYING ([Policy IICK](#))**

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

Students who are involved in substantiated incidents of bullying may be subject to disciplinary action, which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students. Any student violating this policy may also be subject to civil or criminal penalties.

## **STUDENT HARASSMENT**

RSD #9 recognizes the right of each student/employee to perform in an atmosphere, which is free of intimidation, ridicule, hostility and offensiveness. In order to insure such an atmosphere, RSD #9 students/employees should not engage in any form of harassment. Harassment is abuse based upon race, color, sex, religion, age, national origin, sexual orientation or handicap. Acts of this nature are not only a violation of this policy but also constitute illegal discrimination under State and Federal laws.

### **Examples of prohibited harassment are:**

1. Unwelcome sexual advances, gestures, comments or contact,
2. Threats which imply physical abuse or are inappropriate to an educational setting,
3. Offensive jokes,
4. Ridicule, slurs, derogatory action or remarks, and
5. Basing decisions on practice of submission to harassment
6. Gang and gang-like behavior



Students/employees should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student/employee feels uncomfortable with confronting the harasser, the student/employee is encouraged to inform the Affirmative Action Coordinator at the earliest opportunity. Students/employees, who believe that they are victims of harassment, should report such occurrences to the Affirmative Action Coordinator. The Affirmative Action Coordinator shall advise the person who has allegedly been harassed of the various options available to the person: Title IX civil action; Human Rights Commission complaint; formal request for discipline by the RSD #9 Superintendent and/or School Directors; or by filing an employee complaint under Title VII to the U.S. Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491.

Appropriate information regarding harassment and recourse shall be posted in a prominent and accessible location in each workplace in the unit. Education and training shall take place as required by law for each new employee.

### **NON-DISCRIMINATION**

Mt. Blue Campus (RSD #9) does not discriminate in its education and employment programs on the basis of race, color, national origin, sex, marital or parental status and disability and complies with Title VI of the Civil Rights Act of 1964 (34 CFR Part 100), Title IX of the Educational Amendments of 1972, (Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 4\504 and ADA may be made to Brian Foster, Affirmative Action Officer (778-9517) Please be advised that there is a district policy regarding student/employee harassment and hazing (policy Code [ACAA](#) and [ACAD](#)).

### **Mt. Blue Regional School District (RSU #9) CONCUSSION INFORMATION SHEET**

*Your signature that you've read the student handbook includes agreement with the concussion policy.*

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can't see a concussion and most concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your student reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

#### **Symptoms may include one or more of the following:**

- Headaches
- “Pressure in head”

- Nausea or vomiting
- Neck pain
- Balance problems, or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetful)
- Repeating the same question/comment
- Amnesia

**Signs observed by teammates, parents or coaches include:**

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgetful
- Unsure of surroundings
- Moves clumsily or displays in coordination
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness
- Slurred speech

**Mt. Blue Regional School District (RSU #9) CONCUSSION INFORMATION SHEET**

**What can happen if my child keeps on participating with a concussion or returns to soon?**

Students with the signs and symptoms of concussion should be removed from activity immediately. Continuing activity with the signs and symptoms of concussion leaves the young student especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the student suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student safety.

**If you think your child has suffered a concussion**

Any student even suspected of suffering a concussion should be removed from the activity immediately. No student may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the student should continue for several hours. Mt. Blue Regional School District (RSU #9) requires the consistent and uniform implementation of well-established return to activity concussion guidelines that have been recommended for several years and reflected in Board policy:

- Any student suspected of having sustained a concussion or other head injury during a school- sponsored activity including but not limited to competition, practice or scrimmage, must be removed from the activity immediately . . .
- No student will be permitted to return to the activity or to participate in any other school- sponsored activity on the day of the suspected concussion.
- Any student who is suspected of having sustained a concussion or other head injury shall be prohibited from further participation in school-sponsored activities until he/she has been evaluated and received written medical clearance to do so from a licensed health care provider who is qualified and trained in concussion management.

You should also inform your child's school if you think that your child may have a concussion. Remember it's better to miss one activity than miss the whole season. And when in doubt, the student sits out.

For current and up-to-date information on concussions go to:  
<http://www.cdc.gov/Concussion>

