

RSU 83 / MSAD #13 Staff Handbook 2022-2023



MISSION STATEMENT

The mission of RSU 83/MSAD. #13 is to provide each student the necessary skills to become a successful, responsible adult and life-long learner. The RSU #83/MSAD #13 team, parents, and community believe in working together to ensure a safe and comfortable learning environment where each student develops self-confidence and responsibility for personal learning.

Please sign page 27 of this handbook
and return to your building administrative assistant.

Faculty Handbook

Moscow Elementary School & Upper Kennebec Valley Memorial Jr./Sr. High School

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PHILOSOPHY OF DISCIPLINE

Education cannot proceed without good discipline. Not only is good discipline imperative for the establishment and development of a successful teaching career, it is also essential to the success of a school and, most importantly, the success of the students of Moscow Elementary and Upper Kennebec Valley Memorial Jr/Sr High School. Students permitted to display poor behavior make the work of all teachers at Moscow and Upper Kennebec Valley Memorial Jr/Sr High School more difficult. Moscow Elementary and Upper Kennebec Valley Memorial Jr/Sr High School must place a conscious effort upon the consistency of good discipline by all staff members.

Good discipline requires more than a bag of tricks; it requires a basic philosophy from which specific techniques emerge. Good discipline is best thought of as being positive, not negative; helping a pupil adjust rather than punishment, turning unacceptable conduct into acceptable conduct. Discipline is largely a matter of morale, of a school system's atmosphere, of all classroom atmospheres, and of inter-human relationships.

An ultimate achievement for a school system is to have pupils wanting to do what is expected. Most children have a deep desire to comply with structure. Since meaningful inner growth is not fostered by external compulsions or repression, the discipline of highest educational value, which we as educators should consciously and constantly strive to cultivate, is self-discipline on the part of students. We realize fully that not all individuals will ever become completely self-disciplined, yet that goal should be the ultimate one-which we strive to achieve.

RSU 83/ M.S.A.D. #13 EDUCATIONAL STATEMENT

RSU #83/M.S.A.D. #13 promotes the belief that all students can learn. To facilitate this process, children need positive parental involvement, community participation, and a safe and supportive school environment. As advocates for children, the Board recognizes the thorough and efficient education of children is its primary statutory-based responsibility. To this end, the Board considers proper and adequate support of schools to be a civic responsibility shared by all citizens.

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

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

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

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

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

- a) All children will master basic skills in the areas of language arts, mathematics, science, history, and technology.
- b) Instruction will be provided which is appropriate to each individual with respect to goals, methodology and evaluation.
- c) Students will be seen in their totality as physical, mental, social, and aesthetic beings, which requires knowledge of adolescent growth and development.
- d) Staff members, in order to effectively execute their responsibilities, will establish goals for themselves consistent with the philosophy of the Board and school, the ultimate objective being an improved instructional program for all students.
- e) We recognize that this highly technological society demands that students learn how to cope with change and learn to accept that "learning" is a continuous process

ALL STAFF MEMBERS ARE REQUIRED TO WEAR THEIR ID BADGES

FACULTY PROCEDURES

1. Absence Procedures—Students

- a. When a student is absent, he/she is expected to bring an excuse from home on the day he/she returns to school.
- b. This excuse must contain the reason for the absence and signature of the parent/guardian.
- c. Students will present the excuse to the office the day they return to school.
- d. Students who have missed time are responsible for make-up work.
- e. Students are allowed one day for every day absent to make up work. Additional time for extenuating circumstances will be allowed.

2. Absence Procedure for Staff

Staff who will be planning an absence prior to the event need to submit a *Leave Request Form* through their building office administrative assistant. Staff who encounter an unplanned absence and require a substitute the evening before or morning prior to 6:00 a.m., please contact your administrative assistant. *The sooner a call is made, the greater the opportunity a substitute can be found.* Leave Request Form must be completed prior to all unplanned absences. A Staff Absence Report must be completed and signed the day after you return to school.

3. Advisors to Classes and Clubs—Savings and Checking Accounts

- a. The principal will have a central checking account for all organizations at Moscow Elementary & Upper Kennebec Valley Memorial Jr/Sr High School.
- b. Money will be given to the school secretary and a receipt will be given at the time the money is received by the school secretary.
- c. A check will be written by the school secretary when a request is made by the advisor on a form provided by the secretary. The principal MUST approve all expenses.
- d. It is the advisors' responsibility to keep track of finances spent or finances available.

4. Attendance Records

- a. Careful attention will be given to the preparation of attendance records at the beginning of each day. The taking of attendance is a teacher's responsibility and is the official record for computing State daily attendance (93%).
- b. An accurate lunch count will be taken and submitted to PowerSchool.

