

PRE-SCHOOL AND KINDERGARTEN PROGRAMS

Augusta offers a public pre-school program for children who are four years old by October 15th of that school year. We offer an all day kindergarten program to children who are 5 years old by October 15th of that school year.

In the spring, notices from school and in the local newspaper will inform parents about registration and screening days. Parents need to contact the school for an appointment for each child to be registered and screened.

It is important to bring a legal copy of your child's birth certificate and immunization record to the screening. Your child will also need a physical examination. The law requires that school personnel see these documents before he/she enters. Please also bring some proof of residency.

ELEMENTARY SCHOOL COUNSELING SERVICES

The philosophy of the Elementary School Counseling program is that counseling services are for all children, to help students with normal developmental growth.

The elementary counselors provide services such as limited individual counseling, group counseling, and classroom guidance activities to students involving issues such as friendship, social skills, self-control, substance abuse prevention, problem solving, child abuse and family changes.

School counselors consult with parents and teachers about child development, behavior issues, school adjustment, divorce, alcoholism, neglect, and other issues involving a family's emotional health and a child's success in school. Referrals to community agencies are often made as a result of these consultations.

If for some reason you DO NOT want your child to participate in individual or group counseling during this school year, please visit the school counselor to discuss these concerns.

STUDENT ABSENCE, EXCUSED ABSENCE

State law establishes conditions under which children may be excused from attendance at school. Pupils in the district schools may be excused temporarily from school attendance for the following reasons:

- A. PERSONAL ILLNESS;
- B. AN APPOINTMENT WITH A HEALTH PROFESSIONAL THAT MUST BE MADE DURING THE REGULAR SCHOOL DAY;

STUDENT ABSENCE, EXCUSED ABSENCE (continued)

- C. OBSERVANCE OF A RECOGNIZED RELIGIOUS HOLIDAY WHEN THE OBSERVANCE IS REQUIRED DURING THE REGULAR SCHOOL DAY;
- D. A FAMILY EMERGENCY; OR
- E. A PLANNED ABSENCE FOR A PERSONAL OR EDUCATIONAL PURPOSE WHICH HAS BEEN APPROVED

PARENTS SHOULD NOTIFY THE SCHOOL WITH AN EXPLANATION FOR THE ABSENCE OF A CHILD.

No absence of a pupil shall continue more than FIVE (5) days without the school ascertaining the reason for it.

In instances of chronic irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences are justifiable.

Absences not listed above or approved specifically by the school administration shall be classified as **UNEXCUSED**.

TRUANCY

MAINE TRUANCY LAW

Student

who is at least 7 years old but has not completed grade 6 is considered "habitually truant" when:

Accumulated 7 full days or 5 consecutive days of unexcused absences during a school year

who has completed grade 6 and not older than 17 years of age is considered "habitually truant: when:

Accumulated 10 full days or 7 consecutive days of unexcused absences in during a school year

Excused Absences as defined by law:

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

TRUANCY (continued)

- F. Educational disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement, or some other out-of-district placement that is not otherwise authorized by an individualized education plan or other education plan or superintendent's agreement developed in accordance with section 5205, subsection 2 of 20-A M.R.S.A

Pre-enforcement procedures

1. Principal notifies the superintendent
2. Superintendent or designee notifies parents and meets with parent to identify possible causes of the habitual truancy (law says the school shall require the student and the student's parents to attend "one or more meetings" with school personnel)
3. Develop a plan (RTI) and implement unilaterally if parent does not attend meeting
4. Mandatory DHHS referral for the 7 yr old to grade 6 group

Possible Interventions

- Frequent teacher communications with family
- Changes in the learning environment
- Mentoring
- Counseling
- Tutoring, including peer tutoring
- Placement in different classes
- Evaluation for alternative education programs
- Attendance contracts
- Referral to other agencies for family services
- Other interventions including but not limited to referral to the school attendance coordinator, the student assistance team, or the dropout prevention committee

Enforcement Process

1. Superintendent serves the parent a notice that attendance of the student at school is required by law. The notice must explain the parent's right to inspect attendance records, explain the penalties for failing to comply with the compulsory attendance law and outline the components of the school's plan to correct the student's truancy.
2. If Student remains truant for 3 more school days after serving the notice, the superintendent "**shall**" notify the school board and the local law enforcement agency.

TRUANCY (continued)

3. The law enforcement agency “**may**” institute a civil action in the District Court to enforce the compulsory attendance law.
 - If the law enforcement agency initiates legal proceedings, a court may then rule that a parent “has control of a student who is habitually truant and that parent is primarily responsible for that truancy”.
 - They may impose a fine of not more than \$250.00
 - They may order parent to comply with the school’s plan for the student
 - They may take specific action to ensure the student’s attendance at school
 - They may order parent to attend school with the student
 - They may order parent to perform community service, or
 - They may order parent to participate in parent training class.

