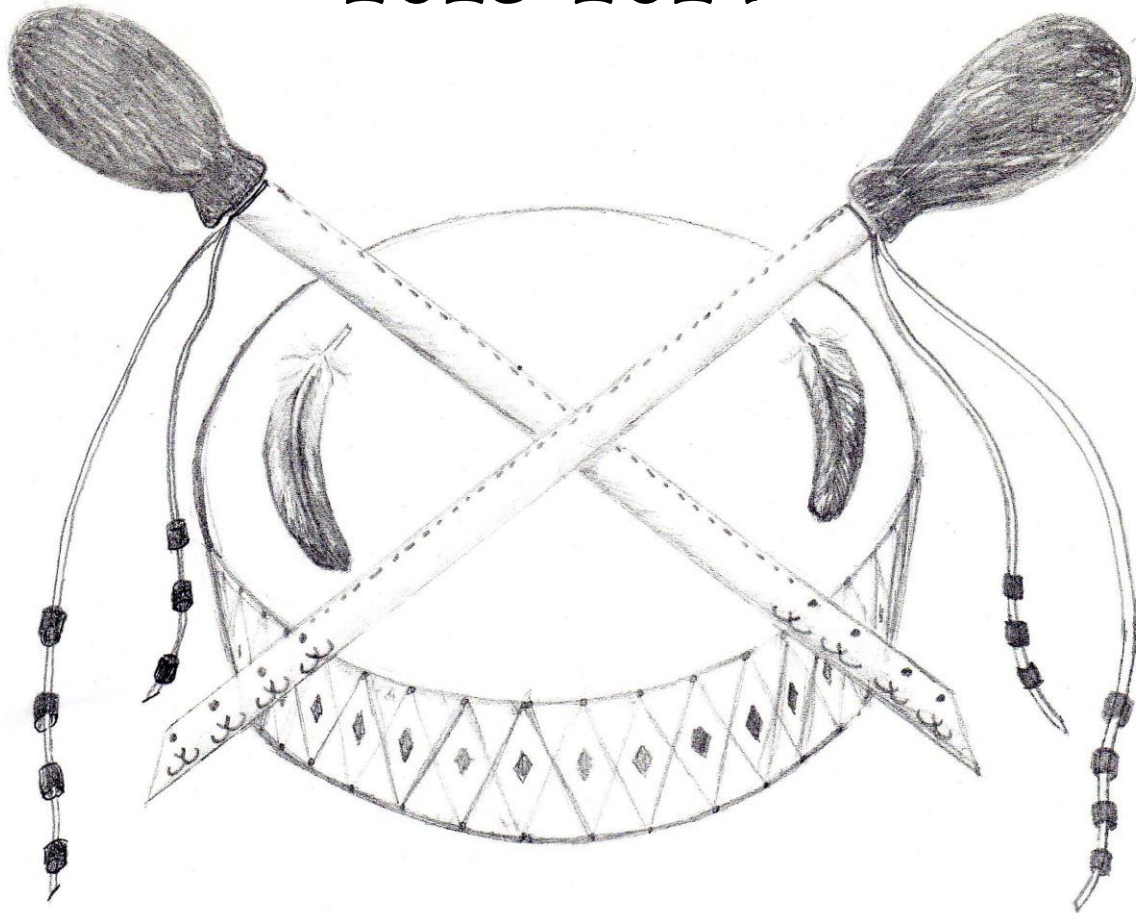


# Indian Township School Student/Family Handbook 2023-2024



The mission of the Indian Township School Community is to provide and to foster a culturally integrated education, which encourages a desire for learning in a safe, respectful, nurturing environment for students to become healthy, responsible, productive citizens.

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## **PRINCIPAL'S MESSAGE**

Greetings Students and Families,

Welcome to 2023-2024 school year!! I hope that your summer was fun and relaxing. As your Principal I look forward to working closely with you all to make this school year successful.

We will be focusing on three areas this year, and it is my hope that with your help we will be able to achieve our goals. The first goal is attendance, making sure your child attends school every day is essential, the evidence is clear that good attendance is key to keeping students on track academically and engaging them in all aspects of life.