5. Arrival Time for Teachers

The teacher workday will be seven (7) hours in length or with reasonable notice until appropriate professional obligations such as IEP meetings, parental appointments, and similar job-related activities have been met. All teachers are expected to arrive by 7:30 a.m. and depart no earlier than 2:30 p.m. Teachers please be in your classroom by 7:30 a.m. unless you have morning duty.

6. Books

- a. A textbook sign-out sheet must be made out by the student for all books issued, whether issued on a temporary basis or for the full year.
- b. Teachers will examine the condition of books before signing them out and upon return.
- c. Any book lost by the student or having damage beyond that of ordinary wear and tear should be paid for by the student, at a percentage of total book price.
- d. The teacher must report the student's name, book title, book number and an estimated price to the office so the student can be billed.

7. Cell Phones (Any additional Notes?)

- a. Staff do not use cell phones while in the presence of students. Staff are welcome to use cell phones when students are not present, such as, planning times, lunch break, etc.

8. Classroom Maintenance

- a. Classrooms should be kept neat and orderly.
- b. Windows are to be shut and locked at the end of each day.
- c. Classrooms are to be locked when not in use.
- d. Lights are to be turned off when the classroom is not in use.
- e. Anything not working properly (i.e. lights, ventilators) should be reported to the office or custodians.
- f. Desks are to be kept away from the walls.
- g. Students are not to write on desks. Check desks closely after classes for graffiti.

9. Classroom Responsibilities

- a. Teachers will be in their classrooms when the period begins and remain until the period is over. If you need to leave your classroom for an emergency, ask another teacher to cover your class or notify the office. Students should never be left unattended in your classroom.
- b. Students are not permitted to use recreational headphones, I-Pods, electronic gaming, or other distracters in the classroom.

10. Corridor Supervision

Teachers are responsible for student behavior in the corridors and are to be outside their classrooms between periods so the classroom and corridor can be observed. Often, your presence in the corridor will deter improper behavior.

11. Dismissal of Students

A student may be dismissed from school if they become ill during the school day. Student must come to the main office and arrangements will be made with his/her parent/guardian. Other valid reasons for dismissal must be noted in writing by the parents or guardian and those notes should be brought to the office by the student before school begins. Students are responsible for missed work.

12. Dismissal of Teacher

If a teacher becomes ill during the school day, he/she must notify the main office before leaving school, even though he/she may have no classes for the remainder of the day. Teachers may leave the building during planning time or lunch, but must sign out in the office. Teachers, please make medical appointments after school hours.

13. Dress, Professional Attire

Staff will dress in a professional manner using good judgment and professionalism. Presenting yourself to students, parents and the community in professional dress illustrates your commitment to professionalism and excellence. Dress shirt, tie and dress slacks are appropriate for gentlemen and dresses, skirts or dress slacks are appropriate for ladies. Please avoid casual wear. Friday's will be school theme days and staff members may wear jeans (in good repair) if it goes along with the Friday theme, school shirt, or college shirt.

14. Eligibility Standing

- a. Students must pass all core subjects for which they are registered.
Students are expected to meet the expectations of their classes, each quarter or trimester, to be eligible for extra-curricular activities in RSU 83/M.S.A.D. #13. The grades of either the fourth quarter or the third trimester of the previous year will determine eligibility for extra-curricular activities in the fall term. If a student does not pass or does not meet the academic expectations of one class, the student may use a three-week probationary period to improve his or her grade. The student may practice and travel with the team or activity group but may not participate in any event or game. If the student improves the grade to passing or meeting the academic expectation, the student may return to full participation at any time. If the student is not passing or has not met academic expectations following the three-week grace period, the student is removed from the athletic team or extra-curricular activity. Students may return to eligible status following any successful trimester or quarter.
- b. It shall be the shared responsibility of the athletic director, activity advisor, and coaches to continually be aware of the eligibility of his/her program's participants. The school administration and the participant's parents will be notified by the athletic director in instances of loss of eligibility.
- c. Teachers, advisors, and coaches are encouraged to utilize progress reports to alert parents when a student is in danger of losing eligibility.
- d. Student possession of or use of tobacco products, alcoholic beverages, or illegal substances will result in automatic removal from an athletic team and/or co-curricular activities for the remainder of the season.

15. End-of-the-Year Responsibilities

- a. Teachers should create lesson plans that will keep students involved and engaged up to and including the final day of school. Teachers are not to dismiss students before the end of class.
- b. Books that are kept in the room must be put away and the room left in a neat condition.