***** If the school fails to provide the notice to the family, the parent cannot be found liable under the law for truancy**

STUDENT RECORD RIGHTS

The following statements outline your parental rights. You have the right to:

- Receive, upon request, a list of the types and locations of educational records kept on your child.
- Inspect and review any of your child’s records.
- Receive copies of the records for minimal duplication cost.
- Have someone at your child’s school explain or interpret any item in your child’s records that you do not understand.
- Have a person of your choosing inspect and review the records.
- Ask for an amendment of any record on the grounds that it is inaccurate, misleading, or violates privacy rights.
- Request an administrative review on the issue if the district refuses to make an amendment.
- Refuse consent for the disclosure of personally-identifiable information related to your child to anyone other than school officials or persons acting in an official capacity for the state education agency or the U.S. Department of Education.
- Refuse consent for the use of personally-identifiable information related to your child for any purpose other than the identification, evaluation, individualized education plan, or educational placement of your child, or the provision of a free and appropriate public education to your child.

STUDENT RECORD RIGHTS

- Receive notice when the personally-identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be destroyed at your request, however, a permanent record of student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed, shall be maintained without time limitation.
- Parents also have the right to not allow certain things for their child. If you do not want to allow the following activities, you must write a letter to the school notifying them of your desire by November 1st.
 - Parents may inspect surveys prior to administration.
 - Inspect instructional materials used in classrooms.
 - Physical examinations or screening administered by the school (Scoliosis, Hearing, Vision).

STUDENT MEDIA RELEASE FORM

A separate parental consent form will be sent home with students. This form allows us to publish on our website pictures, achievements and work that a student may do. It is critical that you sign and return this form to the school office by September 15th.

LIBRARY PROCEDURES

Library schedules are designed to give a routine time for students on a regular schedule to use the library. The activity in the library may vary according to the grade or class as requested by the classroom teacher.

During this time, students may return books and check out books. Books and materials may be renewed if no other student is requesting them. Students also have daily access to the library to return or check out books and to do research as long as there is someone covering the library at the time.

Library books should be transported from and to school in some type of waterproof bag.

We encourage parents to find a safe and secure place for library books while at home.

If a book is not returned, or if a book is damaged, the student must pay for the book. Further checkout of books will not be allowed until payment is made. Refunds will be made on books, which have been found (if the book is still in good condition).

All reference books remain in the library and may be signed out to a specific class.

LIBRARY PROCEDURES (continued)

Requests for purchases for the library are encouraged. Requests may come from staff, students, volunteers, or parents. We welcome all suggestions.

All decisions concerning the library are made by the librarian in cooperation with the principal.

All donations to the library are welcome. Donations will be reviewed and accepted if they meet the needs of a particular school and curriculum. They are subject to the same criteria as purchased materials. All donations become the property of the Augusta School Department.

GENERAL INFORMATION

SCHOOL NUTRITION PROGRAM

The goal of our school nutrition program is to provide affordable and healthy meals to all students – meals that are appealing and delicious, while meeting the expectations of parents and complementing classroom learning. Breakfast and lunch are available daily to all children. Monthly menus are prepared and linked to our district web site, www.augustaschools.org, click on the School Nutrition Program.

We utilize a computerized meal payment system, which allows parents to pre-pay money into each individual child's account and then access that money when purchasing meals or A La Carte items. It is important to note that this is a debit system, which means that the money must first be put into the child's account before any purchases can be made. We ask that school lunch money be brought on Monday. If this is not possible, all lunches and milk can be paid for daily. Milk may be purchased to go with cold lunches. For your convenience we provide envelopes to send meal payments in. On the outside of the envelope please write the student's name and the amount enclosed.

At the elementary level we offer a limited selection of A La Carte items:

8 oz. of milk @ \$.50 4 oz. of juice @ \$.40
Lunch Entrée for Kindergarten – 6th grade \$2.25 Breakfast is \$1.25

Those who qualify under U.S.D.A guidelines may get meals for free or for a reduced price of \$.40 for lunch and no charge for breakfast. Parents can fill out an application for free or reduced meals for their child (only one application per household). This can be done online by going to the Augusta website (www.augustaschools.org) and clicking on School Nutrition. The next step is filling out the online application and clicking submit. It is confidential and families will learn their eligibility immediately by an email. If families do not have access to the Internet, they can complete a paper copy received from the school. Families will be notified of eligibility via postal mail within 14 business days.

All students start school with last year's eligibility until October 14, 2016. If the School Nutrition Office has not received a new application, the student's eligibility will revert to full price.

Should you have any questions, comments, or concerns regarding the School Nutrition Program, please contact your schools Kitchen manager or Maureen Sanborn, Director of School Nutrition Programs at 620-8086.

EMERGENCY CARDS

Emergency cards are on file for each child in the school office. It is **very important** that parents contact the office if there are any changes in **phone numbers, addresses or employment**. It is critical that you have at least one (1) alternate person listed on your emergency card in case we cannot reach you in an emergency. If you wish to add or change any information on the card, please send in written notification

ARRIVAL TIME AND DISMISSAL TIMES

Supervision of students begins at 8:00. Students are not to be on school grounds in the morning before 8:00 AM.

Those who walk or are driven need to pay particular attention to this. School ends at 2:45 p.m. Students are to leave when they are dismissed at the end of the day and are not to stay on the playground. Authorized adults may pick up students at the end of the day. A written note should be brought to the office indicating any changes in destination or authorized adult picking up a child at the end of the day. A signature will be required to release a child from the school.