Our second goal is Parent/community relationships. Being actively involved in your child's education is essential in developing a strong partnership between home and school. If there is anything going on that you feel may impact your child's success or focus on school, please communicate with your child's teacher, Ms. Dolly, or myself. We are all here to support you and your students.

The last goal is Positive Behavioral Intervention and Support (PBIS). Positive experiences support long term academic success. School is a place for learning and making new friendships, discovering new interests, and building confidence/self-esteem. It is our mission to provide a safe, respectful, nurturing environment, for students to become healthy, responsible, productive citizens.

Enjoy the rest of your summer vacation, if you have any questions about the school, busing or any of our programs please feel free to contact me at school.

Respectfully,

Molly Newell  
Principal  
Indian Township School

## MISSION STATEMENT

The mission of the Indian Township School Committee is to provide and to foster a culturally integrated education which encourages a desire for learning in a safe, respectful, nurturing environment for students to become healthy, responsible, productive citizens.

## VISION STATEMENT

We, the Indian Township School Community, recognize that the fulfillment of our mission depends on the following belief:

- Passamaquoddy culture, language, and comprehensive education are essential elements to building the students' identity.
- All students have a right to a safe and nurturing environment.
- All students can become healthy, responsible, and productive citizens.
- We work together to create the best educational experience through resources such as technology, Maine Learning Results, and Native American Standards.
- We have a responsibility to guide students through the following:
  - Experiential process
  - Decision making
  - Coping skills
  - Dealing with successes and failures
  - Understanding cause and effect behavior
  - Being able to articulate needs.
- We provide zero tolerance for drug/alcohol use through:
  - An alcohol/drug free school zone
  - A preventative education curriculum
- We work to identify students' abilities and teach to those abilities.
- High expectations promote:
  - Increased achievement
  - Professional careers to benefit the community.
  - Spiritual and cultural leadership
  - Personal fulfillment in a health atmosphere
- Students can study and work at or away from Indian Township
- Education is a priority and demands financial commitment.

## **INDIAN TOWNSHIP SCHOOL GOALS**

- Goal 1: By June of 2024, students in grades K-8 will improve their daily attendance as evidenced by the total number of absences compared to data from 2022 – 2023.
- Goal 2: By the end of school year 2024, ITS will increase the number of Parent/Community relationships by 75% of the student population.
- Goal 3: Positive Behavioral Intervention and Support will be implemented for School year 2023 -2024 and will be measured by the number of behavioral referrals directed to the principal's office.

## **INDIAN TOWNSHIP SCHOOL COMMITTEE**

Chairperson: Nora Deschaine

Vice-Chairperson: Roger Brown

Members: Jevon Dore, Mark Stevens, Anastasia Socobasin

## **SUPERINTENDENT OF SCHOOLS**

Dr. Reza Namin

## **INDIAN TOWNSHIP SCHOOL ADMINISTRATION**

Mary Newell, MSW – Principal

Dolly Barnes, LCSW – Vice Principal

Krista Vining, Special Education Director

Beth Clifford, Curriculum Coordinator

## **ADMINISTRATIVE SECRETARY**

Maria Nicholas



**Indian Township School**  
**Daily Schedule**

(Grades K-8)

<b>Grades Kindergarten through Eight Daily Schedule</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Bus arrives</b>	7:45AM	7:45AM	7:45AM	7:45AM	7:45AM
<b>Dismissal</b>	2:30PM	2:30PM	1:00PM	2:30PM	2:30PM

(Pre-Kindergarten)

<b>Pre-Kindergarten Daily Schedule</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Bus arrives</b>	7:45AM	7:45AM	7:45AM	7:45AM	7:45AM
<b>Dismissal</b>	1:00PM	1:00PM	11:30AM	1:00PM	1:00PM

<b>Lunch Schedule</b>	
<b>Pre-Kindergarten</b>	10:50-11:20
<b>Kindergarten</b>	11:00-11:30
<b>Grade One</b>	11:00-11:30
<b>Grade Two</b>	11:00-11:30
<b>Grade Three</b>	11:30-12:00
<b>Grade Four</b>	11:30-12:00
<b>Grade Five</b>	11:30-12:00
<b>Grades Six</b>	12:00 - 12:30
<b>Grade Seven</b>	12:00 - 12:30
<b>Grade Eight</b>	12:00 - 12:30

