



Board of Directors' Policy Manual



Table of Contents

- 1. Equal Opportunity Statement AC**
- 2. Harassment and Sexual Harassment of Students ACAA**
- 3. Harassment and Sexual Harassment of School EMPLOYEES ACAB**
- 4. Tobacco Use and Possession ADC**
- 5. Board Members Code of Ethics BCA**
- 6. Board Conflict of Interest BCB**
- 7. Chemical Hazards EBAA**
- 8. Bomb Threats EBC**
- 9. Emergency Action Plan EBCA**
- 10. Integrated Pest Management ECB**
- 11. Destruction of School Property/Vandalism ECAC**
- 12. Drug-Free Workplace GBEC**
- 13. Family and Medical Leave GBO**
- 14. Student Computer and Internet Use IJNDB**
- 15. Cell Phone Use JFCK**
- 16. School Searches JFG**
- 17. Student Code of Conduct JIC**
- 18. Separation of Employment Policy**
- 19. Alcohol, Tobacco, and Drug Use by Students Prohibited JICH**
- 20. Weapons, Violence, and School Safety JICIA**
- 21. Use of Physical Restraint and Seclusion JKAA**
- 22. Suspension and Discipline of Students JKD**
- 23. Immunization Policy JLCB**
- 24. Administration of Medications JLCD**
- 25. Emergency Care and First Aid JLCE**
- 26. Wellness Policy JLDA**
- 27. Students Education Records and Information JRA**
- 28. Confidentiality Policy**
- 29. Notification and Reporting of Serious Events**
- 30. Procurement Procedure**
- 31. Procurement Code of Conduct**



Equal Opportunity Statement

Maplestone School is an Equal Opportunity Employer. Maplestone School does not discriminate on the basis of race, religion, color, sex, age, disability, national origin, veteran status, or any other basis covered by appropriate law.



Code: ACAA

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry or national origin, sexual orientation, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in Board policy JICIA-Weapons, Violence and School Safety.

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Director will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Director will investigate complaints of harassment in accordance with Board policy. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.)
Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d))
5 MRSA § 4602; 4681 et seq.
20 MRSA § 6553



Code: ACAB

HARASSMENT AND SEXUAL HARASSMENT OF SCHOOL EMPLOYEES

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

Harassment

Harassment includes but is not limited to verbal abuse, threats, physical assault and/or battery based on race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. Under the Maine Civil Rights Act, violence or threats of violence against a person or their property based on their sexual orientation are also illegal.

Sexual Harassment

Unwelcome sexual advances, suggestive or lewd remarks, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's work environment or employee benefits;
- B. Submission to or rejection of such conduct by an employee is used as the basis for decisions on employment benefits; and/or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.



Any employee who engages in harassment or sexual harassment will be subject to disciplinary action, up to and including discharge.

All complaints of harassment will be investigated in accordance with the School Employee Discrimination and Harassment Complaint Procedure.

Notice and Training

Annually, each employee shall receive a copy of this policy and the School Employee Discrimination and Harassment Complaint Procedure. This may be accomplished by including the policy/procedure with employee paychecks or by using other appropriate means to ensure that each employee receives a copy. All newly hired employees shall be provided training about sexual harassment in accordance with Maine law.

The Director is responsible for ensuring that the school complies with all legal requirements for posting, notification and training of employees regarding harassment and sexual harassment.



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 Maplestone Board of Directors prohibits smoking and all other use of tobacco products in school buildings, in school-owned vehicles, 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, vehicles, and on school grounds. Students are also prohibited from wearing or displaying any type of tobacco promotion materials.

Violations of this policy will be considered a serious offense. Disciplinary actions will be taken in accordance with school procedures.

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.



NEPN/NSBA Code: BCA

BOARD MEMBER CODE OF ETHICS

Having accepted the challenge of service on this Board, I accept the principles set forth in the following code of ethics to guide me in helping to provide free public education to all the children of the Maplestone School.

A. I will view service on the Board as an opportunity to serve my community, state, and nation because I believe education is the best means to promote the welfare of our people and to preserve our democratic way of life.

B. I will at all times think of children first and base my decisions on how they will affect children, their education, and their training.

C. I will make no disparaging remarks, in or out of the Board meetings, about other members of the Board or their opinions.

D. I will remember at all times that as an individual I have no legal authority outside the meetings of the Board, and that I will conduct my relationship with the school staff, the local citizenry, and all media of communications on the basis of this fact.

E. I will support a decision graciously once it has been made by the majority of the Board.

F. I will not criticize employees publicly, but will make such criticism to the Director for investigation and action, if necessary.

G. I will make decisions openly after all facts bearing on a question have been presented and discussed.

H. I will refuse to make promises as to how I will vote on a matter that should properly come before the School Board as a whole.

I. I will not discuss the confidential business of the Board in my home, on the street, or in my office, the place for such discussion being the Board meeting.



Code: BCB

CONFLICT OF INTEREST

Board service is a matter of public trust. In making decisions that affect the Maplestone School, Board members have the duty to act in the interest of the common good and for the benefit of the people they represent.

A conflict of interest may arise when there is an incompatibility between a Board member's personal interest and his/her responsibilities as a board member in a matter proposed or pending before the Board. Board members have a legal and ethical responsibility to avoid not only conflict of interest, but the appearance of conflict of interest as well.

Financial Interest

A Board member has a financial interest in a question or contract under consideration when he/she or a member of his/her immediate family may derive some financial or other material benefit or loss as a result of the Board action. The vote of the Board is voidable if a Board member has a financial interest and votes on that question or is involved in the discussion, negotiation, or award of a contract or other action in which he/she has a financial interest.

In order to prevent the vote on a question or contract from being voidable, a Board member who has a financial interest must:

- A. Make full disclosure of his/her interest before any action is taken; and
- B. Abstain from voting, from the negotiation or award of the contract and from otherwise attempting to influence the decision.

The Secretary of the Board shall record in the minutes of the meeting the member's disclosure and abstention from taking part in the decision in which he/she has an interest.

It is not the intent of this policy to prevent a Board member from voting or the school from contracting with a business because a Board member is an employee of that business or has another, indirect interest but is designed to prevent the placing of



Board members in a position where their interest in the schools and their interest in their places of employment may conflict and to avoid appearances of conflict of interest.

Appearance of Conflict of Interest

A Board member should do nothing to give the impression that his/her position or vote on an issue is influenced by anything other than a fair consideration of all sides of a question.

Board members shall attempt to avoid the appearance of conflict of interest by disclosure and/or by abstention.

Definitions

For the purposes of this policy, the following statutory definitions apply:

- A. “Employee” means a person who receives monetary payment or benefits, no matter the amount paid or hours worked, for personal services performed for a school administrative unit.
- B. “Volunteer” means a person who performs personal services for a school administrative unit without monetary payments or benefits of any kind or amount.



Code: EBAA

CHEMICAL HAZARDS

The Maplestone Board of Directors is committed to providing a safe environment for students and employees. It is the policy of Maplestone to follow safe practices in regard to the storage and handling of hazardous chemicals and to comply with all applicable Maine and Federal laws and regulations concerning hazardous chemicals and materials. The school will develop procedures relevant to the identification, purchase, storage, inventory, handling, and disposal of hazardous chemicals and materials.



Code: EBC

BOMB THREATS

The Maplestone School Board recognizes that bomb threats are a significant concern to the school. Whether real 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 place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The School Board directs the Director 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.

It is also a violation of School Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the school. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

B. 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 Director shall be responsible for developing and implementing procedures specific to bomb threats as part of the Maplestone School’s Comprehensive Emergency Management Plan and Emergency Procedures Regulation EBCC. These procedures are intended to inform 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); and
2. Parent notification process.

Bomb Threats 2.

Policy EBC

The initial bomb threat procedure will be subject to approval by the School Board. The Director will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the School Board's required annual approval of the school's Comprehensive Emergency Management 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 Director, teacher, or other employee in a position of authority.

An employee of the school who learns of a bomb threat shall immediately inform the Director. The Director shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school's bomb threat procedure.

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

The Director shall be responsible for reporting any bomb threat to the Department of Education within 2 business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

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

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

In addition, a student who is found after hearing by the School 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 Policies JICI-Weapons in School and JICIA-Violence in School, except that the Director may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the IEP process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policies JGD Suspension and JGE-Expulsion.



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.

Bomb Threats 3.

Policy EBC

H. Staff Disciplinary Consequences

A school 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.

A school 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

The Maplestone School 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 (or: practicable) opportunity, as determined by the Director in consultation with the School 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 the school's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate School 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)

Ch. 125 § 10.06 (Me. Dept. of Ed. Rules)



Emergency Action Plan

The Emergency Response Plan for MapleStone is a series of written guidelines and responsibilities designed to specifically outline the course of action taken during a crisis. The development of these plans are for the purpose of implementing policies and procedures relating to unforeseen emergencies, disasters or hazards that may have an adverse or detrimental impact on MapleStone.

General Knowledge:

1. Mass panic can be one of the greatest dangers to oneself and others. Staff must remember that in times of stress, students will look for adult leadership and also to those who are normally in a position of authority.

Staff must remain calm, size up the situation, and take action based on known facts and this EMERGENCY ACTION PLAN.

All school staff members must be thoroughly familiar with the contents of this plan. This emergency plan outlines actions that school personnel will be called upon to execute in an emergency situation in order to minimize confusion, injury, and loss of life in a major disaster.

The warning at the school shall be the sounding of an alarm (horn) or verbal announcement.

Responsibilities of Staff:

1. Teachers, Ed Techs, and Other Certificated Staff shall be responsible to:
 - a. Direct evacuation of students in their charge to proceed directly to inside or outside an assembly area.
 - b. Take roll when groups are relocated in an outside/inside assembly area or other location.
 - c. Report missing pupils to the Executive Director.
 - d. Provide for the health and safety of their students.
 - e. Maintain order, discipline, and morale of students in their charge.
 - f. All other certificated staff not directly supervising students are to report to the Executive Director.