16. Faculty Meetings

Professional Development Meetings will be held each month. A Professional Development calendar will be given to teachers at the beginning of the school year. Please plan your personal appointments to not coincide with Professional Development meetings. All teaching staff is expected to attend the Professional Development meetings.

17. Field Trips

- a. When planning a field trip, a field trip request form must be submitted to the principal's office. Permission slips signed by parents must be returned to school prior to the field trip. Teachers will notify other staff in their building of their field trip at least 2 weeks prior to taking students on the field trip. This is a courtesy to other staff, specifically in regard to specials, Title I, OT, or other services provided to students. Before a field trip, read the permission slip and consequences to all students who are going on the trip.
- b. Please be sure to notify the kitchen staff when you and or students will be out of the building during the lunch period. If lunches are needed for your trip, food service requires a two-week notice for ordering purposes.

18. Fire Drill Procedure

The first day of school, the teacher will inform each of their classes where the fire exits are and what to do if the fire alarm should sound. Each room has fire directions posted by the door. When the fire alarm does sound, the following procedures will be followed:

- 1) Students will leave the room quietly and quickly in a single file.
- 2) Close all windows.
- 3) Check to make sure everyone is out of the room.
- 4) Turn lights off, close all doors.
- 5) Leave the building as quickly as possible.

- 6) Make sure that all students in in the assigned areas.
- 7) Take attendance outside the building to be sure everyone is accounted for.
- 8) When the Fire Drill is over, everyone will be signaled to return to their respective classrooms.

19. Fire Exits

See diagram with exit flow chart posted by all doors.

20. First Aid Instruction

- a. Acid, corrosives, or chemicals—flush skin with quantities of water. If eye, flush profusely and continue until medical care arrives.
- b. Bleeding, use medical gloves, use gauze pads, clean cloth, clean handkerchief, or paper towel to form a pad. Apply pad to wound and use pressure of hand to hold in place until bleeding stops. Dispose of any substance contaminated with body fluids properly.
- c. Burns—plunge area into a basin of cold water.
- d. Convulsion (seizures)—help him/her to a safe place, but do not restrain movements. Loosen tight clothing and turn victim on his/her side. Do not force anything between teeth or give drink. Stand by until he/she has recovered consciousness and through the confusion that follows.
- e. Fainting: stretch victim out flat and elevate feet.
- f. Nosebleeds have student pinch nostrils together and send him/her to the office. If severe, send someone with him/her.
- g. Unconscious—stretch victim out flat. If you don't know why person is unconscious, do not move them unless he/she is not breathing.

NOTE: Send another person with the injured or ill student being sent to the office as an emergency helper.

21. Grounds

- a. Students are not to leave the school grounds during the school day unless given permission by the principal.
- b. Food is not to leave the cafeteria. This refers to soda, juice, candy, gum, and other foods.
- c. Water is allowed in the building if it is in a clear water bottle.
- d. No water is allowed while operating a computer.
- e. Students will be allowed to eat in the classroom only during snack time break. (Moscow)
- f. Due to health concerns, do not allow students to eat food in your classroom. (Jr/Sr High school)

22. Health Information

- a. Staff members are encouraged to complete an emergency card for themselves.
- b. Any injury incurred on the job must be immediately reported to the superintendent's office, as workers compensation may be involved.

23. Honor Roll (Jr/Sr High school only)

For a student to be recognized as an honors student, they must receive all A's for High Honors, all A's & B's for Honors. This includes all subjects, including electives.

24. Inventory

An inventory of all books and equipment will be kept on file in the principal's office with a duplicate kept in the classroom.

25. Keys

Building keys are exclusively for use of the individual faculty member to which they are assigned. Under no circumstance should a teacher's building key be loaned or given to another individual. Exterior building keys are issued by the superintendent's office; interior door keys are issued by the principal.

26. Lockers

- a. Lockers will be assigned by the teacher/advisor.
- b. Teacher/Advisors will keep a list of students and lockers assigned to each student.
- c. Teachers should encourage students to practice their combinations.

27. Plan Books

- a. Every teacher must have at their desk area and in the office a plan book with definite plans (and/or syllabus) so that it may be viewed by the principal or followed by a substitute.
- b. All teachers will have recorded on the first page of their plan book the teaching schedule by time, period, and room number. They will also record the textbook used by each class. Teachers will keep a seating plan for each class and study hall.

28. Parent-Student-Teacher Communications

Parents have a right to know their children's progress in school. How a student receives a grade should never be a mystery.