## INDIAN TOWNSHIP SCHOOL STAFF

Teachers	Grade	Ed. Tech
Renai Beach	Pre – K	Diane Newell
Angel Yates	K	Lucy Nicholas
Mary Bailey	K	Stacey LaCoote
Heather Hamilton	1	
Jody Andrews	2	Kathy Lola
Diane Roussell	3	Lacee Cropley
Casandra Furtek	4	Heather Stevens
Danielle Noonan	5	Lauren White
Brian Giles	Jr High Science	Kelsey Burt
Erika Isnor	Jr High ELA	Daniel Smiley
Nicole Beach	Jr High Math	Kim Vose
Ankit Dahkhal		
Stacey Bates	Spec Ed K-2	Tara Gray
		Sierra Hodgkin
Avis Miller	Spec Ed 3-5	Felicia Santerre
Amanda Crosby	Spec Ed 6-8	Tracy O’Neil
		Dale Newell
.....		
Brenda Lazada/Regina Nicholas		Culture
Donna Meader-York		Librarian
Linda Lola		Community Liason
Stephanie Francis		Art
Steve McGinley		Phys Ed
Koreen Deen		RTI
Brittany Mallett		Math Intervention
Stephanie Meader		Student/Family Support Coordinator

Mali Soctomah

PBIS Coordinator/Eagles  
Nest

Tonya Tomah  
Betty Niles  
Seraphine Bassett

Head Cook  
Cook  
Asst. Cook

Dana Niles  
Mike Barnes  
Glenn Sockabasin  
Annette Dana  
Blair Moholland  
Keith Damon  
Jason Garcia  
Justina Niles

Maintenance Supervisor  
Head Custodian  
Custodian  
Custodian  
Bus Driver  
Bus Driver  
Bus Driver  
Bus Driver

**INDIAN TOWNSHIP SCHOOL  
REPORTING PERIODS for PROGRESS Reports  
2023 – 2024**

First Quarter Progress Report	October 6, 2023
First Quarter Ends	November 9, 2023
Second Quarter Progress Report	December 15, 2023
Second Quarter Ends	January 26, 2024
Third Quarter Progress Report	March 8, 2024
Third Quarter Ends	April 5, 2024
Fourth Quarter Progress Report	May 10, 2024
Fourth Quarter Ends	June 11, 2024

**\*Progress Reports Go Home on the following Friday\***

## DATES TO REMEMBER

September 4, 2023	Labor Day
September 5, 2023	First Student Day
October 6, 2023	Early Release -National Indian Day
October 9, 2023	Indigenous Peoples Day
October 10, 2023	Staff In-service Day
November 1, 2023	Staff In-service Day
November 10, 2023	Veterans Day
November 22, 2023	Early Release – Thanksgiving
November 23 -24, 2023	Thanksgiving
December 22, 2023	Early Release – Christmas
December 25 – December 31, 2023	Christmas Break
January 01, 2024	New Years Day
January 15, 2024	Martin Luther King Day
January 16, 2024	Staff In-Service Day
February 19 – February 23, 2024	Presidents Day – Feb. Break
March 18, 2024	Staff In-service Day
April 15 – April 19, 2024	Patriots Day – April Break
May 27, 2024	Memorial Day
June 11, 2024	Last Student Day
June 12 & 13 2024	Staff In- Service Days

## Student Expectations

Students are to follow the Seven Passamaquoddy Teachings:

1. Courage
2. Wisdom
3. Honesty
4. Truth
5. Respect
6. Love
7. Humility

Indian Township School supports these teachings by following Positive Behavior Interventions and Support (PBIS) practices. The emphasis is on teaching students the behaviors that are expected in all areas of the school. The chart below provides specifics.