Actions to be taken:

1. The Executive Director will oversee the order and conduct of the assembly.
2. The Executive Director and/or teaching staff will oversee the release of any student to an authorized adult.



Fire Emergency Procedures

All buildings and offices shall have an Emergency Exit chart posted in a prominent location. Leaving a building consists of the orderly movement of students and staff from inside the school building to outside areas of safety or planned evacuation site. The on-site evacuation area is:

For fire at Cherrystone-evacuate to the shop building. For fire at any other building-evacuate to Cherrystone.

1. Sound building fire alarm (local or auxiliary). This will automatically implement action to leave the building.
2. Notify Fire Department - 911 (**Fire Department is to be notified of any fires larger in size than a waste basket**) Provide the following information: Building address, including nearest cross street(s) School name Building location, Exact location within the building , your name and phone number
3. Attempt to extinguish fire with fire extinguisher **only if it is a small, incipient fire.**
4. Evacuate to the outdoor assembly area. Remain at a safe distance from the fire and away from fire fighting equipment.
5. Render first aid as necessary.
6. Check attendance. Remain with students.
7. Clear access routes for emergency vehicles.
8. Keep staff and students at a safe distance from the fire and away from firefighting equipment
9. Fire Department officials will determine if or when the building is safe for re-entry.

In any fire situation, it is important to act quickly and decisively in order to contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, thus making breathing easier and providing direction. Before opening any door, place a hand one inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire.

Medical emergencies and accidents can occur at any time and may involve a student or employee. Some emergencies may only require first aid care, while others may require immediate medical attention. When in doubt, it is better to err on the side of caution and dial 911. Medical emergencies involving any student or employee must be reported to the Executive Director.

NOTE: If gas odor is noticed in an immediate area or school site area, do not turn on light switches. This may ignite some sparks. Use verbal means to alert classrooms to evacuate; use extra caution so as not to place oneself in danger of inhaling chemicals. Smoking and start-up of vehicles may cause sparks or explosions to the gas or other chemical leak.



Emergency Medical Procedures:

1. **Dial 911** or direct someone to do so.
Provide the following information:
 - o Building address, including nearest cross street(s)
 - o School or site name
 - © Exact location within the building
 - o Your name and phone number
 - o Nature of the emergency
 - o Do not hang up until advised to do so by the dispatcher.
2. Notify the Executive Director that an individual has been injured and an ambulance has been called.
3. Ask someone to dispatch a first aid/CPR trained employee to the victim.
4. Stay calm. Keep the victim warm with a coat or blanket.
5. Do not move the victim unless there is danger of further injury.
6. Do not give the victim anything to eat or drink.

Bloodborne Pathogens Emergency Procedure:

In an emergency situation involving blood or potentially infectious materials, you should always try to minimize your exposure by wearing gloves, splash goggles, and other barrier devices.

If you are exposed, however, you should:

1. Wash the exposed area thoroughly with soap and running water. Use non abrasive, antibacterial soap if possible. If blood is splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes.
2. Report the exposure to the Director as soon as possible.
3. Fill out an exposure report form, if you desire. This form will be kept in your personnel file for 40 years so that you can document workplace exposure to hazardous substances. This report is available from the Director.
4. You may also request blood testing or the Hepatitis B vaccination if you have not already received it.

Procedures for all post-exposure cases:

- Document the route(s) of exposure and the circumstances under which the exposure incident occurred.

Identify and document the source individual unless such documentation is impossible or prohibited by law. Require the individual's blood be tested for HBV and HIV as soon as possible. If the source individual is known to be seropositive for HBV or HIV, testing for that virus need not be done.



(If you consent to baseline blood collection, but do not give consent at that time for HIV serological testing, inquire as to how long your blood sample will be kept. If, within the time your blood sample is kept, you decide to consent to have the baseline sample tested, such testing should be done as soon as possible.)

- Administer post exposure prophylaxis, when medically indicated, as recommended by the US Public Health Service.
- Provide counseling.

Apart from the circumstances surrounding the exposure itself, all other findings or diagnosis will remain entirely confidential.

Suspected Drug/Alcohol

- Report all related rumors to the Director immediately.
- Continue to observe the student(s) until help or Director arrives.
- Do not let student leave
- Return to business as usual after the student(s) is or are removed.

Civil Disturbances

A civil disturbance is any situation where a person or group of persons disrupts operations or threatens the safety of individuals. Precautionary protective measures must be taken. If participants enter the building, remain calm and do not provoke aggression.

• Teachers/Site Staff Responsibilities

1. Report disruptive circumstances to the Executive Director.
2. Do not argue with participant(s).
3. Have all students and employees leave the immediate area of disturbance.
4. Lock all doors.
5. Stay away from windows and exterior doors.
6. Remain inside the building, unless instructed otherwise by the Director or police officials.



Intruder/Violence/Weapons/Hostage Situation:

Maplestone follows a RUN-HIDE-FIGHT protocol

RUN: Evacuate if possible.

If there is considerable distance between you and the sound of gunfire/armed person (or if instructed, when signal (horn) is heard), quickly move away from the sound of gunfire/armed person.

Leave belongings behind

Evacuate students into the woods and proceed to rally point. Account for all students. For shop and sawmill building; trail to pit/Hobbs Farm. **For Cherrystone and Ropes course: to Milton Mills Road**

Call the Sheriff's Department. Do not assume that someone has reported the incident.

HIDE: Silently in as safe a place as possible.

If the armed person is in close proximity and you can not evacuate safely, hide in an area out of view.

Cover all doors and windows.

Lock and barricade doors/windows with any available furniture, etc.

Turn off lights

Silence phones, and turn off electronics

Remain in place until you receive an "all clear" signal.

FIGHT: Take action to disrupt or incapacitate the intruder

As a last resort, fight if you can not evacuate or hide safely, and only when your life is in imminent danger

Use items in your area such as fire extinguishers and chair

Throw items at the intruder if possible.



Wait for local law enforcement to assist you out of the building.

Other School Incident

In the event that the school is informed of a crisis (as defined below), the Director will be notified immediately to verify circumstances and develop a plan for handling the situation.

Possible crises that might occur include the following but are not limited to:

- A. Attempted suicide or suicide, natural disaster, death of a significant other, a faculty member's death, motor vehicular accidents, abduction, war, etc.
- B. Acting out student who is threatening students and staff members
- C. Students who are at risk of self-destructive behaviors and/or suicide,
- D. Threat of harm to students or staff from a source outside of school.

It is the responsibility of the Director and administration to determine the scope of the problem.

Fights

Notify the Director Immediately

- * Ask for assistance from nearby staff members
- * Send staff or student for assistance
- * Instruct combatants to disperse
- * All staff are obligated to pitch in and take an active role in ceasing any/all hostile activities. Advise spectators to disperse immediately. Assign other staff this role. Yell out the combatant's name(s) and identify yourself and order them to stop.
- * If you decide to physically intervene, approach students from the side. Do not step between combatants. Separate all combatants, refer to the Director.

Explosions/Bomb Threats

In the event that a bomb threat is received, it is important for the person receiving the call to attempt to keep the caller on the telephone as long as possible. It is also important to listen carefully to all information provided by the caller and to make a note of any voice characteristics, accents, or background noises.

The FBI has formulated a list of questions to ask, which are intended to elicit the information required to determine the severity of the threat. This determination will be made by the Sheriff's Department with advice and assistance from the Executive Director. When the Sheriff's Department arrives, they will decide whether to institute a search of the building. If a search is conducted, the Police will be assisted by volunteer staff familiar with the building.



WARNING: If an explosive or incendiary device, or what is thought to be such a device is detected, immediately report the same to the Executive Director who should immediately notify the Sheriff and Fire Department (911). Secure and cordon off the area where the device is found. All personnel in the immediate vicinity of the device must be evacuated first and the area cordoned off.

Bomb Threat Procedures:

Person receiving call:

1. Listen - DO NOT interrupt the caller.
2. If possible, alert the Executive Director by a pre-arranged signal while the caller is on the line.
3. Complete Bomb Threat Checklist.
4. Notify the Executive Director or designee immediately after completing the call.

Procedural Guidelines for Crisis Policy

Other incidents:

1. Any staff members hearing of an incident please contact the Director.
 - a) The Director will verify facts with the police and/or the family involved.
 - b) Director will be the only spokesperson to talk to the press and public on behalf of the school.
 - c) Director will consider the family's wishes surrounding confidentiality.
2. Director will take responsibility for informing the staff of the incident.
3. Director will hold a brief staff meeting prior to the opening of the school day.
4. In the event that a crisis occurs after the start of the school day, the Director will notify school staff.
5. Appropriate announcement of the incident to the students will be made in a crew meeting.
 - a) If necessary, and if possible, a fact sheet will be available to help staff members explain the incident(s).



- b) After students are informed, crew periods will be extended as needed or civility meetings may be called.
 - c) Careful attendance will be taken in crew meetings and all throughout the school day. It is important that parents be notified immediately if it is verified that a student has left school.
6. At the Director's discretion, a notification of the incident may be sent home with the students. The purpose would be to inform parents of the incident in factual terms, to explain steps the school has taken regarding the incident and possibly to list resources for help available to students and/or parents.
7. Staff members should keep an eye on student behavior, i.e. crying, erratic behavior, depression, changes in academic performance. a) Referrals should be made to the Social Worker and/or Director b) The Director and/or Social Worker will determine the appropriate action.
8. For those students experiencing grief and/or anger, a supervised time out space will be designated. The Director will designate staffing for this “time out” area. A notice will be given to staff to help be aware of possible behaviors to look for.
9. Other resources that may be available to assist throughout the school when crisis occurs could include: clergy, police, counselors, and other students.
10. If necessary, there will be a closure to the end of the day for staff and students, which will include a report of how the day proceeded and concerns of the staff and students.
11. There will be an evaluation of the situation and how it was handled.
12. There will be an annual evaluation of the crisis policy.