Pre K – morning session is from 8:00 – 11:00 AM

Pre K – afternoon session is from 12:00 – 2:45 PM

STUDENT DRESS

Our goal is to create a safe and orderly learning environment. Students should be dressed in safe, healthy and non-discriminatory manner. Student clothing should also not distract from attention to learning.

With safety in mind, certain footwear should be avoided. Platform shoes, high heels, clogs, backless sneakers, flip-flops and toeless sandals pose a danger to students in hallways, on stairs and on the playground. Bare feet and stocking feet are both dangerous and unhealthy. Children are to wear sneakers that fasten securely during physical education class.

Students should be dressed appropriately for the weather. Students are required to go outdoors during recesses, weather permitting. In winter, hats, boots, mittens and coats are necessary. Ski-pants are required to play in snow or to slide.

Students may not wear clothing with inappropriate language or pictures (i.e., obscene, vulgar, sexual) or with advertisements for things that are illegal for students to use (i.e., tobacco, alcohol, drugs).

Clothing must not distract others from learning. Private body areas must be covered. For example, tops that reveal the midriff or expose underwear are not considered appropriate attire for school. Hats and hoods may not be worn in school buildings. Traditional religious dress will be dealt with on an individual basis.

SCHOOL CLOSING OR DELAYED POLICY (STORMS)

On mornings when storms prevent school from being held as usual, “no school” or “delayed opening” bulletins will be announced several times over local radio and TV stations (WABK, WMME, WCSH-TV, WGME-TV, and CTV-7), and a Phone Message Burst will be sent to all parents. Please refrain from calling stations, superintendent’s office, or school principals. It is better to listen to the radio or TV but, more importantly, parents should determine whether their children should attend school under existing conditions. Parents should make arrangements for a place their child can go if school is delayed or has to be closed early due to a storm. These arrangements should be communicated with school personnel.

APPOINTMENTS WITH TEACHERS

Please make phone calls to teachers before or after school and not during class hours. You may leave a message on their voicemail or by Email. If a concern arises regarding your child, feel free to make an appointment with that teacher. Please do not drop by for a conference with your child’s teacher without an appointment.

REPORT CARDS AND CONFERENCES

We have a tri-semester Reporting System for Grades K-6. Standards Based Reports Cards are summative reports of a student’s achievement up to the end of that marking period. These reports will be sent home three times during the year in late November, mid March and at the end of the year.

State law requires that our reporting system be standards based so that parents are clear about the skills their child has achieved and those skills that still need to be worked on. If you have questions about the Standards Based Report Card, please talk to your child’s teacher about the system or call the Assistant Superintendent at 626-2468.

Teacher conferences will occur twice during the year, in October and March. Parents will receive information on conference times in advance. Parents should feel that they can contact the teacher at any time during the year if they wish to discuss a student’s work.

CONFLICT RESOLUTION PROCEDURE

The Augusta School Department wishes to resolve issues and conflicts in a timely and cooperative manner. We encourage parents and students to bring concerns forward for early resolution. Students will not suffer negative repercussions as a result of their or their parents' expression of a concern.

If a parent or other concerned citizen wishes to discuss a concern, we encourage him/her to begin a discussion with personnel closest to the source of the concern. For example, if a parent has an issue with the amount of homework assigned, they should first speak with the teacher assigning the homework.

If a resolution cannot be found, the Augusta School Department encourages the complainant to use the chain of command in the particular school to discuss and resolve concerns in a satisfactory way.

If unresolved, the matter should be brought to the attention of the principal who will address the issue and involve any appropriate supervisor deemed necessary. The superintendent of schools should be contacted only if a concern is not resolved at the school level.

STUDENT BEHAVIOR

The Augusta Board of Education is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical responsible and involved citizens.

To achieve this goal, the Augusta Schools have established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior.

Safe, Respectful, Honest, Kind, Responsible, Polite, Appreciative of Diversity

Students are expected to take responsibility for their words or actions, to understand the consequences of their actions, and to plan for improvement of their interactions if consequences are the result of their actions. While consequences and procedures may vary slightly between individual buildings, the message is still the same, we expect school to be a place where children are nurtured, respected, and may receive a quality education.

STUDENT TRANSPORTATION

If you decide to pick your child up at school, please stop at the office and sign your child out. Your child must be picked up before his/her bus arrives. If your child is going on a bus other than his/her own, or is being picked up, a note must be sent to the teacher. Children, who ride the buses and wish to walk home, **MUST** bring a note dated and signed by a parent asking for that permission.

Quote from Augusta School Policy book -- "Students shall ride only on assigned buses. At close of school, they shall be transported only to the original pick-up point, and they shall not be permitted to disembark at other points or ride other buses, unless other orderly arrangements are made with school officials."

BICYCLES, SKATEBOARDS, AND SCOOTERS

Students who ride bicycles to school are to put them in the bicycle rack and lock them. State law requires that helmets be worn when riding bikes. Skateboards, scooters, and roller blades are not to be ridden on school grounds.

SCHOOL BUS RULES

In order to promote a safe and orderly bus environment for all students, the following guidelines for bus behavior are in place. We would appreciate it if you would review these guidelines with your child and assist us by supporting good bus behavior. Riding on the bus is a privilege, which may be revoked if the behavior of any student is unacceptable.