If a student is failing a class, the teacher should arrange for a meeting with parents to determine the cause of failure. When a student is having difficulty in a course, communicate your concerns with parents. Communication can be done through e-mail, letters, phone conversation or a student, parent and teacher conference. Keep a log of all parent communications, including date, time, and a summary of what was said.

Students also have the right to know their grades. If they ask for their grades, schedule an appropriate time to conference with them. NEVER share student's grades publicly. It is in violation of privacy laws.

Teachers should encourage parent conferences if a student is not being successful in class. Parent meetings will often eliminate a behavior problem of a student if a parent is notified of the situation. If you would like administrative support for a parent meeting, please let me know of the meeting as soon as it is scheduled.

29. Personal Injury Received at Work

If you receive an injury while working at RSU 83/M.S.A.D. #13, it is imperative that you contact the superintendent's office immediately. We will complete the necessary paperwork and assist you in receiving proper treatment. Failure to notify our insurance provider within a certain period could result in a denial of benefits.

30. Purchase Order Procedures

- a. Before purchasing any books or materials, please complete the following:
- b. A Purchase Order (P.O.) form (available from the office) must be filled out by the teacher. Remember to include the shipping charges in the total price. All information must be complete.
- c. No materials are to be ordered or purchased unless a purchase order has been approved both by the superintendent and principal. This is for auditing purposes. Planning ahead is essential.

31. Professional Ethics

- a. Do not allow discussions in your classrooms concerning other teachers or other students.
- b. Teachers should never discuss student issues outside the school; this is a violation of Family Educational Rights and Privacy Act (FERPA).
- c. Take personnel concerns to the school principal, don't generate or channel hurtful gossip.
- d. All public communications regarding school matters will come from the Superintendent's office.
- e. The appropriate chain of contact is principal, superintendent, and then the School Board.

32. Professional Organizations

- a. Teachers should read the contract between Moscow and the Upper Kennebec Valley Memorial Jr/Sr High

School Teachers Association and RSU #83/M.S.A.D. #13 Board of Directors.

- b. Membership is not mandatory in professional organizations.

33. Program Schedule

- a. Teachers will receive from the administration an individual program schedule as well as a master schedule at the start of school.
- b. Teachers are not to change rooms, teaching assignment, or duty assignments unless approved by the principal.
- c. Students are not to be dropped or transferred from a class unless approved by the principal.

34. Progress Reports

Progress reports will be issued at the end of each Semester/Trimester.

35. Rank Books (Jr/Sr High school)

Class grades need to be posted to PowerSchool, every week. Please print PowerSchool ranks at least every two weeks as backup.

36. Student Records

- a. The responsibility for collection, maintenance, and use of pupil records belong to the principal. These records are located in the main office and should not leave the office. The Family Educational Rights and Privacy Act dictates that material contained in pupil records is open to parents of students under 18 years of age and open to students 18 years of age and older. Teachers are free to add material to the pupil records providing they are signed by a teacher. No anonymous materials will be contained in the pupil records.
- b. Teachers are encouraged to look at and use the materials contained in pupil records.
- c. Do not remove student records from files.

37. Speakers and Classroom Volunteers

The principal must approve any proposed guest speaker. School-wide assemblies must be approved by the principal.

38. Teacher Instruction for Classroom Emergency

- a. Keep Calm. Your example will prevent student hysteria and assure classroom control.
- b. Send for assistance. Select a mature student; instruct him/her to bring the school secretary, free teacher, or principal to your assistance at your location.
- c. Do what you can to protect the student from further injury. Move furniture, stretch victim out on the floor or grounds, cover to prevent chilling.
- d. Follow the M.S.A.D. #13, policy on Emergency Care.

39. Telephone

- a. Students are not to leave classrooms to make telephone calls.
- b. The office telephones are not for student use, except for emergencies.
- c. No personal calls are to be charged to RSU 83/ M.S.A.D. #13 telephone numbers.
- e. Cell phones may not be used by students during the school day.

40. Rest Room Privileges

Student use of the restroom during class is discouraged except for emergencies. Teachers should urge students to use restrooms between classes, and at lunchtime.

41. Tobacco

- a. Federal law prohibits the use of tobacco by anyone, at any time, inside of any school building.

- b. State law prohibits the use of tobacco by students and school employees on school grounds while school is in session. According to 22 M.R.S.A. § 1578-B (2) the term “while school is in session” means at any time when students are present in the building or on the grounds for school or school-related activities, inside of vehicles being used for student transportation, and at off-campus locations of school-sponsored student activities.