Revised: 11/16/22



Code: ECB

Integrated Pest Management

Integrated Pest Management Policy

Pests can pose significant problems to people, property, and the environment. Pesticides pose similar risks. Children spend a great deal of time in schools and face greater potential for health effects resulting from pest and pesticide exposure. By reducing reliance on pesticides and incorporating low-risk control options. Integrated Pest Management (IPM) reduces both pests and pesticide risks. It is therefore the policy of this school to incorporate IPM procedures for controlling pests.

Integrated pest Management Procedures

IPM relies on pest monitoring and the most economical and least hazardous combination of cultural, physical, biological, and/or chemical controls to prevent unacceptable levels of pest activity and damage. The school will develop a site plan for each locality on school property that may experience pest problems. These plans will incorporate IPM and outline specific management tactics.

Pest Management Objectives

- ☐ Maintain a safe and sustainable school environment
- ☐ Protect human health by suppressing pests that threaten public health and safety
- ☐ Reduce exposure of humans, particularly children, to pesticides
- ☐ Reduce or prevent pest damage to school properties
- ☐ Reduce environmental pollution
- ☐ Reduce the costs the pest management
- ☐ Prevent pests from spreading beyond school property
- ☐ Enhance the quality of life for students, staff, and others using school property



Notice Regarding School Integrated Pest Management (IPM) Policies

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, good turf and plant care, and --as a last resort--pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk approach available. If higher risk pesticides must be used, notices will be posted at application sites and advance notice will be sent home with students.

Your Right to Know

Parents, legal guardians, and school staff will be notified about certain pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of pest monitoring, pesticide applications and information about pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Emily Meehan, at 207.477.2829.

If you have any questions, please contact Emily Meehan, Executive Director. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207.287.2731 or visit the Maine School IPM website at: www.thinkfirstspraylast.org/schoolipm

Sincerely, Emily Meehan



ECAC

Destruction of School Property/Vandalism

Students are expected to treat school property with the care and respect they would treat their own property. A student who willfully damages or vandalizes school property will be held responsible for their actions. The student will be subject to disciplinary consequences including the possibility of restitution, reimbursement, suspension, expulsion, and exclusion from school activities, including, but not limited to the graduation ceremony and granting of diploma. In addition, these actions may result in legal consequences and/or police involvement.



Code: GBEC

DRUG-FREE WORKPLACE

Drug-Free Workplace

- 1) All school workspaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a) a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b) b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
- 2) For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in Schedules I through V of Section 202 of the Federal Controlled Substances Act, by regulation at 21 CFR 1033.11 to 1300.15 and 17-A MRSA 1101.
- 3) For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any school building or grounds owned or operated by the school, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or other event where students are under the jurisdiction, care or control of the school.
- 4) As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Establish the following as ground for disciplinary action:
 - Working under the influence of alcohol or illegal drugs, no matter where consumed.
 - Having an unsealed container of alcohol or consuming alcohol in a district workplace. (any employee who finds any type of container of alcohol on school property should report it to the administration as soon as possible).
- 5) In order to make employees aware of dangers of drug and alcohol abuse, the school will:
 - a) Post notice of the school drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - b) Establish a drug-free awareness program through the health care provider and/or the District's liability insurer to educate employees about the dangers of drug abuse and drug use in the workplace, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

School Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment.



Code: GBO

FAMILY AND MEDICAL LEAVE POLICY

The following administrative procedure covers the main provisions of the federal Family and Medical Leave Act (FMLA). The guidelines in no way attempt to modify the Act, which should always be referred to when questions arise about implementation. The Maplestone School is responsible for analyzing each employee request for leave to determine whether he/she is eligible under the federal and/or state statute. When an employee is eligible for leave under both the federal and state statutes, the applicable law with regard to each benefit shall be the one that provides the greater benefit to the employee (usually Federal FMLA).

I. ELIGIBILITY REQUIREMENTS

To be eligible under the FMLA, employees must work at a site where 50 or more employees of the same school board are employed within 75 miles of that work site. An employee must have been employed by the school unit for at least 12 months and have worked at least 1250 hours in the previous twelve month period. According to the law, teachers employed on a full-time basis are presumed to have met the minimum hours requirement. Under FMLA, an eligible employee is entitled to receive up to twelve weeks of leave during a twelve month period for the following reasons:

- A. The birth and care of a child;
- B. The adoption or foster placement of a child with the employee;
- C. To care for a spouse, child or parent with a serious health condition; or
- D. The employee is unable to perform the function of his/her position because of a serious health condition.
- E. To care for a seriously injured or ill parent, child or spouse who is a member of the Armed Forces; or
- F. To make arrangements and attend activities when a spouse, child or parent in The National Guard or Reserves is on active duty or is called to active duty.



II. ADMINISTRATION

A. If the leave request is due to the employee's serious health condition, the employee is required to provide medical certification stating the date the health condition commenced, the probable duration, the appropriate medical facts concerning the condition and that the employee cannot perform the functions of his/her job. If the leave request is due to the serious health condition of a family member, the employee is required to provide medical certification stating the date the health condition commenced, the probable duration, the appropriate medical facts concerning the condition and an estimate of the time the employee will need to care for the family member.

B. The twelve month period in which an employee is entitled to twelve weeks of FMLA leave shall be the 12-month period measured forward from the date of an individual employee's first leave begins.

C. If an employee and spouse work for the same employer, they are limited to a combined 12 weeks of leave for the birth or adoption of a child. If leave is needed on an intermittent schedule or reduced schedule for an employee's or a family member's serious health condition and scheduled medical treatments, reasonable efforts must be made to schedule treatment so they do not disrupt the workplace.

D. An employee must submit an application for leave at least 30 days in advance when the leave is foreseeable, or as soon as practicable if it is not foreseen. When an employee is absent for 5 consecutive days, the employee may be asked to provide information to determine whether the leave is for an FMLA qualifying purpose.

E. Any leave taken for FMLA-qualifying purposes (including leave taken under employment policies, bargaining agreements, or contracts) shall also be applied to an employee's annual FMLA entitlement. When paid leave taken for FMLA-qualifying purposes is exhausted, the balance of the FMLA leave shall be unpaid.

F. The Maplestone School will continue to pay its share of the employee's health insurance premium while the employee is on unpaid FMLA leave. The employee must pay his or her share of the premium on a monthly basis or as directed by the business office.

G. Upon the employee's return to work, he/she will be restored to his/her previous



position or to an equivalent position with equivalent pay, benefits, conditions and terms of employment.

H. An employee returning from FMLA leave for his/her own serious health condition is required to submit medical certification that indicates fitness to return to work and ability to perform the functions of the job.

I. If the employee is unable to return to work because of his/her own serious health condition at the expiration of allowable FMLA leave, the Superintendent may consider a request for extension of unpaid leave and benefits on a case by case basis. Failure to return to work upon the expiration of FMLA leave may subject the employee to immediate termination unless such an extension is granted.

J. An employee who is not eligible for federal FMLA may be eligible for Maine Family Medical Leave.

DEFINITIONS:

Serious Health Condition: Medical conditions that are defined as permanent or long-term conditions (Example: Alzheimer's, severe stroke, terminal disease) and conditions requiring multiple treatments and recovering from treatments (Example: cancer, severe arthritis and kidney disease) as defined by FMLA with proper documentation provided to the Director.

ADDITIONAL POLICY: Paid Family Leave

Effective Date: November 1, 2023



Scope: Applies to full-time and part-time staff members who have been employed for at least ninety (90) days. This policy is not intended to replace any paid sick time off available under state and/or local law for qualifying purposes.

Purpose: To establish guidelines for payment to eligible colleagues for anyone, or more, of the following reasons:

- To care for the staff member's spouse, child, or direct parent with a serious health condition;
- For bonding with a newborn child;
- The placement with the colleague of a child for adoption or foster care, and to care for the newly placed child.

Policy: Staff members may be paid for up to ten (10) calendar days (outside of sick time) based on the employees' normal working hours, not to exceed twenty (20) hours per backward-rolling 12-month period for a qualifying event listed above.

Staff members must give at least 30 days' advance notice prior to commencement of leave if the need for leave is foreseeable. If the need for leave is not foreseeable, and/or 30 days' advance notice is not possible, the staff member must give as much notice as is practicable under the circumstances. The Director will approve or deny Family Leave requests.

Paid Family Leave will be paid at 100% of a staff member's base rate of pay. Paid Family Leave will be coordinated with benefits provided under a state or local paid family leave program.

FMLA (or a state equivalent) certification is required to qualify for payment under the Paid Family Leave policy. Paid Parental Leave should generally be taken in one-week increments, except under circumstances of ongoing medical care for family members experiencing a qualifying serious health condition, when leave may be taken intermittently in single full-day increments. Any Paid Family Leave time under this Policy, including pre-approved intermittent time, must be used within 90 days of the qualifying event or a timeline as determined appropriate by the Director.

If a staff member elects to take sick time available for use as paid sick time under applicable state and/or local law, the policies applicable to such sick time use will apply.

The organization reserves the right to update the policy as needed

Code: IJNDB



STUDENT COMPUTER/DEVICE AND INTERNET USE

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

A. Acceptable Use

1. The school's computers/devices, network and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers/devices, whether on or off school property.
3. Students also must comply with all specific instructions from school employees and volunteers when using the school's computers/devices.
4. Students are required to provide their passwords for any school-issued computers/devices to school staff.

B. Prohibited Uses

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

1. **Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying/cyberbullying and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use the school's computers/devices, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school assumes no responsibility for illegal activities of students while using school computers/devices.



3. **Violating Copyrights or Software Licenses** – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of school staff. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school assumes no responsibility for copyright or licensing violations by students.
4. **Downloading "Apps"** – Students may not download any "apps" without prior approval from an authorized school employee.
5. **Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
6. **Use for Non-School-Related Purposes** - Using the school's computers/devices, network and Internet services for any personal reasons not connected with the educational program or school assignments.
7. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords (except with authorized school employees); use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
8. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the school's computers/devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. **Avoiding School Filters** – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters. If a student believes filtering should be less restrictive on a temporary basis for specific, bona fide research purposes, he/she should discuss the matter with his/her teacher.
10. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** - Students may not access blogs, social networking sites, etc. to which student access is prohibited.