<b>ITS Common Area School-wide Behavior Expectations</b>			
Area	Respect	Responsibility	Safety
Cafeteria	<ul style="list-style-type: none"> <li>*Use table manners</li> <li>*Salad bar etiquette</li> <li>*Inside voice</li> <li>*Polite words</li> <li>*Eat only your food</li> </ul>	<ul style="list-style-type: none"> <li>*Keep the cafeteria clean</li> <li>*Clean tray completely</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in your seat</li> <li>*Walking feet</li> <li>*Clean-up spills</li> </ul>
Gym	<ul style="list-style-type: none"> <li>*Sportsmanship</li> <li>*Take turns/share</li> </ul>	<ul style="list-style-type: none"> <li>*Put equipment away</li> <li>*Own your actions</li> <li>*Hygiene</li> <li>*Change-up when required</li> </ul>	<ul style="list-style-type: none"> <li>*Follow rules</li> <li>*Use equipment appropriately</li> <li>*Wear Sneakers</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>*Inside/quiet voice</li> <li>*Walk in line</li> <li>*Friendly greetings</li> </ul>	<ul style="list-style-type: none"> <li>*Stay on right side of hallway</li> <li>*Stop at designated areas</li> <li>*Carry visible hall pass</li> </ul>	<ul style="list-style-type: none"> <li>*Walking feet</li> <li>*Watch where you are going</li> <li>*Keep your hands and feet to self</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>*Use the water appropriately</li> <li>*Keep the area clean</li> </ul>	<ul style="list-style-type: none"> <li>*Report problems or improper use of the restroom to a staff member</li> <li>*Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands with soap and then dry</li> <li>*Dispose of sanitary products properly</li> </ul>

		*Flush the toilet	
Playground	*Respect self, others, and equipment	*Bring equipment inside *Follow specific playground rules	*Hands and feet to self *Safely line-up *Stay in designated area *Closed toes shoes
Bus	*Obey driver and monitor *Treat others with respect	*Be on time	*Eating/drinking prohibited *Cross 8 feet in front of bus *Open windows after receiving permission *Stay in seat and remain seated *Hands and feet to self
Classroom	*Quiet/inside voice *Speak when appropriate *Use materials appropriately	*Be prepared *Clean-up *Be a community member	*Walking feet *Hands and feet to self
Library	*Love the materials *Inside/quiet voice	*Leave the space the way you found it	*No food or drink

## ATTENDANCE

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

### Attendance Procedures

1. Teachers will ensure attendance is in the office by 8:00 a.m.
2. A student is considered tardy by 8:00
3. Any student entering school after 8:00 will be considered tardy. If attendance has already been submitted to the office, please notify the office of the change immediately. Often, tardy students are not seen by the office secretary when they arrive.

It is important to understand that consistent classroom attendance is necessary if a student is to gain maximum benefit from his/her school experience. The dialogue between student and teacher cannot be reproduced outside the classroom. The state of Maine recognizes the importance of classroom education by mandating a minimum of 175 school days.

The following days are considered as **EXCUSED**:

1. A planned personal or educational trip. If the trip is for 2 or more days, an "Absence Approval" form must be filled out and filled with the office before the trip and must be approved by the school.
2. A health care appointment. A doctor's note must be sent to the school after the appointment.
3. A family emergency. A note/phone call to the school the day the student returns.
4. Observation of a recognized religious holiday during school hours.

5. Experiences of an educational disruption due to homelessness, unplanned hospitalization, foster care placement, youth development center placement or other temporary placement that is not part of the student's educational plan or school agreement.
6. Up to 2 days for illness will be excused per quarter without a doctor's note. After the 2 days, a doctor's note will be required, or the absence will be considered unexcused.

**Even absences that are excused can cause a student to fall behind. It is imperative for families and schools to work together to minimize the time that students are absent.**

A school community liaison attendance officer is available to support families and the school community in achieving the highest possible rates of student attendance.

## **BUS DISMISSAL**

**GOAL: All students will leave quietly and be dismissed to correct busses and destinations.**

- Teachers need to check the bus changes to help ensure students are getting on the correct bus.
- Bus changes will be given to classroom teachers by 2:15
- Afternoon Announcements Dismissal – 2:30
- Walkers and all other students who remain for after school program or are to be picked up must remain in their classroom until buses leave and an announcement is made for them to leave.
- Ed Techs are expected to walk to the front entrance with their class upon bus dismissal.
- Students need frequent reminders to WALK quietly and in single file in all corridors upon bus dismissal.