42. Valuables

- a. Teachers should not leave money or valuables in their rooms.
- b. Students should not leave valuables in their lockers.
- c. Everyone is responsible for their own property.
- d. School property that is missing must be reported to the main office.

43. Videos/Movies

- a. Any video/movie with a rating of PG 13 (or higher) *must* be approved by the principal prior to it being shown.

44. Visitors

- a. All visitors must check-in at the main office.

45. Voluntary After School Activities

- a. Students must have schoolwork up to date. Students must have parent permission to stay after school for make-up work.
 - 1. If there is a warning given to a student, the student will be removed from the activity.
 - 2. Students must show effort to complete late assignments to return to the activity.
- b. Teachers and directors of activity will deal with each case individually as needed.

46. Weapons

No individual, other than law enforcement officers in the line of duty or instructors of an approved course who will be educating students on the proper use of weapons, may bring weapons of any type onto school property. This includes firearms, knives, chains, or other objects that may be used to inflict personal injury.

MSAD 13 / RSU #83
Shelter In Place Procedures

Response Actions/Responsibilities

Make sure you have your keys at all times.

You will be notified that we are going into shelter in place by an announcement on the school phone system.

Teachers who have students out on the field gather all of the students.

The building administrator or safety person will advise students and staff of lockdown and will be instructed of the appropriate procedures to follow.

When you hear the shelter in place announcement, please do not call the office for information.

Do not allow students to use telephones or cell phones.

Teachers should quickly check halls and get students into classrooms – even if they are not in your class.

Secure your room: Lock all doors (interior), close blinds, turn off lights, and keep students down and away from the windows and door. **(Stay out of sight).**

Cover all exposed windows.

After securing your room: Place a red card underneath your door and on the inside of your exterior window if something is wrong. When Police or administration sweeps the building, they will notice the red card and contact (enter and/or call your room to inquire.) If no card is placed outside the room, police, and administration will assume the room is safe to proceed to enter. Send an email to the office by writing in the subject area only. State if all students are present or if you are missing a student or pulled an extra student into your room.

During shelter in place, no one should be in the halls except administrators, safety, and police personnel.

Staff without students, who are not in their room, should report to the nearest classroom.

Staff on plan, should remain in their room and follow the above procedures.

Administrators, or their designee, will sweep for loose students.

Administration will determine the need to notify police of any emergency situation.

The shelter in place is maintained until an “all clear” is called.

Students who were the target of the intruder or were frightened by the shelter in place are referred to the counselor or appropriate support person.

An email explanation will be sent to teachers as soon as possible.

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: GBEBB

STAFF CONDUCT WITH STUDENTS

The RSU 83/M.S.A.D. #13 School Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral, and 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 consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

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

- A. 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;
- B. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- C. Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- D. 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 student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance.
- E. Sending students on personal errands;
- F. Sexual banter, allusions, jokes, or innuendos with students;
- G. Asking a student to keep a secret;
- H. Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- I. Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner;
- J. Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner;
- K. Being alone with individual students out of the view of others;
- L. Inviting or allowing students to visit the staff members' home;
- M. Visiting a student's home, unless on official school business;
- N. Maintaining personal contact with a student outside of school by phone, texting, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- O. Exchanging personal gifts (beyond the customary student-teacher gifts); and/or;
- P. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events except as participants in organized community activities.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal or superintendent if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

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

Disciplinary Action

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the board's policy in Reporting Child Abuse and Neglect.

Dissemination of Policy

This policy shall be included in all employee, student and volunteer handbooks.

Cross Reference: ACAA – Harassment and Sexual Harassment of Students
 GCSA – Staff Computer/Internet Use
 JLF – Reporting Child Abuse and Neglect

Adopted: 11/11/03 Revised: 4/12/11

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: EBCC

BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, or communicate by any means, whether 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 disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

B. Definitions

1. A "**bomb**" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.

2. A **“look-alike bomb”** means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A **“bomb threat”** is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. **“School premises”** means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of RSU 83/M.S.A.D. #13’s Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident “command and control” (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board’s required annual approval of RSU 83/M.S.A.D. #13’s Crisis Response Plan or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority.

An employee of RSU 83/M.S.A.D. #13 who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with RSU 83/M.S.A.D. #13’s bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

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

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

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

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

F. Aiding Other Students in Making Bomb Threats

A student, who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

RSU 83/M.S.A.D. #13 reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity, as determined by the Board

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification Through Student Handbook

All student handbooks shall address RSU 83/M.S.A.D. #13's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal References: 18 U.S.C. §§ 921; 8921
17-A M.R.S.A. § 210
20-A M.R.S.A. §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18)

Cross References: EBCA – Crisis Response Plan
JKD – Suspension of Students
JKE – Expulsion of Students
JKF – Suspension/Expulsion of Student with Disabilities
JICIA – Weapons, Violence and School Safety
Student Code of Conduct

Adopted: 2/11/03

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: JKAA

USE OF PHYSICAL RESTRAINT AND SECLUSION

The Board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others. The Superintendent has overall responsibility for implementing this policy and the accompanying procedure, but may delegate specific responsibilities as he/she deems appropriate.