C. Compensation for Losses, Costs and/or Damages

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



while using school computers/devices.

D. Student Security

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

E. System Security

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

F. Additional Rules for Devices Issued to Students

1. Laptops/iPads are loaned to students as an educational tool and may be used for purposes specifically authorized by school employees.
2. Both the student and his/her parents must sign the school's acknowledgment form.
3. Students and their families are responsible for the proper care of devices at all times, whether on or off school property, including costs associated with repairing or replacing the devices. **Parents should be aware that they are responsible for any costs associated with loss, theft or damage to a device issued to their child.**
4. If a device is lost or stolen, this must be reported to the school administration immediately. If a device is stolen, a report should be made to the local police immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
6. Violation of policies or rules governing the use of computers/devices, or any careless use of a device, may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct



supervision of school employees. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.

7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the device and Internet access when in use at home.

8. All use of school-loaned devices by all persons must comply with the school's Student Computer/Device and Internet Use Rules.

9. Devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Code: JFCK

Cell Phone Usage



The Maplestone Board believes that in order to maintain an environment conducive to learning, student access and use of cell phones and other electronic devices must be limited. Our preference is that no electronic devices be brought to school. However, we recognize that for some students, the use of these devices makes the bus ride more tolerable.

Cell phones may be used on school grounds before school, during breakfast and lunch, and afterschool. Cell phone use is prohibited at all other times. Students are required to turn in their cell phones after breakfast and again, after lunch, for storage in the main office. Cell phones will then be returned at the end of the day. Students who refuse to turn in their cell phones will be subject to disciplinary action up to and including termination of their placement at Maplestone.

When students are allowed to use their cell phone or electronic devices, any use which violates board policy or school rules is strictly prohibited. Any accessing, viewing, obscene, vulgar, sexually explicit or suggestive, threatening, bullying, discriminatory, harassing and/or illegal material is prohibited. Students violating these rules will be subject to disciplinary action up to and including termination of their placement at Maplestone.

Student cell phones and electronic devices may be subject to search if there is reasonable suspicion that the individual is violating board policies, school rules, or the law. The school may maintain possession of the device as long as reasonably necessary for evidentiary purposes.

5-8-23

IMPORTANT NOTICE



Students will not possess any electronic device (cell phone, Ipod, MP3 player, Switch ect.) during their time at MapleStone. Our preference is that no electronic devices be brought to school as Maplestone will not be liable for them if they are lost or damaged. However, we understand that for some students the use of these makes the bus ride more tolerable.

Therefore,

instructors will ask for all electronic devices at the beginning of each day and put

them in a safe place. At the end of the day, the electronic devices will be returned to the students. Students caught with an unauthorized electronic device will lose their privilege to have one at school. If this violation continues more than 3 times, a meeting will be called to review the programming.

To reach a student during school hours, messages can be left with the main office (207-477-2829).

Sincerely,

Ron Robert

Director, MapleStone School

Code: JFG

STUDENT SEARCHES



The Board recognizes its responsibility to maintain a safe, orderly environment conducive to the educational process. Therefore, school officials may conduct reasonable searches of students and their possessions, when in their judgment, there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated either the Law or the policies of the school. Possessions include any backpack, container, bag, or other item. Maplestone may also conduct periodic, random searches as part of our school safety program.

During any search of property belonging to a student, the school official shall ask the student to open and fully reveal its contents. If the student refuses to open the item or reveal its contents, the school official shall open the item.

Student parking on school grounds is a privilege. Student vehicles on school property may be searched by the administration or law enforcement when there are reasonable grounds for suspicion that the search will reveal evidence that the student has violated the Law or policies of the school.

During any search of a student's person, ie. a pat-down search or a search of garments being worn by the student except outer coats, sweatshirts or the like which may be removed and searched, the Director or designee will be present along with one other adult staff member, who will be of the same gender as the student being searched, and such search will be conducted in an appropriate private place.

Approved:

Student and Parent Consent to Searches at School



I have received and read a copy of the school's student search policy. I understand and accept the terms of the student search policy

Student's Signature

Date

Seen and Approved

Parent/Guardian Signature

Date

Code: JIC

STUDENT CODE OF CONDUCT

Promoting ethical and responsible student behavior is an essential component of the



Board's educational mission.

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

To achieve this goal, the Board has developed this Student Code of Conduct. Based on values identified as essential to ethical and responsible behavior, the Code articulates the Board's expectations for student conduct.

The Board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the Board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

The Board applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

The Student Code of Conduct shall be distributed to students, parents, and staff through handbooks and/or other methods deemed appropriate by the Director.

Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following standards for ethical and responsible behavior:

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

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

1. On school property;



2. While in attendance at school or at any school-sponsored activity, or
3. at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

General Behavior Expectations and Discipline Policies

The following expectations for student behavior are fundamental to the safe, orderly, and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff, and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order, and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor violations up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

Expectations

The following is a summary of the school's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail.



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

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

3. Bullying: Bullying is not acceptable conduct and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

4. Hazing: Hazing is prohibited. 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 public school." No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular, and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion, and/or other appropriate disciplinary measures.

5. Discrimination and Harassment/Sexual Harassment: Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation or disability. Nor should students harass one another on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation, or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

6. Drug and Alcohol Use: Students shall not distribute, possess, use, or be under the influence of any alcoholic beverage, drug, "bath salts," or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

7. Tobacco Use: Students shall not smoke, use, possess, sell, or distribute any tobacco or vaping products. Violations of this policy may result in disciplinary action up to and including expulsion from school.



8. Conduct on School Buses: Students must comply with all school rules while on school buses. Students who violate these rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

9. Computer/Internet Use: Students may use school computers, networks, and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

Removal of Disruptive/Violent/Threatening Students

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety.

2. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The Director may invoke the school unit's emergency management plan if appropriate.

Referrals to Law Enforcement Authorities

The Director has the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Director may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Director, must be reported to law enforcement authorities.

Dissemination of the Student Code of Conduct

The Student Code of Conduct and summary of consequences for violation of the Code of Conduct shall be distributed to staff, students, and parents through handbooks and/or other means selected by the Director.

Legal Reference: 20-A M.R.S.A. §§ 254(11); 1001 (15)



LegalReference: 20-A MRSA §§ 254 (11); 1001 (15)
Standards For Ethical and Responsible Behavior in Maine Schools and
Communities(Report of the Commission for Ethical and
ResponsibleBehavior, 2/01)

Separation of Employment Policy

It is the policy of the MapleStone School to ensure that employee terminations, including voluntary and involuntary terminations and terminations due to the death of an employee, are handled in a professional manner with minimal disruption to the workplace.

AT WILL EMPLOYMENT



Employment with the MapleStone School is voluntary and subject to termination by the employee or MapleStone at will, with or without cause, and with or without notice, at any time. Nothing in this policy shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of MapleStone School employees.

VOLUNTARY TERMINATIONS

A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to the School Director or when an employee is absent from work for three consecutive workdays fails to contact the School Director (job abandonment).

Procedures:

1. Employees are requested to provide a minimum of 90 days notice of their intention to separate employment. The employee should provide a written resignation notification to the School Director.
2. The Administrative Assistant will coordinate the employee's departure from the company. The process will include the employee's returning all company property, a review of the employee's post-termination benefits status and the employee's completion of an exit interview.

INVOLUNTARY TERMINATIONS

An involuntary termination of employment, including a layoff of over 30 days, is a management-initiated dismissal with or without cause.

Procedures

1. Before any action is taken to involuntarily discharge an employee, the School Director must request a review by the school board.
2. The school board will be responsible for reviewing the circumstances and determining if discharge is warranted. If the board recommends discharge, the School Director will notify the employee.

FINAL PAY



An employee who resigns or is discharged will be paid through the last day of work.

HEALTH INSURANCE

Medical insurance terminates on the last day of the month the employee separates employment or is terminated. An employee will be required to pay his or her share of insurance premiums through the end of the month. Information about COBRA continuation coverage will be provided.

RETURN OF PROPERTY

Employees must return all school property at the time of separation cellphones, keys, laptops, and tools. Failure to return some items may result in deductions from the employee's final paycheck where state law allows. An employee will be required to sign a wage deduction authorization to deduct the costs of such items from the final paycheck. In some circumstances, MapleStone may pursue criminal charges for failure to return school property.

Alcohol, Tobacco, and Drug Use by Students PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy, or sell, or give away any beverage containing alcohol, any tobacco product, including vapor/E-Cigarettes, marijuana, steroids, or any controlled substance. The Board of Directors prohibits the use of consumption by students of alcohol, tobacco products, or drugs on school property or any school function.



Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during attendance at school or a school-sponsored activity, will be barred from the activity and may be subject to disciplinary action.

Code: JICIA

WEAPONS, VIOLENCE, AND SCHOOL SAFETY

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



accordance with 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 to the school Director for investigation and appropriate action. Students who are subjected to or observe prohibited conduct are strongly encouraged to report it to a staff member or administrator.

1. Prohibited Conduct

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

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, and nunchucks;
- B. Discharge of a firearm within 500 feet of school property;
- C. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such objects include but are not limited to bats, belts, picks, pencils, compasses, articles capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);
- D. Violent, threatening, or menacing behavior, including but not limited to fighting, assault, and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats), stalking, or blocking access to school property or facilities;
- E. Verbal or written statements (including those made on or through a computer or other electronic device) which threaten, intimidate, or harass others; verbal or written statements which tend to incite violence and/or disrupt the school program; blackmail; extortion; or demands for money or property;
- F. Intentional damage to school or personal property;



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

2. Disciplinary Action

A. Students

The school Director may discipline, suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws.

Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRS § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRS § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing, and trafficking of scheduled drugs.

Students who are found to have brought a firearm or to have possessed a firearm at a school (as both terms are defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the School Board on a case-by-case basis in writing.

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 Director.

B. School Staff and Volunteers

School staff members who violate this policy shall be disciplined in accordance



with any applicable contractual agreement or school board procedure.

Volunteers who violate this policy may, at the Director's discretion, have their volunteer authorization revoked or restricted, depending on the circumstances of the particular case.

Violations of this policy may be referred to law enforcement.

C. Visitors

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

4. Staff/Student Training and Procedures

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

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

Policy: JKAA

USE OF PHYSICAL RESTRAINT AND SECLUSION

MapleStone 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 Director 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 inducing a student to walk to another location, including assisting the student to the student's feet in order to be escorted.
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. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
5. 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.
6. 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.
7. MDOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 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.

MapleStone 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 3 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 this policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings 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-A M.R.S.A. §§ 4502(5) (M); 4009

Me. DOE Rule, ch. 33 (July 1012)

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 [OR:

KLGA/KLGA-R – Relations with School Resource Officers]

First Reading: October 15, 2013

Second Reading: November 12, 2013

Adopted: November 12, 2013

CODE: JKAA-R

PROCEDURES ON PHYSICAL RESTRAINT AND SECLUSION

These procedures are established for the purpose of meeting the obligations of MapleStone under state law/regulations and Board Policy JKAA governing the use of physical restraint and



seclusion. These procedures shall be interpreted in a manner consistent with state law and regulations.

1. Definitions

For purposes of these procedures, the terms "physical restraint" and "seclusion" shall have the meanings defined in Policy JKAA. Definitions for other important terms in this procedure include:

- A. Emergency: A sudden, urgent occurrence, usually unexpected, but sometimes anticipated, that requires immediate action.
- B. Imminent risk of injury or harm: A situation in which a student has the means to cause physical harm or injury to him/herself, or others, and such injury or harm is likely to occur at any moment, such that a reasonable and prudent person would take steps instantly to protect the student and others against the risk of such injury or harm
- C. Dangerous behavior: Behavior that presents an imminent risk of injury or harm to a student or others
- D. Serious bodily injury: Any bodily injury that involves: (1) A substantial risk of death; (2) Extreme physical pain; (3) Protracted and obvious disfigurement, or (4) Protracted loss or impairment of the function of a bodily member, organ or mental faculty.

2. Physical Restraint

To the extent possible, physical restraint will be implemented by staff certified in a training program approved by the Maine Department of Education. If untrained staff have intervened and initiated a physical restraint in an emergency, trained staff must be summoned to the scene to assume control of the situation if the emergency continues.

This procedure does not preclude law enforcement personnel from implementing physical restraints in carrying out their professional responsibilities.

A. Permitted Uses of Physical Restraint

- 1. Physical restraint may be used only as an emergency intervention when the behavior of a student presents imminent risk of injury or harm to the student or others, and only after other less intrusive interventions have failed or been deemed inappropriate.



2. Physical restraint may be used to move a student only if the need for movement outweighs the risks involved in such movement
3. Prescribed medications, harnesses, and other assistive or protective devices may be used as permitted by Rule Chapter 33
4. Parents may be requested to provide assistance at any time

B. Prohibited Forms and Uses of Physical Restraint

1. Physical restraint used for punitive purposes; as a therapeutic or educational intervention; for staff convenience; or to control challenging behavior
2. Physical restraint used solely to prevent property destruction or disruption of the environment in the absence of imminent risk of injury
3. Physical restraint that restricts the free movement of a student's diaphragm or chest, or that restricts the airway so as to interrupt normal breathing or speech (restraint-related asphyxia)
4. Physical restraint that relies on pain for control, including but not limited to joint hyperextension, excessive force, unsupported take-downs (e.g., tacks), the use of any physical structure (c.g., wall, railing or post), punching and hitting.
5. Aversive procedures, and mechanical and chemical restraints.
 - a. Aversive procedures are defined as the use of a substance or stimulus, intended to modify behavior, which the person administering it knows or should know is likely to cause physical and/or emotional trauma to a student, even when the substance or stimulus appears to be pleasant or neutral to others. Such substances and stimuli include but are not limited to infliction of bodily pain (c.g., hitting, pinching, slapping); water spray; noxious fumes; extreme physical exercise; costumes or signs
 - b. Mechanical restraints are defined as any item worn by or placed on the student to limit behavior or movement and which cannot be removed by the student. Prescribed assistive devices are not considered mechanical restraints when used as prescribed and their use is supervised by qualified and trained individuals in accordance with professional standards.
 - c. Chemical restraints are defined as the use of medication, including those administered PRN (as needed), given involuntarily to control student behavior. Prescribed medications are not considered chemical restraints when administered by a health care provider in accordance with a student's health care plan.
 - d.

C. Monitoring Students in Physical Restraint



1. At least two adults must be present at all times when physical restraint is used except when, for safety reasons, waiting for a second adult to arrive is precluded by the particular circumstances.
2. The student must be continuously monitored until he/she no longer presents an imminent risk of injury or harm to him/herself or others.
3. If an injury occurs, applicable school policies and procedures should be followed.

D. Termination of Physical Restraint

1. The staff involved in the use of physical restraint must continually assess for signs that the student is no longer presenting an imminent risk of injury or harm to him/herself or others and the emergency intervention must be discontinued as soon as possible.
 - a. The time a student is in physical restraint must be monitored and recorded.
 - b. If physical restraint continues for more than ten (10) minutes, an administrator/designee shall determine whether continued physical restraint is warranted, and shall continue to monitor the status of the physical restraint every ten (10) minutes until the restraint is terminated.
 - c. If attempts to release a student from physical restraint have been unsuccessful and the student continues to present behaviors that create an imminent risk of injury or harm to him/herself or others, then staff may request additional assistance from other school staff, parents, medical providers, or other appropriate persons or organizations.

3. Seclusion

To the extent possible, seclusion will be implemented by staff certified in a training program approved by the Maine Department of Education. If untrained staff have intervened and initiated seclusion in an emergency, trained staff must be summoned to the scene as soon as possible.

A "timeout" where a student requests, or complies with an adult request for, a break is not considered seclusion under this procedure. Seclusion also does not include any situation where others are present in the room or defined area with the student (including but not limited to classrooms, offices and other school locations).

A. Permitted Uses of Location of Seclusion



1. Seclusion may be used only as an emergency intervention when the behavior of a student presents imminent risk of injury or harm to the student or others, and only after other less intrusive interventions have failed or been deemed inappropriate.
2. Seclusion may be achieved in any part of a school building with adequate light, heat, ventilation and of normal room height.
 - a. Seclusion may not take place in a locked room
 - b. If a specific room is designated as a seclusion room, it must be a " minimum of sixty (60) square feet; have adequate light, heat and ventilation; be of normal room height; contain an unbreakable observation window in a wall or door, and must be free of hazardous material and objects which the student could use to self-inflict bodily injury.
3. Parents may be requested to provide assistance at any time.

B. Prohibited Uses of Seclusion

1. Seclusion used for punitive purposes; as a therapeutic or educational intervention; for staff convenience; or to control challenging behavior
2. Seclusion used solely to prevent property destruction or disruption of the environment in the absence of imminent risk of injury

C. Monitoring Students in Seclusion

1. At least one adult must be physically present at all times to continuously monitor a student in seclusion. The adult, while not present in the room or defined area, must be situated so that the student is visible at all times.
2. The student must be continuously monitored until he/she no longer presents an imminent risk of injury or harm to him/herself or others.
3. If an injury occurs, applicable school policies and procedures should be followed.

D. Termination of Seclusion

1. The staff involved in the seclusion must continually assess for signs that the student is no longer presenting an imminent risk of injury or harm to him/herself or others and the emergency intervention must be discontinued as soon as possible.



- a. The time a student is in seclusion must be monitored and recorded.
- b. If seclusion continues for more than ten (10) minutes, an administrator/designee shall determine whether continued seclusion is warranted, and shall continue to monitor the status of the seclusion every ten (10) minutes until the restraint is terminated.
- c. If attempts to release a student from seclusion have been unsuccessful and the student continues to present behaviors that create an imminent risk of injury or harm to him/herself or others, then staff may request additional assistance from other school staff, parents, medical providers, or other appropriate persons or organizations

4. Notification and Reports of Physical Restraint and Seclusion Incidents

For the purposes of this procedure, an "incident" consists of all actions between the time a student begins to create a risk of harm and the time the student ceases to pose a risk of harm and returns to his/her regular programming.

A. Notice Requirements

After each incident of physical restraint or seclusion:

1. A staff member involved in the incident shall make an oral notification to the Director/designee as soon as possible, but no later than the end of the school day. MapleStone will report any incidents to the sending school district within 24 hours or by the next business day
2. The Director/designee shall notify the parent/legal guardian about the physical restraint or seclusion (and, any related first aid provided) as soon as practical. The Director/designee must utilize all available phone numbers or other available contact information to reach the parent/legal guardian. If the parent/legal guardian is unavailable, the Director/designee must leave a message (if the parent/legal guardian has a phone and message capability) to contact the school as soon as possible. The parent/legal guardian must be informed that written documentation will be provided within seven (7) calendar days
3. If the physical restraint or seclusion incident occurred outside the school day, the notifications must be made as soon as possible and in accordance with MapleStone's usual emergency notification procedures
4. If serious bodily injury or death of a student occurs during the implementation of physical restraint or seclusion, MapleStone's emergency notification procedures



shall be followed and the Director/designee shall notify the Maine Department of Education within twenty-four (24) hours or the next business day.

B. Incident Reports

Each use of physical restraint or seclusion, must be documented in an incident report. The incident report must be completed and provided to the Director/designee as soon as practical, and in all cases within two (2) school days of the incident and a copy of the incident report sent to the sending school district. The parent/legal guardian must be provided a copy of the incident report within seven (7) calendar days. of the incident.