## **DESTINATION OTHER THAN HOME**

Students not going home must have a signed note from their parents or guardians that states their destination. Children may not ride home with anyone except their caregivers unless the child has a note or an office phone call stating the name of the person with whom they are going. The note must be sent to the office in the morning, or a caregiver may call the office **before 2 o'clock**. Do not send a message to the teacher as they are busy throughout the day and may sometimes not read the message or forget to give it to the office.

## **TRANSFERS**

When moving out of Indian Township School, parents need to inform the secretary in person. A transfer to another school form needs to be signed at the school your child is transferring to requesting their school records from ITS be sent to them. Transfer of all records will be forwarded by mail upon request from your child's new school.

## **ASSEMBLY PROCEDURES**

1. Students will be called to the assembly which is primarily in the gym by grade.
2. Grades will be announced from the office intercom.
3. Staff are to disperse themselves among the students to maximize supervision.
4. All staff are to attend assemblies and sit with their class.

**IT IS THE RESPONSIBILITY OF ALL STAFF TO CLOSELY SUPERVISE CORRIDOR TRAFFIC BETWEEN CLASSES THROUGHOUT THE DAY. IT IS NECESSARY TO WATCH FOR INAPPROPRIATE BEHAVIOR.**

## **DETENTION**

The teacher giving a detention to a student will be responsible for this detention duty for the student from dismissal to 3:30 PM. When needed, it is imperative that a SWISS form be completed by the teacher giving the detention and given to the assistant principal. When a detention is given, the teacher needs to inform the caregiver that their child will be having a detention on a specific day and the duration of the detention.

## **DEADLINES**

Deadlines need to be set for student assignments and STICK to them. Sometimes students do not pay attention to the deadlines. Thus, it is important to remind students of the deadline so they can develop promptness as part of their work ethic. Deadlines are to be set school-wide for this to be effective.

## **NO SCHOOL NOTIFICATION**

School cancellations and early release will be announced through School Messenger and on Facebook. Please check to ensure your phone number is included on the "School Messenger". In the event of an unexpected early release, parents of students in Pre-K through grade 3 will be called for drop off/pick up changes.

## **STUDENT VACATIONS**

When a student is going on vacation during the school year, please fill out an Approval for Planned Absence Form or send a note detailing dates.

## **STUDENT FIELD TRIPS**

Field trips are an integral part of a student's school experience. Our school has buses that are reserved for class trips. To keep our office and parents informed about your field trip as well as to secure a bus, the following guidelines are suggested:

1. Arrange with the place to be visited a few alternate dates at least one week in advance.
2. Fill out and submit request form(s).
3. Discuss the proposed field trip with the principal.
4. If the field trip is agreed upon, make sure the bus and driver are secured for the date specified.
5. Give each student a Field Trip Permission Form to be signed and returned to the teacher prior to leaving for each trip.
6. Supply the main office with the names of students going on the trip and the time they will be leaving.
7. Any overnight or out of state trips are to be approved by the school board.

## **CELL PHONES**

The use of cell phones by students during school hours is inconsistent with the educational goals of ITS and can be distracting for other students and staff.

1. Per Maine Indian Education Policy JFCK-R, students are prohibited from using privately owned electronic devices, including but not limited to cell phones, smart phones, handheld computers, MP3 players and electronic games during school.
2. Cell phones are not to be used at any time during the school day.
3. Students who cannot abide by these basic expectations will have their phone taken away from them. Phones will be left in the office where students may pick them up at the end of the school day.

## **COMMUNITY INVOLVEMENT**

Parents, caregivers, and community members are encouraged to participate in our school by volunteering or attending special events. All parents, caregivers, community members and any visitor must stop at the office to sign in. A lunch slip is provided at the office for visitors planning to stay for lunch.

## **BIKES, SCOOTERS, IN-LINE SKATES and SKATEBOARDS**

All bicycles and scooters that are brought to school must be placed in the bike rack during the school day. Skateboards and skates may be left in the school office.

## **BOOKS**

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

## **BULLYING AND CYBERBULLYING**

It is not Maine Indian Education's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, Maine Indian Education does not condone and will act in response to conduct that interferes with students' opportunity to learn, the educational mission of Maine Indian Education, and the operation of the schools.

