SKOWHEGAN AREA MIDDLE SCHOOL

SAMS Values

$A^2+B^2=C^2$

Attitude^2 + **B**ehavior^2 = **C**ommitment^2

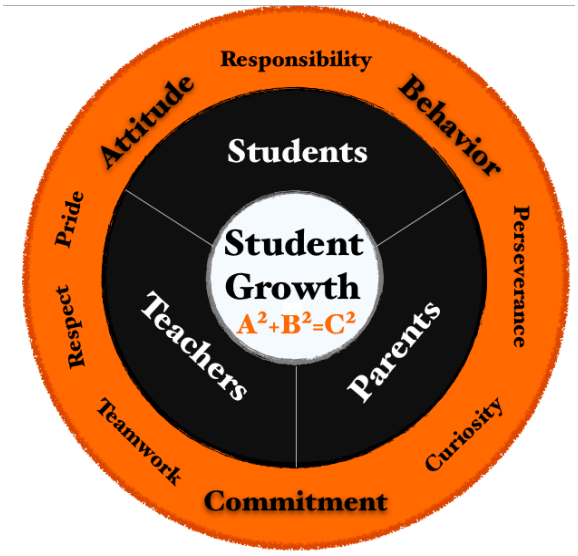
Respect	**Curiosity**	**Responsibility**
Pride	**Perseverance**	**Teamwork**

WELCOME

The entire staff of S.A.M.S. welcomes you to an exciting 2026-2027 school year! We will work very hard to give you the best educational experience possible. In return, we ask you to work your hardest and get involved in school activities. This handbook outlines the guidelines we need to follow in order to keep our school a safe and enjoyable place to learn. Please read it carefully, and if there is any way we can help you during the school year, be sure to speak up. Have a great year!

2026-2027 SCHOOL YEAR

August	19	NewTeacher Workshop
August	20	NewTeacher Workshop
August	21	New Teacher Workshop
August	24	Teacher Workshop
August	25	Teacher Workshop
August	26	First Day of School (K-9)
September	7	Labor Day
September	16	Early Release Day
October	12	No School-Indigenous Peoples' Day
October	21	Early Release Day
October	30	Quarter 1 Ends
November	11	No School-Veterans Day
November	23-24	Teacher Workshop
November	25-27	Thanksgiving Break
December	22	Early Release Day
December	23-31	Holiday Vacation
January	1	New Year's Holiday
January	18	No School-Martin Luther King Day
January	22	End of Quarter 2
January	27	Early Release Day
February	15-19	February Break
March	18	Early Release Day
March	19	Teacher/Ed. Tech Workshop
March	26	End of Quarter 3
April	19-23	April Vacation
May	5	Early Release Day
May	31	No School-Memorial Day
June	14	Early Release Day/Last Day of School
June	**21**	**Report Cards Mailed Home**



MSAD 54 Mission Statement:

All members of the MSAD 54 community will create a caring and safe environment that encourages every student to strive to achieve high academic standards, develop character, be a life-long learner, and be a responsible contributing member of society.

MSAD 54 Vision for our School Community:

All individuals in our schools feel safe, welcome and respected for who they are.

MSAD 54 Guiding Beliefs:

- Students learn in different ways and in different time frames.
- Students learn best in a trauma informed environment that is welcoming, orderly, accepting, and safe.
- Students learn best in a supportive school community where every student feels connected and part of their school.
- Students want to be successful in their learning and have unique interests that heighten their motivation for learning.
- Student learning styles differ, and learners demonstrate their intelligence in many different ways.
- Habits of work are essential and should be taught, fostered, and acknowledged, as well as assessed separately from academic
  progress and achievement.
- Learning is a shared responsibility and requires a commitment among the student, teacher, parent and community.
- Learning is enhanced when teachers collaborate within and across disciplines.
- Learning is enhanced when connected to real world contexts and challenges.
- Learning is enhanced with frequent feedback specific to a clearly articulated learning goal.
- Learning is enhanced when students are encouraged to take risks, understanding that mistakes are inherent in the learning
  process.
- Learning is enhanced with timely interventions and multiple opportunities to demonstrate proficiency.