The incident report must include the following elements:

1. Student name;
2. Age, gender and grade;
3. Location of the incident;
4. Date of the incident;
5. Date of report;
6. Person completing the report;
7. Beginning and ending time of each physical restraint and/or seclusion;
8. Total time of incident;
9. Description of prior events and circumstances;
10. Less restrictive interventions tried prior to the use of physical restraint and/or seclusion and, if none were used, the reasons why;
11. The student behavior justifying the use of physical restraint or seclusion;
12. A detailed description of the physical restraint or seclusion used;
13. The staff person(s) involved, their role in the physical restraint or seclusion, and whether each person is certified in an approved training program;
14. Description of the incident, including the resolution and process of returning the student to his/her program, if appropriate;
15. Whether the student has an IEP, 504 Plan, behavior plan, IHP (individual health plan) or any other plan.
16. If a student and/or staff sustained bodily injury, the date and time of nurse or other response personnel notification and any treatment administered;
17. The date, time and method of parent/legal guardian notification;
18. The date and time of administrator/designee notification



19. Date and time of staff debriefing.

Copies of the incident reports shall be maintained in the student's file and in the school office

5. School Unit Response Following the Use of Physical Restraint or Seclusion

- A. Following each incident of physical restraint or seclusion, the Director/designee shall take these steps within two (2) school days (unless serious bodily injury requiring emergency medical treatment occurred, in, which case these steps must take place as soon as possible, but no later than the next school day)
 - 1. Review the incident with all staff/persons involved to discuss: (a) whether the use of physical restraint or seclusion complied with state and school board requirements, and (b) how to prevent or reduce the need for physical restraint and/or seclusion in the future
 - 2. Meet with the student who was physically restrained or secluded to discuss: (a) what triggered the student's escalation and (b) what the student and staff can do to reduce the need for physical restraint and/or seclusion in the future
- B. Following the meetings, staff must develop and implement a written plan for Response and de-escalation for the student. If a plan already exists, staff must review it and make revisions, if appropriate. For the purposes of this procedure, "de-escalation" is the use of behavior management techniques intended to cause a situation involving problem behavior of a student to become more controlled, calm and less dangerous, thus reducing the risk of injury or harm.

6. Procedure for Students with Three Incidents in a School Year

MapleStone will make reasonable, documented efforts to encourage parent/legal guardian participation in the meetings required in this section, and to schedule meetings at times convenient for parents/legal guardians to attend.

A. Special Education/504 Students

- 1. After the third incident of physical restraint and/or seclusion in one school year, the student's IEP or 504 Team shall meet within ten (10) school days of the third incident to discuss the incident and consider the need to conduct an FBA



(functional behavioral assessment) and/or develop a BIP (behavior intervention plan), or amend an existing one.

B. All Other Students

1. A team consisting of the parent/legal guardian, Director/designee, a teacher for the student, a staff member involved in the incident (if not the Director/designee
2. The team shall consider the appropriateness of a referral to special education and, regardless of whether a referral to special education is made, the need to conduct an FBA (functional behavioral assessment) and/or develop a BIP (behavior intervention plan).

7. Cumulative Reporting Requirements

A. Reports to Maine Department of Education

1. The Director shall submit an annual report to the Maine Department of Education on an annual basis that includes the following information:
 - a. Aggregate number of uses of physical restraint;
 - b. Aggregate number of students placed in physical restraint;
 - c. Aggregate number of uses of seclusion;
 - d. Aggregate number of students placed in seclusion;
 - e. Aggregate number of serious bodily injuries to students related to the use of physical restraints and seclusions; and
 - f. Aggregate number of serious bodily injuries to staff related to physical restraint and seclusion

Code: JKD

SUSPENSION AND DISMISSAL OF STUDENTS

The Maplestone Board of Directors delegates to the School Director the authority to suspend



disobedient and disorderly students for a period not to exceed ten (10) school days. Suspensions longer than 10 days and or permanent dismissal from the school may be imposed by the Board of Directors.

Prior to the suspension, except as hereinafter provided:

- A. The student shall be given oral or written notice of the charge(s) against him/her;
- B. The student shall be given an explanation of the reasons forming the basis for the suspension; and
- C. The student shall be given an opportunity to present his/her version of the incident.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. **Major infractions of school policy such as assault of another student or staff, drug possession, or possession of a weapon will result in immediate removal from the school and the possibility of permanent dismissal.** In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present his/her version of the incident shall be arranged as soon as practicable after removal of the student from school.

The student's parents/guardians shall be notified of the suspension as soon as practicable by telephone (if possible) and by written notice sent by mail. Students shall be responsible for any schoolwork missed during their suspension.

Legal Reference: 20-A MRSA § 1001.9

Code JLCB

ADMINISTRATION OF MEDICATION TO STUDENTS AND IMMUNIZATION POLICY



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 healthcare provider.

"Healthcare 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 healthcare 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.

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. Healthcare 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:

- The student's name;
- The name of the medication;
- The dose;
- The route of administration (e.g., tablets, liquid, drops); and
- Time intervals for administration (e.g., every four hours, before meals);

[NOTE: According to DeEtte Hall, School Nurse Consultant at the Maine Department of Education, it is the generally accepted medical standard that medication may be safely administered within one-half of hour before or after the time scheduled for administration. Because the school unit cannot guarantee that,



parents should be urged to give medication at home whenever possible rather than expect to have it done at school, and boards and school administrators should be aware the need for appropriate disclaimers in policy and in the design of request/permission forms.]

- Any special instructions;
- 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 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).

[NOTE: The paragraph immediately above is consistent with the rule. The DOE suggest that if a medication order appears to be inappropriate or ambiguous, or if the school nurse declines to administer (or declines to allow administration by unlicensed staff) on the basis of student safety, or if the student's health care provider indicates that he/she does not want a medication administered by unlicensed personnel that a meeting or telephone conference be held involving the school nurse, the building administrator, the parent(s), and appropriate professionals to discuss alternative options for administration of medication to the student.]

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]** OR **[one day]** supply shall be kept at school.

[NOTE: The paragraph immediately above has been added as an attempt to discourage break-ins by individuals hoping to acquire prescription drugs for personal use or further distribution.]

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.

Ron Robert, the Director of the Maplestone 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 parents 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 **Maplestone Director** 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, director, and, as appropriate, the school unit's Section 504 Coordinator and/or IEP team, 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.

- 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.
- 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.
- 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.
- The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler **[Optional: taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.]**
- 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. [NOTE: "School setting" is a term used in Section 3(A) of Rule Chapter 40, but it is not specifically defined in statute or rule.] 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.

[NOTE: While it is anticipated that most training will be done by the school nurse, there



may be situations in which training is done by the school physician, **Department of Education staff or others.** Therefore, we have used the phrase "review of the documentation of training and competency." In order to ensure the competency of an unlicensed person to administer medication when training has been done by someone other than the school nurse, it may be appropriate for the school nurse to confirm the individual's competency through direct observation before making a recommendation to the superintendent/designee in regard 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:

- Safe transport of medication to and from school;
- Administration of medication during field trips and school- sponsored events;

[NOTE: Section 3(D)(ii) of the rule expresses this as "medication administered on field trips and other off-campus activities that is in compliance with the Department of Education's Procedure for Medication Administration on Field Trips." DeEtte Hall, the DOE's School Nurse Consultant has stated that this "procedure" refers to the document titled "Policy for Medication Administration of School Field Trips", a document adopted October 29, 2001, as an agreement between the Board of Pharmacy, the Board of Nursing, and the Department of Education. This agreement was a response to licensing issues related to the transfer of medication from its original container to another.]

- Accountability for medications, particularly those regulated by the Federal Narcotics Act;
- Proper storage of medication at school; .
- Training of appropriate staff on administration of emergency medications;
- The procedure to follow in the event of a medication reaction;
- Access to medications in case of a disaster;



[NOTE: DeEtte Hall, the DOE's School Nurse Consultant, advises that this means planning for access to life-sustaining medication during a school lockdown, removal of students to another location (bomb threat, for example) and other "disasters." This could be addressed through the school unit's Crisis Response Plan.]

- The process for documenting medications given and medication errors; and

[NOTE: In the rule, "medication error" occurs when a medication is not administered as prescribed, e.g., not given to the correct student, at the correct time, in the dosage prescribed, by the correct route, or when the medication administered is not the correct medication.]

- The proper disposal of medications not retrieved by parents.

[NOTE: Items 1 through 9 above reflect the list of required components that appears in the rule.]

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) 34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Administration of Medications Policy

As a matter of policy, Maplestone School does not dispense medications (other than aspirin or an aspirin substitute) and students are not allowed to bring them to school. In a short term emergency situation (Homelessness, safety issues at home, medical necessity due to health issues) MapleStone's LCSW is in charge of any medications brought to school and



medication is kept in a locked cabinet under LCSW supervision. All medication issues are referred to our LCSW who consults with our school nurse as needed.

It is a requirement that all unlicensed personnel who administer medication will receive training before receiving authorization to do so. Training will be scheduled annually by the appropriate professionals.

Self-Administration Medications

1. Any student who possesses and / or self-administers emergency medication from an asthma inhaler or an epinephrine pen must have prior written approval from students primary health care provider and if the student is a minor, the prior written approval of the student's parent or guardian.
2. The student's parent or guardian must submit written verification to the school from the student's primary health care provider (renewed annually if applicable) confirming that the student has the knowledge and the skills to safely possess and use the inhaler or an epinephrine pen in the school.
3. The school nurse shall evaluate the students technique to ensure proper and effective use of an asthma inhaler or epinephrine pen in school.
4. The medication must be delivered to school in its original container, properly labeled.

The following procedures/protocol need to be added to this policy:

- How medications are safely transported to school.
- Medication administered on field trips and other off campus activities that is in compliance with the DOE procedure for medication administration on field trips.
- Accountability of medications, particularly those regulated by the Federal Narcotics Act.
- The Proper storage of medication at school.
- The Procedure to use should a medication reaction occur.
- Access to medications in case of a disaster.
- The process for documenting medications given and medications errors.
- The proper disposal of medications not retrieved by parents.