## **DRESS CODE PROCEDURE**

The dress is expected to be neat and clean and not cause disruption to the process of education in the classroom. While the school will not recommend clothing styles, students are expected to exercise good taste and judgement in their personal attire. Shirts, jackets, or other attire which promotes drugs or alcohol, groups that portray offensive music or writing that is offensive, suggestive, or obscene or inappropriate to school health teachings or rules are not allowed.

No underwear, bare midsection or cleavage should be visible at any time. No straps narrower than two finger's widths wide or strapless garments will be allowed. When worn, shorts will be acceptable attire only if they reach fingertip length when the student's hands are held by his or her sides. The administration reserves the right to ask a student to change when dress is inappropriate.

Hats and outdoor jackets are not permitted in the school. Bandanas are permitted for the purpose of keeping hair in place. Hats and outdoor jackets are not permitted in school. They are to be put in lockers or designated areas. It is recommended that students have a sweatshirt or sweater available should they be chilly in the classroom.

The dress should be appropriate. Students should be ready to be outside for recess.

### **FIRE DRILLS**

The school requires students to practice procedures in the event of an emergency. When the fire alarm sounds, everyone is required to leave the building and go directly to assigned areas. Students will leave the room in a single file, exit quietly, and listen for directions. Students are to remain with their teacher during this time.

### **GRADES**

Report cards will be issued at the end of each quarter. Please refer to the reporting period dates. Progress reports are issued at midpoint in the quarter. Caregivers are encouraged to contact their child's teacher at any time to arrange for a conference or to make inquiries into school performance. Questions about grading procedures can also be addressed by the child's teacher.

### **HEALTH AND WELLNESS**

Students are asked not to bring beverages other than water to school. Glass containers, gum and peanuts/peanut products are prohibited.

**We are a nut free school.**

## **HOMEWORK**

Students are expected to complete all homework assigned in a timely manner. It is the school's intent to reinforce what is learned during the day with homework and students should be able to complete it without direct instruction. At times, homework is for enrichment purposes such as projects, or to complete work that is not finished in class.

## **MEDICATIONS**

No internal medication will be given without an Authorization to Dispense Medication form available at the school office and a note from a doctor indicating that the medication must be given at school. All medication will be left at the office. Any medication that can be given at home in the morning and/or at home after school will not be given at school. Students receive first aid from the Health Service Coordinator.

When a child is sick, it is best to keep the child at home. If a child has a fever, he or she should stay out of school for at least 24 hours once the fever has passed. If a child nauseates at school, caregivers will be notified, and arrangements must be made to transport the child from school.

## **PHYSICAL EDUCATION**

1. Students must have a doctor noted to be excused from Physical Education classes. If a student is in school, he/she is expected to take part in the Physical Education classes if no note is provided.
2. All students in Pre – K to Grade 8 must have sneakers to wear for physical education classes.

## **TOYS**

No toys of any kind should be brought to school without the teacher's permission.

## **WEAPONS, VIOLENCE AND SCHOOL SAFETY**

### **Maine Indian Education Policy JICIA/ACAE**

The School Committee believes that students and staff are entitled to learn and work in a school environment free of violence, threats, and other disruptive behavior. Students, school staff, volunteers and visitors are expected to conduct themselves with respect for others and in accordance with Maine Indian Education Joint School Committee policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff and volunteers are required to immediately report incidents of prohibited conduct to the building administrator for investigation and appropriate action. Students who are subjected to or observe prohibited conduct are strongly encouraged to report it to a staff member or administrator.

#### **1. Prohibited Conduct**

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

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nun chucks.
- B. Discharge of a firearm within 500 feet of school property.
- C. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such objects include but are not limited to bats, belts, picks, pencils, compasses, articles capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- D. Violent, threatening, or menacing behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence

against persons or property (e.g., verbal, or written death threats, threats of bodily harm, bomb threats), stalking, or blocking access to school property or facilities.

- E. Verbal or written statements (including those made on or through a computer or other electronic device) which threaten, intimidate, or harass others; verbal or written statements which tend to incite violence and/or disrupt the school program; blackmail; extortion; or demands for money or property.
- F. Intentional damage to school or personal property.
- G. Stealing or attempting to steal school or personal property.
- H. Lewd, indecent, or obscene acts or expressions of any kind.
- I. Violations of the school unit's drug/alcohol and tobacco policies.
- J. Violations of state or federal laws; and
- K. Any other conduct that may be harmful to persons or property.