I. DEFINITIONS

The following definitions apply to this policy and procedure:

A. Physical restraint: An intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily.

Physical restraint does not include any of the following:

1. Physical escort: A temporary touching or holding of the hand, wrist, arm shoulder, hip or back for the purpose of moving a student voluntarily.
2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
3. Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.
4. A brief period of physical contact necessary to break up a fight.

5. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
6. The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.
7. The use of a medically prescribed harness, when used as intended: the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.
8. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or MDOE Rule Chapter 33.
9. MDOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A.D. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.

B. Seclusion: The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

Seclusion does not include:

1. Timeout: An intervention where a student requests, or complies with an adult request for, a break.

II. PROCEDURES FOR IMPLEMENTING PHYSICAL RESTRAINT AND SECLUSION.

The requirements for implementing physical restraint and seclusion, as well as incident notices, documentation and reporting are included in the accompanying procedure, JKAA-R.

III. ANNUAL NOTICE OF POLICY/PROCEDURE

RSU 83/M.S.A.D. #13 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee.

IV. TRAINING REQUIREMENTS.

- A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.
- B. RSU 83/M.S.A.D. #13 will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Emergency Management Plan.

V. PARENT/LEGAL GUARDIAN COMPLAINT PROCEDURE.

A parent/legal guardian who has a complaint concerning the implementation of the policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent/designee shall investigate the complaint and provide written finding to the parent/legal guardian within twenty (20) business days, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint.

Legal Reference: 20-M.R.S.A. §§ 4502 (5) (M); 4009 Me. DOE Rule, Ch. 33

Cross Reference: EBCA – Comprehensive Emergency Management Plan
JKAA-R – Procedures of Physical Restraint and Seclusion
JK – Student Discipline
KLG/KLG-R – Relations with Law Enforcement

Adopted: 10/14/02 (JKGA) Revised: 9/11/12 (JKAA) Revised: 8/12/14 Reviewed: 10/5/2021

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: ECB

PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS

The School Board recognizes that structural and landscape pests can pose significant problems for people and school unit property, but that use of some pesticides may raise concerns among parents, students, and staff. It is therefore the policy of the RSU 83/M.S.A.D. #13 to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests. A copy of this policy shall be kept in every school and made available upon request to staff, parents, students, and the public.

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

The objective of the school unit's IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others.

Pesticides may periodically be applied in school buildings and on school grounds and applications will be noticed in accordance with Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools.

RESPONSIBILITIES OF THE IPM COORDINATOR

The Superintendent/designee will appoint an IPM Coordinator for each school. The IPM Coordinator will act as the lead person in implementing the school unit's IPM policy. He/she will be responsible for coordinating pest monitoring and pesticide applications; and making sure that all notice requirements set forth in Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools, are met; keeping records of pesticide applications as required by rule; authorize any pesticide applications that are not exempted by rule; and implementing the notification provisions required by rule.

The IPM Coordinator will complete the training requirements established in Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools.

The school unit will provide the Board of Pesticides Control with the identity and contact information for any person appointed as IPM Coordinator in the schools.

NOTIFICATION OF PESTICIDE APPLICATIONS

When school is in session the school shall provide notification of each application not exempted by rule, whether inside a school building or on school grounds, to all school staff and parents/guardians of students. Such notices shall state, at a minimum: a) the trade name and EPA registration number of the pesticide to be applied; b) the approximate date and time of the application; c) the location of the application; d) the reasons for the application; and e) the name and phone number of person to whom further inquiry regarding the application may be made. Notices must be provided at least five days prior to the planned application. In addition, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

When school is not in session, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

In accordance with Maine Board of Pesticides Rule Chapter 27, school is considered to be in session during the school year including weekends. School is not considered to be in session during any vacation of at least one week.

The IPM Coordinator for the RSU 83/M.S.A.D. #13 schools is Gordon Hartwell, who may be contacted at 207-672-5572. This IPM policy and Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Public Schools is available for inspection and copying at every school.