SKOWHEGAN AREA MIDDLE SCHOOL
SCHOOL WIDE RULES

School rules are merely common sense. They are designed to facilitate the smooth and safe operation of the school. Following the rules of the school will help to ensure that each student receives the maximum educational opportunity from Skowhegan Area Middle School. Generally speaking, treat others as you would like to be treated.

Definitions:

1. Tardiness – Arriving late to class or school unexcused.
2. Unexcused Absence – Any absence that has not been excused by the Principal or Assistant Principal.
3. Insubordination – Refusal to comply with reasonable requests by any school official. A student is immediately insubordinate when he or she refuses to obey the teacher and/or openly defies school authorities. A student is also insubordinate when the student persistently refuses to change his or her behavior after repeated reprimands for the same violation of the discipline code. During crisis situations, a student shall be considered insubordinate if he or she refuses to cooperate with a person of authority.
4. Theft – Taking, giving, or receiving property or services not belonging to you.
5. Forgery – Writing false information to school officials.
6. Alcohol or drugs – The use, possession, or sale of illegal drugs or look-alike drugs including alcohol, marijuana, cocaine, and/or others.
7. Fighting – Having or threatening physical contact with another person with the intent to inflict harm.
8. Vandalism – Intentional destruction of objects or materials belonging to the school, school officials, or other persons.
9. Nicotine – The use or possession, sale or distribution of nicotine and nicotine products/paraphernalia in any form.
10. Abusive Language – Language that is disruptive to the educational environment of school, including swearing,

obscenity, vulgarity, threatening, disrespect.

11. Bullying – Any physical threatening or intimidation that causes a person to feel uncomfortable will be reported to teachers, guidance counselor, principal, and or assistant principal.
12. Paraphernalia – lighters, matches, rolling papers, pipes, vaping products, etc.

Corrective Measures:

Students violating behavioral expectations will be subject to one or more of the following actions:

Teacher/Team Level:

Disciplinary action will be enforced at classroom and/or team level.
Example: After school detention, lunchtime detention, loss of team activity time or student-centered time, etc.

Administrative Level:

Disciplinary action has moved beyond the classroom/team level. The administrative level will include the following:

- Administrative Detention: Assigned by Administration. Unexcused absences from Administrative Detention will result in In-School Suspension and/or Out of School Suspension.
- In-School Suspension: Assigned by Administration to be served in a designated area for length of school day. The student may not participate in school functions. Parents will be notified.
- Out-of-School Suspension: Assigned by Administration to be served out of school for up to 10 days. The student may not participate in school functions during the duration of the suspension. Parents will be notified.
- Expulsion: The student will be suspended from school immediately and a recommendation of expulsion will be made to the Superintendent of Schools. Parents will be notified.

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 disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students to the building administrator for investigation and appropriate action.

In the event of a bomb threat:

1. Administration will verify that a threat has been made.
2. Police and Fire departments will be notified.
3. Student(s) responsible will be subject to suspension and expulsion from school.
4. Student(s) will be charged by the police.
5. Student(s) and their parents may be held accountable for the costs of the evacuation.

In the event of a bomb threat or other emergency evacuation:

1. We will move students to the high school gym.
2. We will remain at the high school for the remainder of the day and continue with classes.
3. Students will be able to have lunch at the high school.
4. Students will ride home on regular bus runs at the regular time. Buses will depart from the high school.
5. We will run additional buses from the high school to various places in town for walkers.

6. PARENTS ---- please understand that our access to telephones is very limited at the high school. It is important for you to develop a plan with your child in advance. If you had planned to pick them up after school, you can direct your child to stay at the high school for pick up. We ask that students do not use cell phones during this process.
7. When we dismiss from the high school, your child simply needs to let Mr. Longyear, Mr. McEwen or one of their teachers know what plan they are following. Please understand that having your child call you may not happen due to the limited access to phones and the time factor.