GUIDELINES FOR BUS BEHAVIOR

Minor violations:

- Creating excessive noise
- Swearing
- Spitting/littering
- Putting arms or any object out the window
- Ignoring warnings from the bus driver
- Improper boarding
- Bringing dangerous or inappropriate articles aboard the bus
- Failure to remain seated
- Being rude, discourteous or annoying

GUIDELINES FOR BUS BEHAVIOR (continued)

- Not respecting safety and well-being of others
Consequences:
 - ⇒ 1st offense - verbal warning from bus driver
 - ⇒ 2nd offense - written notice to be signed by parents
 - ⇒ 3rd offense - one week suspension from bus

Serious violations:

- Lighting matches or smoking
- Fighting, pushing or tripping
- Destroying property
- Repeated minor violations
Consequences:
 - ⇒ 1st offense - one week suspension from riding the bus
 - ⇒ 2nd offense - two week suspension from riding the bus
 - ⇒ 3rd offense - referral to the School Board for action

If a student is suspended from riding the bus, a one-day grace period will be given to allow time for the parents to be notified. When a student is suspended, parents are expected to provide transportation to and from school for the duration of the suspension. A suspension from the bus may result in a suspension from school.

SCHOOL NURSE

There is a school nurse available in each school whose job is to deal with health or wellness concerns of students, teachers, and parents.

General Health Policy

1. No student should be sent to school if there has been fever, vomiting or diarrhea or any other symptoms of illness within the previous 24 hours.
2. Exclusion from school shall result when any of the following conditions are found to exist. The student will be expected to receive diagnosis and/or treatment for these before returning to school.
 - a) Apparent symptoms of illness or injury occurring at school
 - b) Communicable disease
 - c) Contagious or infectious diseases of the skin, mouth, or eyes
 - d) Any suspicious rash with or without accompanying symptoms
3. Parents will be notified if a student is to be sent home. Written excuses are required for all absences from school unless there has been phone contact between the parent and the school.
4. Students found to have head lice will not be excluded from school, but allowed to remain the day. Parents will be contacted and informed of the need for treatment. Students will be allowed to return to school after treatment has begun.

* See page 24 for Medication Policy (JLCD).

INJURIES AND ILLNESSES - EMERGENCY PROCEDURE

Whenever an illness or injury requires attention beyond minor first aid, a telephone call will be placed immediately to the parent.

Emergency cards, which are sent home with each student should be filled out accurately. Any pertinent emergency or routine information concerning your child's health should be noted. If changes occur in this information during the school year, such as phone number, please notify the office. Parental release for the school to act in an emergency situation must be indicated on the emergency procedure card. Minor first aid is given as needed by the school nurse or other school personnel.

IMMUNIZATIONS

Maine State Law requires that an immunization record is required at the time of school registration. All students must be immunized against polio, diphtheria, pertussis (whooping cough), tetanus, measles, rubella (German measles), and mumps, and polio in order to attend school. If students are exempted (in writing) because of philosophical, medical reasons, or religious reasons they will be excluded from school if one of the above diseases is identified in the school or community until the danger of outbreak has passed.

TITLE IA SERVICES

Title I is known as Compensatory Education. The program is completely funded by federal grants.

A. Title I

The Title I Program provides early intervention to identified students to accelerate their progress in reading, writing and math. Title I Literacy Specialists as well as Educational Technicians work closely with classroom teachers to assist students at Gilbert, Lincoln, Farrington and Hussey Schools.

School personnel will inform parents if their child is recommended for Title I services. Written parental permission is required for all testing except tests administered to all students school-wide. Survey input from parents of Title I students and staff will be considered when planning, designing and implementing Title I services.

VOLUNTEER PROGRAM

The schools have volunteers to assist the teachers and enrich the curriculum to the benefit of the students. Volunteers from our community can contribute much to the education of our children. There are many opportunities for parents to become involved in their children's education. Volunteers help in the library; tutor individual students; assist in computer operation; chaperone field trips; prepare instructional materials; and share their hobby, job or travel experiences. Any parent who is interested in volunteering should contact their child's teacher or the school office.

SPECIAL EDUCATION

The Individuals with Disabilities Act (IDEA 2004) and Maine State Special Education Law require schools to provide students with disabilities a free and appropriate public education. This means that students with disabilities are entitled to an education at public expense which is designed to meet their individual educational needs. The Augusta special education department offers a continuum of services to support the diverse educational needs of its student population with special needs in grades K-12. Working collaboratively with Child Development Services (CDS), the school department monitors identified special needs students beginning at age three. These students, in addition to those identified during their school career, have access to a myriad of services and programs.

We provide support to the classroom teachers so that curriculum modifications and accommodations will be made to enhance the educational opportunity of our students with learning disabilities. These students may receive pull out services for specialized intervention in reading and math. The Augusta School Department also provides a wide range of programs for students in grades K-12 who present with more severe challenges such as cognitive skill deficits, multiple disabilities, and autism. These programs are more self-contained, providing functional/daily living skills to meet the specific needs of the students. These students can access the mainstream when it supports their development. Other students who exhibit behavioral challenges/emotional disabilities are supported through classroom interventions as well as self contained programming.

In addition to these services, the Augusta School Department provides speech/language therapy, consultative psychological services, occupational and physical therapy. These services are provided when student weaknesses in those areas negatively impact educational progress or the student's ability to access the curriculum.