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

Cross Reference: EBAA - Chemical Hazards
Adopted: 11/11/03 Revised: 2/8/2022

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: GCSA

EMPLOYEE COMPUTER AND INTERNET USE

RSU 83/M.S.A.D. #13 computers, network, 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, I-pads, tablets and other devices issued directly to staff, whether they are used at school or off school premises.

RSU 83/M.S.A.D. #13 computers, network, and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers is permitted as long as such use: (1) does not interfere with the employee’s job responsibilities and performance; (2) does not interfere with system operations or other system users; and (3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. “Incidental personal use” is defined as use by an individual employee for occasional personal communications.

Compliance with RSU 83/M.S.A.D. #13 policies and rules concerning computer use is mandatory. An employee who violates this policy and/or any rules governing use of the school unit’s computers shall be subject to disciplinary action, up to and including termination. Illegal uses of the school unit’s computers will also result in referral to law enforcement.

RSU 83/M.S.A.D. #13 computers remain under the control, custody, and supervision of the school unit at all times. RSU 83/M.S.A.D. #13 reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, computer start-up page and/or other means selected by the Superintendent.

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 Coordinator and others as he/she deems appropriate.

Cross Reference: EGAD – Copyright Compliance
GCSA-R – Employee Computer and Internet Use Rules
IJNDB – Student Computer and Internet Use

Adopted: 11/11/03 Revised: 8/13/13 Revised: 7/12/2022

RSU 83/M.S.A.D. #13

NEPN/NSBA Code: GCSA-R

EMPLOYEE COMPUTER AND INTERNET USE RULES

Each employee is responsible for his/her actions and activities involving school unit computers and/or other electronic devices, network 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 employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or Technology Coordinator.

I. ACCESS TO SCHOOL COMPUTERS AND ACCEPTABLE USE

The level of employee access to school unit computers and/or other electronic devices, network, and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the school unit’s computers and network is strictly prohibited.

All Board policies, school rules and expectations for professional conduct and communications apply when employees are using the school unit’s computers and/or other electronic devices, network and

Internet services, whether in use at school or off school premises, or whenever the school network is accessed from any other computer or device.

II. PROHIBITED USES

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or which violates Policy GCSA and/or other Board policies/procedures or school rules, including harassing, discriminatory or threatening communications and behavior; violation of copyright laws or software licenses; etc. The school unit assumes no responsibility for illegal activities of employees while using school computers.
2. Any attempt to access unauthorized web sites or any attempt to disable or circumvent the school unit's filtering/blocking technology.
3. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
4. Any communications with students or minors for non-school-related purposes.
5. Because the school e-mail system is provided for school-related purposes, it may not be used by individual employees or groups of employees as a medium for communication for other purposes except for occasional individual private use of a personal nature as provided by Policy GCSA. Employees may not send e-mail messages to groups of school employees or others except as part of the performance of their duties as school employees. Prohibited uses of the e-mail system include but are not limited to the following:
 - a. Solicitation of membership in any non-school-sponsored organization;
 - b. Advocacy or expression by or on behalf of individuals or non-school-sponsored organizations or associations;
 - c. Political or religious purposes;
 - d. Raising funds for non-school-sponsored purposes, whether profit-making or not-for-profit;
 - e. Selling articles or services of any kind, advertising or promoting any kind of business;
 - f. Any communication that represents an employee's personal views as those of the school unit or that could be misinterpreted as such.

Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building administrator.

6. Any malicious use, damage or disruption of the school unit's computers, network, electronic devices, and Internet services; any breach of security features; any failure to report a security breach, or misuse of computer passwords or accounts (the employee's or those of other users).
7. Any attempt to delete, erase or otherwise conceal any information stored on a school computer/electronic device that violate these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request.

III. DISCLOSURE OF CONFIDENTIAL INFORMATION

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

IV. EMPLOYEE/VOLUNTEER RESPONSIBILITY TO SUPERVISE STUDENT COMPUTER USE

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use and to enforce the school unit's policies and rules concerning student computer use. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building administrator.

V. COMPENSATION FOR LOSSES, COSTS AND/OR DAMAGES

An employee is 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 employee 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 an employee while using school unit computers.