MEDICATION POLICY/MEDICAL TREATMENT AT SCHOOL

Medications will be given at school only when it is absolutely necessary. If at all possible, we encourage medications to be given at home. For example, if a medication is to be given three times per day, please give before school, directly after school, and at bedtime.

1. Medication is only to be given by school personnel with written permission from the parent and a written order from a licensed physician. A medication should always be in a properly labeled bottle to include the student's name, name of drug, and dosage. No other medication will be accepted in any other container but the original prescription bottle. This policy applies to all prescription and over the counter medications.
2. The school will provide no medication.
3. At no time shall a student have medication in his/her possession in school unless the physician states an inhaler or epi pen needs to be with the student at all times.

The school nurse is on duty in our school several days each week. Passes to see the nurse are issued by the nurse, office, or teaching staff. If students are injured in any way during the school day, they must report it to school personnel as soon as possible.

All students must be properly immunized to attend school. Any student found to have an infectious disease or condition can expect to have their parents notified to take them home until documented treatment has been administered.

Physicals are required for students who wish to participate in interscholastic sports. Students who do not have a current physical exam dated within two years of participation will not play.

CUSTODY

If there is a court order that relates to the custody of your child, please provide a copy to the principal so that it can be included in your student's file.

SCHOOL ATTENDANCE

Attendance is one of the most important factors in student success. Students are expected to be in school every day that school is in session, unless legally excused. The State Department of Education and the local school system consider only the following as legal excuses for missing school:

1. Personal illness
2. Appointments with health professionals that cannot be made outside of regular school hours
3. Observance of recognized religious holidays when the observance is required during the regular school day.
4. Planned absences for personal or educational purposes, which have been approved in advance
5. Emergency family situations

Each day that a student is absent from school, **the parent or guardian MUST contact the school** by telephone (474-3339) by 9:30 a.m. and give the reason for his or her child missing school. If the school is not notified, the absence will be treated as unexcused. If the parent is unable to phone on the day of the absence, then the student must bring in a written excuse upon return to school. All students who have missed school must report to the office to receive a readmission slip. Students must be in their homerooms by 8:15 a.m. or they will be considered tardy. If you are late or absent without an excuse, expect to make up your time. Students who are absent from school on the day of an after school athletic event, fun night, or special event are ineligible to attend these events. Exceptions to this rule must be cleared through the Assistant Principal.

Make-up Work:

Parents may request books and assignments for absent students by notifying the school secretary (474-3339) before 10:00 in the morning. Books and assignments may then be picked up after school in the main office.

VISITORS

All visitors must buzz in at the front door and then report to the office.

Due to space, schedule, and supervision concerns, students are discouraged from bringing friends to school to visit for the day. The only exceptions must be pre-arranged through the office. Unexpected student visitors will be asked to leave.

Parents are welcomed at all times but must also report to the office before entering classroom areas.

SCHOOL CLOSING AND EARLY DISMISSAL

School closing or early dismissal due to inclement weather or other unforeseen events will be broadcast on local radio stations including: WTOS, WSKW, WABI, WYOU, WABK, WKSQ, WQCB, WTVL, WKTJ and 92Moose. Closure information will also be sent by Instant Alert (text messages/emails/phone calls).

Because of the size of our school district, safe traveling on snowy days can be quite different between one area and another. Therefore, if school has not been canceled, you have the right as parent or guardian to keep your child home if you feel that the road conditions are too hazardous for travel in your area. Your child's absence will be considered an excused absence. Again, please call to notify the school if you choose to keep your child home.

PROMOTION, TRANSFER, AND RETENTION

If students have failed two or more academic classes when averaged for the year, s/he will be considered for retention or transfer. Students (8th graders) who are transferred to the high school will not take part in our end of the year promotion night.