The Augusta Special Education Department is staffed with highly qualified teachers and support staff. By working closely with classroom teachers and parents, a partnership is established which provides supports necessary for each student to realize and achieve his/her potential.

GIFTED AND TALENTED PROGRAM

The Augusta School Department's Gifted and Talented Program is designed to serve Grade 3 - 12 students from the district's four elementary schools, one middle school and one high school. The district's goal is to appropriately identify, program for, serve and assess, in their area(s) of documented need, up to 5% of the total pre-K – 12 population academically and up to an additional 5% in the literacy, visual and performing arts. The district's two full time Gifted and Talented staff members strive to design academic and/or arts accommodations that are:

- qualitatively different
- in lieu of, not in addition to, the standard curriculum
- appropriate for meeting each student's unique need(s)
- ongoing throughout the year
- provided in a pre-K – 12 continuum
- aligned with the implementation timetable and content of the *Maine Learning Results* in mathematics, English/language arts, science, social studies and the arts

Appropriate accommodations for each identified student are based on the documented needs of that student and spelled out in an annual personalized learning plan in terms of both in-class and beyond-the-classroom needs.

CRISIS TEAM

The Augusta School Department has a crisis team to provide direction, support, coordination of earlier resources, and effective communication to students, staff and community in the event of an incident, which might impact the learning environment. This incident could include but is not limited to natural disaster, death of a student or faculty member, car or school bus accident and threats of or actual harm to students or staff from another source.

In order to provide the Augusta Crisis Team with timely information, the Augusta Police Department will notify the crisis team of a crisis affecting the school population. The superintendent of schools will be notified first by the Augusta Police Department. If the superintendent is unavailable, the chair of the Crisis Team will be notified. Each school will inform parents and give information regarding an event.

FIRE DRILL PROCEDURES

By state law, there will be ten drills per year, including lockdowns.

General rules for everyone in school:

- ⇒ Walk quietly and quickly to designated areas.
- ⇒ It is important for children to pay attention to teachers in case a change in direction is necessary.
- ⇒ The teacher is the last person to leave the room to ensure that all children are safely out of the room.
- ⇒ First students to reach doors will hold them for others to pass.

BOMB THREATS

The Board recognizes that bomb threats are a significant concern for all schools. Whether real and carried out, intended as a prank, or for some other preface, a bomb threat represents a potential danger to the safety and welfare of students, staff and the integrity of school property. Bomb threats disrupt the instructional program, learning environment, and also places a significant demand on the school's financial resources. 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. 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 and subject to disciplinary action by the school, which may include suspension or expulsion.

AUGUSTA AFFIRMATIVE ACTION POLICY

The Augusta School System is committed to providing equal education opportunities to all students in both academic and extracurricular areas. All our students deserve the chance to participate in the entire range of activities offered regardless of sex, race, color, national origin, religion, marital status, sexual orientation, age, or handicap. A copy of the Affirmative Action Plan is available in each school office and in the superintendent's office. Affirmative Action inquiries may be made to:

James Anastasio, Superintendent of Schools
Augusta Public Schools
Central Office
40 Pierce Drive, Suite 3
Augusta, Maine
Telephone # 626-2468

BOARD OF EDUCATION POLICIES

HOMEWORK

Code: IKB

HOMEWORK

Board recognizes that education research has shown a positive correlation between meaningful and purposeful homework and student achievement. Homework offers an opportunity to practice skills and apply knowledge and promotes critical thinking and creativity.

The Board believes that teachers will assign homework, in accordance with the following principles:

- A. Homework extends learning opportunities beyond the school day
- B. Purposeful, relevant homework, when completed, produces the strongest achievement gains.
- C. Meaningful homework helps students develop goal setting, self-discipline, time management and organizational skills.
- D. Immediate, specific feedback should be given in order for homework to be effective.
- E. Homework must be realistic in length and difficulty given the students' abilities to work independently.
- F. The amount of homework assigned should be gradually increased from grade to grade. As a child advances through school, it is reasonable to expect the amount of homework will be increased.

Adopted: September 8, 1986

Revised: February 10, 2016

CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

Code: KM

It is the responsibility of the Augusta School Department to protect the rights of all students. School staff members sometimes face a dilemma between their responsibilities to assure the safety of students and their desires to respect the rights of parents. In situations involving divorced or estranged parents, the following policy will be in effect until or unless an official court order is received by the school.

1) Both natural parents have the right:

- to view the child's school records;
- to receive school progress reports;
- to participate in parent and teacher conferences (not necessarily in the same conferences);
- and
- to receive notices of school activities.

Only a legal document (e.g., final divorce decree which includes specific denial of visitation rights or a restraining order denying visiting rights) can prevent a parent from participating in the activities named above. It is the responsibility of the custodial parent to notify the school principal of any restrictions on school-related rights and to provide a certified copy of any legal action.

2) For the school's purposes, the parent who resides with the child is considered the resident parent. In situations where the divorce decree grants joint custody, if the student resides with one parent during the school week, that parent shall be considered the resident parent for purposes of this policy.

Only the resident parent has the right to visit a student at school or remove the student from school property. A student will be released to a non-custodial parent only with the permission of the resident parent. If a question arises as to who is the parent in residence, the school principal should require a notarized statement from the parent attesting to custody.