Cross Reference: GCSA – Employee Computer and Internet Use

Adopted: 11/11/03 Revised: 8/13/13

***All procedures in this handbook are subject to compliance with
official RSU 83/M.S.A.D #13 policies.***

AC: Nondiscrimination/Equal Opportunity and Affirmative Action

AC-R: Affirmative Action Complaint Procedure

ACA: Non-Sexist Language

ACAA: Harassment and Sexual Harassment of Students

ACAA-R: Student Discrimination and Harassment Complaint Procedure

ACAB: Harassment and Sexual Harassment of School Employees

ACAB-R: Employee Discrimination and Harassment Complaint Procedure

ACAD: Hazing

AD: Education Vision Statement/Philosophy/Mission

ADA: School District Goals and Objectives

ADAA: Commitment to Standards for Ethical and Responsible Behavior

ADAA-R: Code of Conduct Procedures

ADC: Tobacco Use and Possession

ADF: Commitment to Learning Results

EBCC: Bomb Threats

ECB: Pest Management in School Facilities

ECB-E1: Pest Management Notification

EEBB: Use of Private Vehicles on School Business

GBB: Staff Involvement in Decision Making

GBEC: Drug Free Workplace

GBGAA: Blood Borne Pathogens

GBGAA-R: Blood Borne Pathogen Exposure Control Plan

GCI: Professional Staff Development

GCOA: Supervision and Evaluation of Professional Staff

GCSA: Employee Computer and Internet Use

GCSA-R: Employee Computer and Internet Use Rules

ID: School Day

IGA: Curriculum Development and Adoption

IHBA: Individual Education Plans

IHBAA: Referral/Pre-Referral Procedures

IHBAC: Child Find

IHBAG: Programming in the Least Restrictive Environment

IHBAI: Special Education in Independent Evaluations

IHBAJ: Special Education Student Oversight Agreement

IHBAK: Life-Sustaining Emergency Care

IHBAL: Grievance Procedures for Persons with Disabilities

IHBG: Home Schooling

IHBGA: Home Schooling-Participation in School Programs

IHBH: Alternative Education Programs

IHCDA: Post Secondary Enrollment Options

IJJ: Instructional and Library Materials Selection

IJJ-E: Challenge of Instructional Materials Form

IJNDB: Student Computer and Internet Use

IJNDB-R: Student Computer and Internet Use Rules

IJNDC: District Web Site/Web Pages

IJNDC-R: District Web Site/Web Pages Administrative Procedures

IJOA: Field Trips and Excursions

IJOA-R: Field Trips and Excursions Procedure

IKB: Homework

IKE: Promotion, Retention and Acceleration of Students

IKF: Graduation Requirements

IL: Evaluation of Instructional Programs

ILA: Tests/Assignments

ILD: Student Submission to Surveys, Analyses, or Evaluations

IMBB: Exemption from Required Instruction

IMDA: Patriotic Excuses

IMDB: Flag Displays

JEA: Compulsory Attendance

JEA-R: Attendance Procedure

JFABD: Admission of Homeless Students

JFC: Dropout Prevention

JJ: Student Rights and Responsibilities

JICFA: Student Hazing

JICH: Drug and Alcohol Use by Students

JICH-R: Drug and Alcohol Use Administrative Procedure

JICIA: Weapons, Violence and School Safety

JIH: Questioning and Searches of Students

JIH-R: Questioning and Searches of Students

Administrative Procedure

JJIB: Interscholastic Athletics

JK: Student Discipline

JKB: Detention of Students

JKD: Suspension of Students

JKE: Expulsion of Students

JKE-R: Expulsion of Students - Guidelines

JKF: Disciplinary Removal of Students with Disabilities

JKG: Physical Restraint

JLCB: Immunization of Students

JLCC: Communicable/Infections Diseases

JLCD: Administering Medicines to Students

JLF: Reporting Child Abuse and Neglect

JO: Employment of Students

JRA: Student Educational Records

JRA-R: Student Educational Records Administrative Procedures

KBF: Title I - Parent Involvement

KCB: Community Involvement in Decision Making

KE: Public Concerns & Complaints

KHB: Advertising in School

KLG: Relations with Law Enforcement Authorities

GBEBB: Staff Conduct With Students

RSU 83 / MSAD 13
Staff Handbook
2022-2023

Maine School Administrative District #13
Regional School Unit #83

Please return this page to the school office.

RSU 83 / M.S.A.D. #13
EMPLOYEE COMPUTER/INTERNET USE ACKNOWLEDGMENT FORM

No employee shall be allowed to use school computers or the Internet until he/she has signed and returned this acknowledgment.

I have read policy GCSA Employee Computer and Internet Use and GCSA-R Employee Computer and Internet Use Rules and understand their terms and conditions.

Signature

Date

FACULTY HANDBOOK ACKNOWLEDGEMENT FORM

I, _____, have seen, read, and understood the
RSU 83/M.S.A.D.#13 Faculty Handbook for the 2022-2023 school year. I have reviewed the district
policies and faculty procedures and agree to abide by them as written in this handbook.

Signature

Date