STUDENT RESPONSIBILITIES

The primary purpose of public education is learning. Students are expected to be cooperative and polite. School work is expected to be completed on time, be done as neatly as possible, and be your best effort. Listen to instructions, and please ask for help if you do not understand.

If a student has a behavioral infraction resulting in a suspension, they will not be allowed to attend a school-sponsored event for the next 30 school days.

STUDENT BEHAVIORAL EXPECTATIONS

A. Students will not loiter in the halls or in the restrooms.
B. Cheating is inexcusable. We expect students to demonstrate academic integrity. Cheating will not be tolerated and may lead to disciplinary action.
C. To plagiarize is to steal another's work and pass it off as one's own. Students must be very careful researching a project that they do not copy the work of another and turn it in for credit. If there is any question in your mind, consult your teacher.
D. Aggressive behavior towards others on school grounds is never acceptable behavior. Such behavior will be subjected to disciplinary actions.
E. Selling, furnishing, using, or possessing prohibited substances (including tobacco, pipes, vape devices, prescription/non-prescription drugs, and/or look alike drugs) will not be tolerated. Consequences include, but are not limited to, police notification, suspension, and expulsion.
F. Search and seizure: Students and parents are hereby provided notice that random searches (including canine searches) may be conducted as a result of "reasonable suspicion" at any time. Any illegal item discovered will be

turned over to law enforcement authorities, as well as subjecting the student to school discipline including, but not limited to suspension and expulsion. School storage spaces, such as desks and lockers, are school property and may be searched at any time.

G. Anyone caught tampering with, discharging, or abusing fire extinguishers will be subject to suspension.
H. Self-mutilation caused by but not limited to; body piercing with safety pins, needles, X-Acto knives, blades, etc., is not permitted in school per safety/health issue.
I. Students who are ill must report to the office to authorize dismissal.
J. The use of profanity is inappropriate and will result in disciplinary actions.
K. With the exception of water bottles containing water, open containers of any kind are not permitted during school hours (except at lunch). **If a student brings a drink to school, they will be asked to go to the cafeteria to finish the drink by 8:10am (when they are expected to go to homeroom). Students may bring a drink for lunch that is not an energy drink, soda, or caffeinated beverage. All drinks must be finished before leaving the cafeteria, and there will be no sharing of drinks allowed.**
M. The use of cameras, including camera phones, is strictly prohibited at any time in the school. Pictures and/or videos may be taken for school purposes such as class pictures, athletics, or yearbooks. In other instances, students must obtain administrative or teacher permission before photographing or making videos of any individual.
N. Students' privately-owned electronic devices may be subject to search if there is a reasonable suspicion that the student is violating Board policies, procedures, or school rules. (JFCK, JFCK-R)
O. Motorized Vehicles are not to be brought on to school property by middle school students while school is in session. This includes: Dirt bikes, ATV's, Snowmobiles, etc.

BULLYING

It is our goal for our school(s) to be a safe and secure learning environment for all students. It is the intent of the RSU 54/MSAD 54 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning. Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment. It is not the Board'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, the Board does not condone and will act in response to conduct that interferes with students' opportunity to learn, the educational mission or operation of RSU 54/MSAD 54 schools (MSAD 54 Policy JICK Adopted January 20, 2017).

Prohibited Behavior:

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions. Anyone can report Bullying; please use the RSU 54/MSAD 54 Bullying Report Form found under Board Policy JICK-E1.

HARASSMENT

M.S.A.D. #54 ensures equal educational opportunities regardless of race, sex, color, national origin, religion, marital status, age, or handicap.

Sexual harassment often involves feelings of helplessness, and it can be distressing when it happens to an adult and particularly frightening when a young person is the victim.