Adopted April 14, 1993
Department of Public Schools, Augusta, Maine

TOBACCO USE AND POSSESSION

Code: ADC

TOBACCO USE AND POSSESSION

In order to promote the health and safety of students, staff and visitors and in compliance with applicable state and federal laws, 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.

Tobacco advertising, including the wearing of clothing advertising tobacco products is prohibited in school buildings, at school functions and in school publications.

All of these same prohibitions shall apply to electronic cigarettes and other devices designed to deliver nicotine through inhalation or “vaping,” or used to simulate smoking.

Information regarding this policy will be disseminated at least yearly to students/parents, staff and community through student handbooks, staff meetings, posted signs, facilities use contracts, announcements and other means as decided by the Superintendent/administration.

Legal Reference:

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

Cross Reference:

JICA – Student Dress
JL – Student Wellness
KF – Community Use of School Facilities
KHB – Advertising in the Schools

Adopted: July 13, 1992 (GBK) Adopted: 1975 (JFCG)

Revised: June 13, 2007 Revised: 12/9/85; 8/8/82; 2/14/96

Revised: July 13, 2011, July 8, 2015, August 10, 2016

TOBACCO USE AND POSSESSION

Code: ADC-R

TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this Board's "Tobacco Use and Possession" policy.

I. PROHIBITED CONDUCT

A. Students

The use, possession, sale, dispensing or distribution of tobacco products by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times.

B. Employees and All Other Persons

The use of tobacco products by employees and all other persons is prohibited in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds. In addition, employees and all other persons are strictly prohibited, under law and this Board's policy/administrative procedure, from selling, dispensing or distributing tobacco products to students.

II. ENFORCEMENT

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct occurs. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

A. Student Violations

1st VIOLATION

1. Parents/legal guardians shall be notified regarding the tobacco violation.
2. Students shall be referred to a substance abuse counselor, participate in an educational experience, and Alternative to Suspension Program or if refused may receive up to three days of suspension.
3. Students who are involved in extracurricular activities are subject to the guidelines outlined in the athletic procedure.

2nd VIOLATION

1. Parents/legal guardians shall be notified regarding the tobacco violation.
2. Students shall be referred to a substance abuse counselor, participate in an educational experience, and Alternative to Suspension Program or if refused may receive up to three days of suspension.
3. Students who are involved in extracurricular activities are subject to the guidelines outlined in the athletic procedure.
4. The number of substance abuse counseling sessions for the student will be based on need and determined by the counselor.

3rd VIOLATION

1. Parents/legal guardians shall be notified regarding the tobacco violation. The student and a parent/legal guardian shall also be required to meet with an administrator within five days of the violation.
2. Students shall be referred to a substance abuse counselor, participate in an educational experience, and Alternative to Suspension Program or if refused may receive up to five days of suspension.
3. The number of substance abuse counseling sessions for the student will be based on need and determined by the counselor.
4. Students who are involved in extracurricular activities are subject to the guidelines outlined in the athletic procedure.

B. Student Referral to Law Enforcement Agency

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as he/she may deem necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products.

C. Visitors in Violation

Visitors violating this policy shall be immediately directed to cease violative behavior. Persons who do not comply will be asked to leave, the police may be called and they may be charged with trespassing. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco products to students shall be referred to a law enforcement agency.

III. NOTICES

This Board's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification in writing of this Board's tobacco policy and administrative procedures. Notices shall be signed by parents/legal guardians and returned to the school where they shall be kept on file by the school unit.

Legal References:

20 USC § 6081-6084 (Pro-Children Act of 1994)

22 MRSA § 1578-B

Me. PL 470 (An Act to Reduce Tobacco Use by Minors)

Adopted: July 13, 2011

Revised: August 10, 2016

AUGUSTA MEDICATION POLICY (JLCD)

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

I. DEFINITIONS

"Administration" means the provision of prescribed medication to a student according to the orders of a health care provider.

"Health care provider" means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

"Indirect supervision" means the supervision of an unlicensed school staff member when

the school nurse or other health care provider is not physically available on site but immediately available by telephone.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s health care provider.

“Parent” means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child’s welfare.

“School nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

B. Health Care Provider’s Order

All parental requests must be accompanied by a written order from the student’s health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student’s health and attendance in school. Such order must include:

1. The student’s name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g., tablets, liquid, drops); and
5. Time intervals for administration (e.g., every four hours, before meals);
6. Any special instructions; and

7. The name of the prescribing health care provider.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one week supply shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse, with the approval of the building principal, shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

E. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse shall maintain a record including the parent's request, physician's order,

details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

F. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

H. Administration of Medication during Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or IEP, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips" will be followed.

I. Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.
2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.
4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler.
5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the

best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

J. Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

K. Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications;
6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.

Legal Reference:

- 20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N)
- Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule)
- 28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)
- 34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)

Adopted: May 14, 1997

Revised: December 10, 2003; January 14, 2015

HARASSMENT POLICY

It is the intent of the City of Augusta Board of Education to provide and maintain an environment that is supportive of academic progress, personal goals, dignity and the self-esteem of every employee and student in the system, in an environment in which students can work free from harassment of a verbal, visual, physical or sexual nature. Harassment of or by board members, administrators, employees, parents, students, vendors and their employees, volunteers, and others doing business with the Augusta schools is prohibited. It is the policy of the Board of Education that harassment will not be tolerated.