Maine School Immunization Requirements:

All children attending a public or private school in Maine MUST have the following immunizations: A minimum of: Required for Kindergarten entry:



- 5 DTaP (4 DTaP if 4th is given on or after 4th birthday)
- 4 Polio (3 Polio if the 3rd is given on or after the 4th birthday)
- 2 MMR (measles, mumps, rubella)
- 1 Varicella (chickenpox) or reliable history of disease Required for 7th grade entry:
- * 1 Tdap
- 1 Meningococcal Conjugate Vaccine (MCV4) Required for 7th grade entry (i[dated beginning school year 2018/2019)
- 2 doses of meningococcal vaccine (MCV4) are required for student entering 12th grade, with a minimum interval of 8 weeks between dose one and two. If the first dose of MCV4 was administered on or after the 16th birthday, a second dose is NOT required (updated beginning of school year 2018/2019)

❖ Vaccine type, date, administered and the name of the provider Exemptions may be granted for philosophical, religious, or medical reasons. If you have any questions or need additional information, please call: Maine Department of Education Office of School and Student Supports School Nurse Consultant 207-624-6688 www.Maine.gov/doe Maine Immunization Program Maine Centers for Disease Control Maine Department of Health and Human Services (207) 287-3746 or (800) 867-4775 TTY Users Call Maine Relay 711 www.ImmunizeME.org

Adopted by the Maplestone Board of Directors: _____
Chair of the Board of Directors _____

Dear Parent/Guardian,

Date:

A review of the Student Health Record of _____



Has found that there is no record of or the record is incomplete for the following immunizations that are required by Maine State Law of enrollment in school.

- ☐ DPT/DtaP/DT/Td (diphtheria, pertussis, tetanus)
- ☐ MMR (measles, mumps, rubella)
- ☐ OPV or IPB (Polio)
- ☐ Chickenpox (Varicella)

These records must be received by _____. Please bring, send, or fax a copy of the immunization record to the school by this date. Maine State Law allows for a one-time 90-day period from the time of school registration and allows for 21 days to transfer health records for a student enrolling in a new school. Following this time period, the superintendent is not permitted by State law to allow students to attend school who are not adequately immunized and an exclusion notice will be sent to you.

There are two exceptions

1. If the student's physician believes the immunizations are medically inadvisable, a written statement to that effect signed by the physician must be given to the school each school year.
2. If you have a religious or philosophical objection to immunizations, you must write a statement indicating your objections and provide them to the school each school year.

Please be aware that students who have a waiver of immunization either for medical or religious or philosophical reasons, will be excluded from school if there is an outbreak of a disease for which the student is not immunized.

Director or Nurse of MapleStone School
Phone: 207-477-2829
Fax: 207-477-2820

Anaphylaxis Procedure: CALL 911

1. Keep an emergency epinephrine auto-injector where it can be reached quickly.
2. Parents will notify the school nurse by providing an allergy plan if a student has identified allergies.



3. The parent will bring medication to the school to have available in the event of an allergic reaction. A medication permission form or allergy emergency action plan must be completed and signed by the parent and the student's physician on an annual basis.
4. The school nurse will notify the school staff via a medical alert as appropriate and/or allergy plan of any student identified with known allergies.
5. The allergy medication for a specific student will be sent with the student or appropriate staff if the student leaves the building on a field trip.
6. The school administrative unit may supply each school building with an epinephrine auto injector for students with unknown allergies who present with a life-threatening situation.
7. School personnel should be trained annually in the care of the student with allergies
8. The school administrative unit will be called whenever an epinephrine auto-injector is used and every attempt will be made to notify the student's parents.
9. The epinephrine auto-injector should be used as follows:
 - a. Most epinephrine auto-injectors contain .3mg/.3mL epinephrine for intramuscular use (use for person over 55 pounds)
 - b. The epinephrine auto-injector (junior) contains .15mg/.15mL epinephrine for intramuscular use (use for person under 55 pounds)
 - c. Epinephrine auto-injectors may be used through clothing if necessary
 - d. Remove the colored cap or top
 - e. Place the colored tip on the thigh at a right angle to the leg (or follow the directions on the epinephrine auto-injector insert)
 - f. Press hard into the thigh until the auto-injector functions, count to ten and then remove the epinephrine auto-injector.
10. A copy of this procedure should be located in the emergency field trip boxes and in the medication notebook in every school building.

JLCE

EMERGENCY CARE & FIRST AID



All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Director will ensure that at least one person on staff has current first aid and cardiopulmonary certification (CPR). This person(s) who has current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents/ guardians for each student and staff member.

The designated personnel may administer other medications to students in emergency situations, provided such personnel have all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.

Consistent with state law, the designated personnel may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. Specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians. The designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school.

The school will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required under Board policy or applicable laws or regulations.

Accident reports must be prepared and filed consistent with Board policy. Records related to the emergency administration of any medication under this policy shall be made and maintained by the school as provided in Board policy.

EMERGENCY PHONE NUMBERS:

AMBULANCE/FIRE DEPT 911 or 207-636-3230 (LOCATION:2435 MILTON MILLS RD. ACTON, ME)



YORK COUNTTY SHERIFF 1-207-324-1113 (Sgt. David Chauvette, Deputy Sheriff)
dachauvette@yorkcountymaine.gov

YORK COUNTY SHERIFF 1-207-324-1113 (Shawn Sanborn, Deputy Sheriff)
sfsanborn@yorkcountymaine.gov

STATE POLICE 1-800-482-0730

POISON CONTROL 1-800-442-6305

COUNSELING SVCS 1-207-282-6136 (CRISIS RESPONSE)

SCHOOL NURSE 1-207-490-6900 (NASSON HEALTH CTR, SPRINGVALE, ME)

STAFF:

Paul Andrade (Director)	207-651-1184	paul.andrade@maplestone.org
Amanda Seavey (Social Worker)	603-440-3507	a.seavey@maplestone.org
Rebecca Dyckes (Social Worker)	617-755-8681	Becca@maplestone.org
Melissa Joyce (Adm. Asst)	207-651-8763	melissa.joyce@maplestone.org
Lisa Pritchett (Food/Ed Tech)	207-432-2465	lisa.pritchett@maplestone.org or lisapritchett64@gmail.com

INSTRUCTORS:

Jeff Goodwin (Transitions/Job)	207-450-9825	jeff.goodwin@maplestone.org
Spencer Hodge (Maker Space)	207-500-3970	spencer@maplestone.org
Martin Campbell (Classroom Lead)	207-592-4820	martin.campbell@maplestone.org
Jessica Brewington (Tech/BHP)	207-651-5322	jess.brewington@maplestone.org
Nicole Colwell (Classroom lead)	603-833-6724	nicole.colwell@maplestone.org
Amy Rush (Classroom Lead)	603-520-9073	amy.rush@maplestone.org
Lisa Dube (Classroom Lead)	207-3130214	lisa.dube@maplestone.org
Sarah Edgerly (Ed Tech)	207-289-5375	sarah.edgerly@maplestone.org
Hannah Meehan (Ed Tech)	603-312-8063	hannah.meehan@maplestone.org

SUBCONTRACTORS:

Dave Bennett (Ropes Course)	207-615-7414	seektheeast207@gmail.com
-----------------------------	--------------	--

BOARD OF DIRECTORS:

Nils Pearson (Chairman)	207-252-7390	nilsspearson@gmail.com
Paul Andrade (Vice Chair)	207-651-1184	pauljandrade@gmail.com
Armand LaChance	207-650-0835	alachance@richexteriorsolutions.com
Joe Gannuscio	978-569-0556	gannuch@hotmail.com
Deb Mayo (Treasurer/Sec.)	207-459-4335	sdmayo@metrocast.net
Keely Pearson	207-206-0940	keelymp@gmail.com
Michelle Donovan	631-275-7208	michelledonovan410@gmail.com

Revised 1/9/2024

Code: JLDA



Wellness Policy

The Maplestone Board of Directors (Board) recognizes that student wellness is a key factor in students' healthy development and readiness to learn. The Board is committed to providing a school environment that supports student wellness, healthy food choices, nutrition education, and regular physical activity. The Board prioritizes educating students to make wise choices regarding their own physical, mental, and social-emotional health and well-being.

Specific Goals

Maplestone's nutrition and physical education programs will be based on research, will be consistent with the expectations established in the parameters for essential instruction of Maine's system of Learning Results, and will be designed to build the skills students need to maintain a healthy lifestyle. Accordingly, the Board adopts the following goals:

- A. Support nutrition promotion and education by posting nutritional messages with federal nutritional standards in schools in places around the school.
- B. Provide developmentally-appropriate opportunities for physical activity for all students.
- C. Other School-Based Activities to Promote Wellness
 - 1. Create a positive school culture that supports safe, responsible, and ethical technology use.
 - 2. Raise awareness about substance abuse and provide support for appropriate interventions.
 - 3. Promote education and awareness of mental health resources and interventions.

Standards for Food and Beverages

Food and beverages will not be sold on school property nor will any advertising of food or beverages be permitted.

Implementation and Oversight

The Director will be responsible for the overall implementation and oversight of this policy, for monitoring efforts, maintaining necessary records, and for reporting progress on wellness programming to the Board. The Director may



delegate specific responsibilities to other administrators and staff as appropriate.

Wellness Committee

The director/designee will appoint a Wellness Committee which will serve as an advisory committee for developing, revising, and implementing the wellness policy of the Board.

Monitoring and Assessment

The Director/designee will conduct an assessment of this policy at least every three years. Assessments will review progress made toward wellness goals under this policy, overall compliance with the policy, and any other measure required under applicable law. The policy will be updated as necessary to support its goals.

Legal Reference: 42 U.S.C. § 1751 et seq.