If you are offended by sexual comments, jokes or physical gestures, or if you are the victim of physical touches, strokes, embraces, pressure for dates, or other sexual advances, you can:

1. Tell the individual that you are offended and that you want the behavior stopped.
2. Report the incident to the teacher, principal, or school counselor.
3. Report the incident to Jon Moody, Assistant Superintendent. Mr. Moody is the District Affirmative Action Officer (474-9508).

Inquiries concerning the application of MSAD #54's Public Schools' nondiscrimination policy also may be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 33 Arch Street, Suite 900, Boston MA 02110-1491, telephone (617) 289-0111, TTY (617) 223-9695.

HAZING File: ACAD

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

Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

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

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

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students' organizations, shall plan, encourage, or engage in injurious hazing activities.

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

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

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

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

The Superintendent/designee shall be responsible for administering this policy. In the event that an individual or organization disagrees with an action—or lack of action—on the part of the Superintendent/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board with respect to the provisions of this policy shall be final.

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

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

Legal Reference: 20-A MRSA § 6553

Cross Reference: ACAA - Harassment and Sexual Harassment of Students ACAB - Harassment and Sexual Harassment of Employees

JICIA - Weapons, Violence and School Safety

OTHER STUDENT EXPECTATIONS:

CELL PHONES AND PERSONAL ELECTRONIC DEVICES:

Beginning with the 2026–2027 school year, all Maine public schools are required to comply with state law restricting student use of personal electronic devices (PEDs) including, but not limited to, cell phones, smart watches, tablets, and similar personal technology that have internet or cellular network capabilities during the school day. MSAD #54 Board of Directors adopted a policy that applies to all students in Pre-K through Grade 12. In accordance with Board Policy JICJ students are not permitted to carry on their person/wear or access personal cell phones, smart watches, or other PEDs, except as otherwise permitted by Board policy. PEDs must be silenced or turned off to prevent disruption, and put away in a locker, bookbag, car, or school provided "locked pouch" so that it is not seen or accessed from 8:15am to 2:15pm. Headphones or earbuds can not be connected to cell phones between 8:15am and 2:15pm. Doing so is considered access and usage and is not permitted per board policy. Headphones and earbuds should be utilized with teacher permission only and connected to students' school issued laptops only between 8:15am and 2:15pm.

The purpose of this policy is to:

- Promote a focused and distraction-free learning environment.
- Increase student engagement in the classroom.
- Support students' social and emotional well-being.
- Encourage positive face-to-face interactions throughout the school day.

In accordance with Board Policy JICJ-R, any student who violates this policy will be subject to disciplinary action. If a personal electronic device is seen, accessed, or used between 8:15 a.m. and 2:15 p.m., students will immediately be directed to the Main Office with the device, where the violation will be addressed as outlined below and in accordance with Board Policy JICJ-R.

- **1st Offense:** Warning and Discussion. Parent/guardian notified.
- **2nd Offense:** Phone/device left in office or locked in pouch for the day, parent/guardian notified.
- **3rd Offense:** Phone/device left in office and returned to a parent or guardian, student required to lock their phone/device in a pouch, under administrative supervision, for 1 week.
- **4th Offense:** Phone/device left in office and returned to a parent or guardian, student required to lock their phone/device in a pouch, under administrative supervision, for 1 month.
- **Repeated violations** may require a parent/guardian meeting and/or result in the student not being allowed to bring the device to school or use a lockable pouch for an identified period of time.

Note: Failure to surrender an electronic device or comply with the procedures outlined above will be considered failure to follow staff directives and/or insubordination, and may result in further disciplinary action.

Students are expected to make their transportation arrangement before arriving at school each day. All calls must go through school phones in order to monitor attendance and for security reasons. All student calls regarding illness and or dismissal from school MUST go through the main office. All other phone calls for detention, extra help, and changes in after school activity schedules should be made through the phones in the classroom areas.

DRESS CODE

The purpose of the dress code is to promote a safe, inclusive, and disturbance-free learning environment while respecting students' individuality and dignity. Dress code concerns will be addressed privately and respectfully whenever possible, with the goal of keeping students engaged in learning.