## **2. Exceptions to Prohibition Against Possession and Use of Weapons on School Property**

- A. The prohibition on the possession and discharge of a firearm does not apply to law enforcement officials.
- B. An authorized person who possesses an unloaded firearm for use in a supervised educational program approved and authorized by the School Committee, for which appropriate safeguards have been adopted by the School Committee.
- C. A person who possesses an unloaded firearm that is stored inside a locked vehicle in a closed container, a zipped case or a locked firearms rack while the person is attending a hunter's breakfast or similar event that: (1) is held during an open firearm season established under 12 MRS, Part 13 for any species of wild bird or wild animals; (2) takes place outside of regular school hours; and (3) is authorized in accordance with the School Committee's policy on use of school facilities.

### 3. **Disciplinary Action**

#### A. Students

- Principals may discipline, suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRS § 1001(9) and will be grounds for
- expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRS § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.
- Students who are found to have brought a firearm or to have possessed a firearm at a school (as both terms are defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis in writing.
- All firearms violations shall be referred to tribal law enforcement authorities as required by law. Other violations of this policy shall be referred to tribal law enforcement authorities at the discretion of the Superintendent.
- Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Committee Policy JKF.

#### B. School Staff and Volunteers

- School staff members who violate this policy shall be disciplined in accordance with any applicable school unit procedure.
- Volunteers who violate this policy may, at the Superintendent and building administrator's discretion, have their volunteer authorization revoked or restricted, depending on the circumstances of the case.

- Violations of this policy may be referred to tribal law enforcement authorities.

#### C. Visitors

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

#### P. Psychological Evaluation/Risk Assessment

- The Superintendent is authorized to request a psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school or return to school after a suspension or expulsion.
- All such evaluations shall be performed at the school unit's expense. If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the school committees may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

#### P. Staff/Student Training and Procedures

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

#### Legal References:

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

#### Cross References:

- AGAA - Harassment and Sexual Harassment of Students ADC - Tobacco Use and Possession

- EBCA - Comprehensive Emergency Management Plan
- „ JFCK- Student Use of Cellular Telephones and Other Electronic Devices
- JIC - Student Code of Conduct
- JICH - Drug and Alcohol Use by Students JICK- Bullying and Cyberbullying
- JK - Student Discipline
- JKD - Suspension of Students JKE - Expulsion of Students
- JKF - Suspension/Expulsion of Students with Disabilities JIH - Questioning and Searches of Students

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## **CRISIS RESPONSE PROCEDURE**

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

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

### A. Reporting of Bomb Threats.

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

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

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

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether the perpetrators have been apprehended.

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

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

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

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

- B. Aiding Other Students in Making Bomb Threats. A student who knowingly encourages, causes, aids, or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section B of this procedure.
  
- C. 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.
  
- D. Staff Disciplinary Consequences. A school system employee who makes or communicates a bomb threat will be reported to the appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with School Committee policies. A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

## DISCIPLINE

It is essential for schools to maintain a safe and orderly environment, which supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Committee policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline, or general welfare of the school.

General Guidelines. If a problem arises, the classroom teacher will handle the situation. If a more serious situation exists, the student may be referred to the office and/or sent home for the day.

If a situation arises in which there is suspicion of illegal items on the premises, the building administrator has the right to search the building and its contents and take the necessary action.

- a. Detention. Any staff member may give detention to a student. Detention will be assigned for misconduct. A student may also be required to stay after school to complete schoolwork.
- b. Expulsion. Behavior resulting in expulsion includes but is not limited to: Bringing a firearm to school, possession of a firearm, bomb threats.
- c. Suspension. Suspensions or expulsions will be handled on a case-by-case basis. Behavior resulting in suspension includes but is not limited to: Assaultive behavior, serious disruptive classroom behavior, use/possession of drugs, tobacco, or alcohol on school property, destruction and/or theft of private or school property, blatant insubordination to school officials, and obscene and/or profane language directed at a school official. A fourth suspension will result in a referral to the School Committee, which may result in expulsion from school.