7 C.F.R. Part 210 et seq.

20-A M.R.S. § 6601

20-A M.R.S. § 6662

Maine Department of Education Rule Chapter 132



FILE: JRA

STUDENT EDUCATION RECORDS AND INFORMATION

Maplestone School shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

A. Directory Information

Maplestone School designates the following student information as directory information: name, participation and grade level of students in recognized activities, dates of attendance in the school, and honors and awards received. The school may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

B. Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and Maplestone School must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

C. Information on the Internet

Under Maine law, Maplestone School shall not publish on the Internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, Social Security number and parents' names, without written parental consent.

D. Transfer of Student Records

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

E Health or Safety Emergency Emergencies

As permitted by FERPA, the school may disclose personally identifiable information from a student's educational record to appropriate parties, including parents of an eligible student, if taking into account the totality of the circumstances, it determines that



there is

an articulable and significant threat to the health or safety of the student or other individuals and that knowledge of the information is necessary to protect the health or safety of the student or other individuals. In the event of disclosure, the school will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the school unit has disclosed and maintain such record with the student's educational record.

F. Administrative Procedures and Notices

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

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

20 U.S.C. § 7908

20-A M.R.S.A. §§ 6001, 6001-B

Ch. 101, 125 (Me. Dept. of Ed. Rules)

Cross Reference: JRA-E – Annual Notice of Student Education Records and Information Rights

JRA-R – Education Records and Information Administrative Procedure



Annual Notice of Student Education Records and Information Rights

The Family Education Right and Privacy Act (“FERPA”) provides certain rights to parents and eligible students(18 years of age or older) with respect to the student’s education records.

Inspection/Records

Parent/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Executive Director in writing and must identify the record(s) to be inspected. The Executive Director will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of \$.10 per page.

Amendment of Records

Parents/eligible students may ask the School to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Director in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Director decides not to amend the record as requested, the parents/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

The School must obtain a parents/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

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

2. Military Recruiters/Institution of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, address, and telephone numbers of secondary students and the school must comply with any such request, provided that parents have been notified of their right to request



that this information not be released without their prior written consent. Parents/eligible students who do not want the school to disclose this information must notify the Director in writing within 30 days of enrollment.

3. School Officials with Legitimate Educational Interests

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

4. Other School Units

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

5. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parent/eligible students may obtain information about other exceptions to the written consent requirements by request to the Director.

Complaints Regarding School Department Compliance with FERPA

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

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

updated 5/22



Confidentiality Policy

It is the policy of the Maplestone School to protect confidentiality of sensitive information related to students, faculty, and staff. In the course of employment with the Maplestone School, staff may have authorized access to or inadvertently encountered “confidential information.” As used in this Confidentiality Policy, “confidential information” includes but is not limited to:

- Education records, or information in education records, pertaining to students which is confidential under federal and/or state law;
- Disciplinary records, or information contained therein, pertaining to students;
- All information contained in an individual employee’s or applicant’s personnel file;
- All compensation and benefit information;
- Any medical records or other medical information related to employees or students;
- Any information pertaining to a grievance or disciplinary action concerning an employee;
- Any information the disclosure of which would cause an embarrassment to an employee or constitute a clearly unwarranted invasion of privacy.

Staff hereby agrees to hold confidential information in the strictest confidence and not to disclose or otherwise utilize this confidential information except as necessary for the employee to perform his or her customary and regular job duties. This means that:

- Staff members will only access confidential information for which the staff member has a legitimate business need to know;
- Staff members will not in any way disclose, divulge, copy, release, review, alter or destroy any of the staff member’s confidential information except as properly authorized within the scope of the staff member’s employment with Maplestone; and
- Staff members will not otherwise misuse or misappropriate Maplestone’s confidential information.
- Staff members will prevent unauthorized use of confidential information and immediately report the misuse or any accidental disclosure of confidential information to their immediate supervisor.

Staff understands that if he or she has any doubt as to whether any information is confidential or whether any information should be disclosed, they shall request clarification from his or her immediate supervisor.

Staff members understand that confidential information remains confidential both in and outside the workplace, and agree not to discuss such information with any individual or organization that does not have a valid business reason to have access to this information. Staff acknowledges that failure to comply with the obligations contained in this Confidentiality Policy will result in disciplinary action, up to and including possible termination of employment.



NOTIFICATION AND REPORTING OF SERIOUS EVENTS

In the event of serious injury or death of a child, criminal activity on the part of a child or staff member, or other serious incident affecting the well-being of a child, any staff member of MapleStone shall immediately notify the Director or LCSW. They will immediately notify by telephone and email/letter the parents, the sending school district, any state agency involved in child care or placement, and the Department of Education.

Any employee of MapleStone who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the Director and LCSW. The Director or LCSW shall make a report to DHS or the District Attorney. The employee may make a report directly to DHS or the District Attorney when the employee believes a direct report will better protect the child in question.



Procurement Procedures and Code of Conduct

A. General Procurement

1. All procurement transactions will comply with Federal, State and Local procurement regulations.
2. The procurement procedures outlined in this plan are designed to maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities.
3. The Maplestone School will avoid purchasing unnecessary or duplicative items.
4. The procurement of food will be compliant with the Buy American Provision as outlined in 7 CFR 210.21.
5. For purchases up to \$10,000, Maplestone School will use informal procurement procedures as outlined below.
6. For purchases over \$10,000 Maplestone School will use formal procurement procedures as required by 2 CFR 200.318 - 200.326.
7. The Maplestone School will take steps to assure that small, minority and women's businesses and labor surplus firms are used when possible.

B. Informal Procurement

1. **Micro-purchase Procedures** - When purchasing an item or items with an aggregate total of \$10,000 or less, the Maplestone School will follow micro-purchase procedures. To the extent practicable, the Maplestone School will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded if the price is considered reasonable as required by 2 CFR 200.67.
2. **Small Purchase Procedures** - If the amount of purchases for items is more than \$10,000 but is less than \$250,000, the following small purchase procedures can be used:
 - a. Quotes will be requested from an adequate number of qualified sources.
 - b. Written specifications will be prepared and shared with potential vendors.
 - c. Potential vendors will be given an opportunity to provide a price quote on the same specifications.
 - d. The price quotes will be kept confidential before award.
 - e. Quotes will be awarded to the most responsive and responsible vendor with price being the primary consideration.
 - f. The Maplestone School will be responsible for documentation of records to show selection of vendors, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications. If the Maplestone School awards to a vendor that is not the lowest price quote which met the specifications, a written explanation must be documented as to why.
 - g. Bids will be awarded to a responsive and responsible bidder with the lowest price.
 - h. The Maplestone School will sign all quote tabulations, signifying a review and approval of the selections. Documentation will be retained for three years.



C. Formal Procurement

When a formal procurement method is required, Maplestone School must solicit through a Invitation for Bid (IFB) or a Request for Proposal (RFP)

1. A solicitation of an IFB or a RFP will be placed in a public news publication in order to publicize the intent to purchase needed items. The solicitation will include:
 - general description of goods/services to be purchased;
 - contact information where potential vendors can get more information/bid packet;
 - date of pre-bid meeting (if applicable) and if attendance is a requirement for bid award;
 - deadline for submission of sealed bids or proposals.
 - time and location of bid opening
2. Vendors will be given an opportunity to bid on the same specifications.
3. The developer of written specifications or descriptions for procurements is **prohibited** from submitting bids or proposals for such products or services.
4. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - Contract period;
 - For IFB only, the date, time, and location of the public opening;
 - How vendor is to be informed of bid acceptance or rejection;
 - Delivery schedule;
 - Requirements (terms and conditions) that bidder must fulfill in order for bid to be evaluated;
 - Benefits to which the SFA will be entitled if the contractor cannot or will not perform as required;
 - Statement assuring positive efforts will be made to involve minority and small business;
 - Statement regarding the return of purchase incentives, discounts, rebates, and credits to the SFA's nonprofit school food service account;
 - Contract provisions as required in Appendix II to 2 CFR 200;
 - Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
 - Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
 - For fixed-price contracts, a price adjustment clause (tied to a standard index, i.e., consumer price index, or other as stated in terms and conditions for pricing and price adjustments);
 - Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations



- using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- Method of award announcement and effective date;
 - Method of shipment or delivery upon contract award;
 - Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts
 - Description of process for enabling vendors to receive or pick up orders upon contract award;
 - Signed Debarment/Suspension Certificate;
 - “Buy American” as outlined in 7 CFR Part 210.21(d) and SP 24-2016; and
 - Specifications and estimated quantities of products and services prepared by Maplestone School and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
5. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

1. Price
2.
3.
4.

6. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
- The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Maplestone School, price as the primary and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
 - A representative of Maplestone School is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
 - Substitutions – if an item is not available, the Maplestone School will select the acceptable alternative. The contractor must inform the Maplestone School if a product is not available. In the event a nondomestic agricultural product is to be provided to the Maplestone School, the contractor must obtain, in advance, written approval for the product. The vendor must comply with the Buy American Provision.



- Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review.
- The Maplestone School is responsible for maintaining all procurement documentation.

D. Additional SFA Responsibilities:

The Maplestone School shall agree to retain all books, records, and other documents relative to the award of the contract for three (3) years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the 3-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Maplestone School shall maintain, at a minimum, the following documents:

- a copy of the original solicitation;
- the selection of contract type (fixed/cost-reimbursable);
- pre-bid meeting attendance logs (if applicable);
- the basis for vendor selection;
- the basis for award cost or price;
- the terms and conditions of the contract;
- billing and payment records;

E. Code of Conduct

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the Maplestone School may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the Maplestone School may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Maplestone School. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.



Procurement Code of Conduct

Maplestone Nutrition Department

Policy Name: Written Code of Conduct

Regulations: 2 CFR Part 200.318, formerly 7 CFR Part 3016.36(b)(3), State Procurement Code and Regulations, and ABC School District Department of Purchasing.

Procedures: The Maplestone School seeks to conduct all procurement procedures:

- In compliance with stated regulations; and
- To prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.