"Harassment" is engaging in vexatious comment or conduct that is known or might reasonably be known to create a hostile, intimidating or offensive environment for the victim.

Harassment includes, *but is not limited to*, racial, ethnic, religious, national origin, age, disability, sexual orientation, socio-economic status, sexual harassment, and conduct made with the intent to deter the free exercise or enjoyment of any rights or privileges secured, now or in the future, by the Constitution of Maine or the United State Constitution. Further, sexual harassment shall include, but not be limited to, sexual advances, requests for sexual favors, and other physical conduct of a sexual nature.

Harassment may include, *but not be limited to*, suggestive or obscene letters or notes, invitations, derogatory comments, slurs, jokes, stories, assault, displaying sexual objects, touching, impeding or blocking movement, leering, gestures, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain individuals and/or groups.

Harassment, including sexual harassment, can occur employee to student, student to employee, student-to-student, employee-to-employee, male-to-female, female-to-male, male-to-male and female-to-female.

Acts of harassment are not only a violation of this policy but may also constitute unlawful discrimination under state and federal laws.

All employees and students should take special note that retaliation against an individual who has complained about harassment, including sexual harassment, and retaliation against individuals for cooperating with an investigation of any complain is unlawful, in violation of this policy and will also not be tolerated, i.e., retaliation is in and of itself a form of harassment and will be dealt with accordingly.

STUDENT-TO-STUDENT HARASSMENT

The Board of Education finds that student-to-student harassment has the potential of severely and permanently affecting the students involved. Addressing and correcting student-to-student harassment must have the highest priority possible in the school district.

The Board is concerned that any procedures that are implemented will be carried out consistently, fairly and impartially. At each level in the school system, due process required by law will be observed – no more and no less.

The Board recognizes that harassment between students cannot be corrected unless the parents of the students involved become involved with the process.

EMPLOYEE-TO-STUDENT HARASSMENT

Any complaint of employee-to-student harassment will be brought immediately to the attention of the superintendent for appropriate action. Law enforcement authorities will be notified immediately of any alleged harassment or abuse, either physical or sexual, to conduct the investigation if it appears that a criminal law may have been violated.

CONSEQUENCES OF VIOLATING THIS POLICY

The Board of Education mandates that prompt, equitable and remedial action will be taken within its authority on confirmed reports, complaints or grievances alleging harassment that come to the attention of the school department, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or Maine Department of Human Services Child Protective Services. Employees and students found to have been subjected to harassment will have appropriate school district services made available to them.

Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including expulsion or other appropriate action. Investigations of harassment complaints shall be conducted in a confidential manner.

Code: ACAA-R

STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

Definitions

For purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability; and

- B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.

How to Make a Complaint

- A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the school administrator. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school administrator.
- B. School staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
- C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students are encouraged to utilize the school unit’s complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal office for Civil Rights, Regional Director, U.S. Department of Education, SW McCormack P.O. Box 222, Boston, MA 02109-4557 (telephone: 617-223-9622).

Complaint Handling and Investigation

- A. The school administrator shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.
- B. The school administrator may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.
- C. The complaint will be investigated by the school administrator, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor’s authority. Any complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.

1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
 2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
 3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
 4. The school administrator shall keep a written record of the investigation process.
 5. The school administrator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
 6. The school administrator shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions
 7. The investigation shall be completed within 21 calendar or business days of receiving the complaint, if practicable.
- D. If the school administrator determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:
1. Determine what remedial action is required, if any;
 2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
 3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
- E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.

Legal Reference: Americans with Disabilities Act (28 CFR § 35.07)
 Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7)
 Title IX of the Education Amendments of 1972 (20 SC § 1681 et seq.)
 Title VI of the Civil Rights Act of 1964 (PL 88-352)
 20 USC § 1232g;
 34 CFR Part 99

5 MRSA §§ 4571; 4602; 4681 et seq.
20-A MRSA §§ 6001 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA - Harassment and Sexual Harassment of Students

Adopted: October 14, 1975; February 9, 2011

Revised: July 1981; August 13, 1987; February 9, 2011

HAZING

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

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.

“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member.

“Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft.

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.

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

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

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.

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

HARASSMENT POLICY (continued)

Code: ACAD

The Superintendent/designee shall be responsible 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/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board with respect to the provisions of this policy shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

Legal Reference: 20-A MRSA § 6553

Cross Reference: ACAA - Harassment and Sexual Harassment of Students
 ACAB - Harassment and Sexual Harassment of Employees
 JICIA - Weapons, Violence and School Safety

Adopted: February 9, 2000 (JICFA); March 9, 2011

Revised: February 12, 2003; March 9, 2011

Code: ACA

GENDER NEUTRAL LANGUAGE

The School Board directs that all staff members be especially alert to and avoid the use of sexist or other discriminatory language in all communications, both oral and written.

Cross Reference: AC – Nondiscrimination/Equal Opportunity and Affirmative Action
 Program

Adopted: February 9, 2011

BULLYING POLICY

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

Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior.

Bullying Prohibited

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

Bullying Defined

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

- A. A reasonable person should expect will have the effect of:
 - 1. Physically harming a student and damaging a student's property;
 - 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
 - 3. Substantially disrupting the instructional program or the orderly operation of the school; or
- B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events.

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

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;

BULLYING POLICY (continued)

- F. Stealing or hiding books, backpacks, or other possessions; and
- G. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program, or that results in a hostile educational environment for the students.

File: JICK-R

PROCEDURE FOR INTERVENTION IN BULLYING

When bullying is reported to a staff member, the following procedures should occur:

Level 1:

- Elementary:
 - 1. Staff person will fill out behavior form and report behavior to Principal/Designee.
 - 2. Administrator/ Designee may interview both parties involved, and incident must be reported to parents/guardian. A referral to guidance counselor for intervention may occur.
 - 3. Student will be asked to report to the Process or Responsibility Room.

- Secondary:
 - 1. Staff member will refer student to Principal/ Designee.
 - 2. The Administrator/ Designee will interview the student, review the policy, and refer student to guidance for conflict resolution. There will be written or phone contact with parents/guardian.
 - 3. The student will serve a minimum of one detention.

Level 2:

- Elementary:
 - 1. Staff person will fill out behavior form and report behavior to Principal/Designee.
 - 2. Student will report to the Process or Responsibility Room, where rules are reviewed with student.
 - 3. Administrator/ Designee will contact parent/guardian and ask for a meeting.
 - 4. Meeting is held between Administrator/ Designee, parents/guardian, student, and guidance.
 - 5. A plan will be devised which may include increased supervision,

mediation, or counseling.

6. The student may serve a 1-day in-school or out-of-school suspension.

Secondary:

1. Staff member will refer student to Principal or Designee, who will review the policy with the student.
2. Administrator/ Designee will contact parents/guardian.
3. Student will be suspended for one day, in or out of school, until a meeting is scheduled.
4. Meeting will be held between Administrator/ Designee, parents/guardian, teacher, student, and guidance. An Action Plan will be devised that will limit contact with victim and will increase supervision and include mediation and counseling.
5. A check in after one week will be necessary to assure that the Action Plan is working for all concerned.
6. Student will be informed that any further incidents will result in suspension as well as referral to the Augusta Police Department.

Level 3:

All Levels: The Principal will conference with all parties involved. A meeting will be set up with Affirmative Action Officer and will include parents/guardian of student, Principal, Guidance, and staff members. A new Action Plan with more restrictions will be drawn up and signed by parents and student. Student will be referred to counseling for intervention. Staff will schedule a follow-up meeting at one-week intervals for a month to assure Action Plan is being followed. Disciplinary action will be taken, including in-school or out-of-school suspension.

If bullying is occurring with the same student after the second recorded incident, this will be considered harassment, and intervention will start at Level 2.

WEAPONS, VIOLENCE AND SCHOOL SAFETY

The Augusta Board of Education believes that students and staff are entitled to learn and work in a school environment free of violence, threats and 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 are required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

I. PROHIBITED CONDUCT

Students, staff and all other persons are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used as weapons or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);
- C. Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made using computers or other electronic communications devices or technologies) which threaten, intimidate, or harass others, or which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;

- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

II. EXCEPTIONS TO PROHIBITIONS ON POSSESSION AND DISCHARGE OF FIREARMS ON SCHOOL PROPERTY

The prohibition on the possession and discharge of firearms on school property does not apply to law enforcement officials acting in the performance of their duties.

III. USE OF OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities using objects other than firearms that are generally considered weapons (e.g., bows and arrows) or from allowing an object generally considered a weapon to be brought to school for supervised instructional activities (e.g., archery, boatbuilding) approved by the Board so long as the Board has adopted appropriate safeguards to ensure student and staff safety.

Any proposal to introduce an instructional activity involving such objects must be submitted in writing to the Superintendent, and if the Superintendent supports it, a recommendation will be made to the Board. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety.

No weapons or objects that are generally considered weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

IV. DISCIPLINARY ACTION

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing, and trafficking of scheduled drugs.

A student who is determined to have brought a firearm to school or to have possessed a firearm at school shall be expelled for a period of not less than one year, except that this requirement may be modified by the Superintendent on a case-by-case basis.

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

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

V. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

VI. PSYCHOLOGICAL EVALUATION/RISK ASSESSMENT

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who engages in conduct prohibited by 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.

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior. All such evaluations shall be performed at the school unit's expense.

If the parent/guardian and/or student refuses 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.

Legal References: 5 MRSA § 4681 et seq.
15 M.R.S.A. §§ 3301-A; 3308(7)(E); 3009
17-A MRSA §§ 2(9); 2(12-A)
20 USCA § 7151 (Gun-Free Schools Act)
20-A MRSA §§ 1001(9); 1001(9-A); 1055(11); 6552

Cross References: ACAA - Harassment and Sexual Harassment of Students
ADC - Tobacco Use and Possession
EBCA - Crisis Response Plan
JICH - Drug and Alcohol Use by Students
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students
JKF - Suspension/Expulsion of Students with Disabilities
JIH - Questioning and Searches of Students
KLG - Relations with Law Enforcement Authorities

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