Students are expected to follow these expectations while at school and during school-sponsored activities:

- Clothing and footwear must be worn at all times.
- One's privates should always be covered.
- Undergarments should not be visible.
- Clothing, accessories, or personal items may not display or promote:
    - Profanity, vulgar, obscene, or sexually explicit language or images.
    - Harassment, hate speech, or discriminatory language or images targeting protected groups.
    - Violence, weapons, or threats.
    - Illegal drugs, alcohol, nicotine, tobacco, vaping products, or other controlled substances.
    - Gang-related symbols or messages that substantially disrupt the school environment.
- Clothing or accessories that present a safety hazard or could damage school property are not permitted. Examples include chains that could be used as weapons, metal spikes, or athletic cleats worn inside the building.
- Sunglasses may not be worn inside the school building unless required for a documented medical need.

Hats

- Hats may be worn during school hours and in common areas (including team areas). Hats are permitted in teacher classrooms with teacher permission.
- Hoods are not permitted during school hours.
- Exceptions are headgear worn for religious reasons and other circumstances approved by administration.

Administrators reserve the right to prohibit items not specifically named above if such items disrupt the educational environment. Students who violate the dress code will be given the opportunity to rectify the situation by changing into appropriate clothing, those who do not comply may be sent home.

Building administrators have the authority to waive parts of this policy for school-wide special activities sponsored by school sanctioned groups or for religious/medical purposes.

OTHER BEHAVIOR:

Passionate displays of affection are offensive to students and staff. Please show respect for yourself and others by refraining from hugging, kissing, or petting. Continued violations will result in disciplinary actions.

RESPECT FOR PROPERTY

Students are expected to respect the rights and the property of the district and all others who are on school property. Any student who causes damage to school property or in any way interferes with a vehicle while on school property will be subject to monetary restitution and disciplinary action. Any student who tampers with, damages, or takes from or puts items into a locker or other property owned or assigned to a student, a teacher, or any other person in the District without permission will be subject to disciplinary action based on the severity, which may include suspension.

CONDUCT AT SOCIAL FUNCTIONS

Expectations for student conduct at school functions are as follows:

- A student must be present at school to attend a social function
- Once a student is admitted to the social function, he/she is not to leave and be readmitted.
- School social functions are open only to Skowhegan Area Middle School students.
- Any student who becomes a behavior problem – parent/guardian will be called to come pick up their child.
- Once a student leaves a social function, he/she must leave the school grounds and the general school area.

All school rules apply to students transported on school buses to all school functions/activities.

PASSES

- Students are not allowed outside during the school day without supervision.
- Students MUST report to the office when they come in tardy and before they leave the school building during the school day for any reason.

INTERNET ACCEPTABLE USE POLICY

Before a student can access the Internet at school they must have parental permission and acknowledgment of our acceptable use policy. A packet containing this information will be sent home during the first two weeks of school. Once this is returned and signed by parent and students, the student will be issued an Internet license. Misuse of the Internet will result in disciplinary action in accordance with the policy. **The Acceptable Use Policy and Internet Permission Forms can be found on the SAMS homepage.**

S.A.M.S. LIBRARY/MEDIA CENTER POLICIES AND PROCEDURES

The Library/Media Center houses reference books, circulating books, magazines, media equipment and computers. The library is open to students throughout the school day. Students are required to sign in and out of the library. Books are signed out for two weeks and may be renewed in a timely manner. Payment is expected for lost or damaged books.

SKOWHEGAN AREA MIDDLE SCHOOL DAILY SCHEDULE

8:00	School Opens
8:00-8:15	Breakfast (Cafeteria is open for breakfast at 7:30 am)
8:15	Students must be in Homerooms
8:15-8:20	Homeroom Period
8:20-2:10	Individual Groups and Academic Classes
2:15	Dismissal

EARLY ARRIVALS

The earliest time that students should arrive at school is 7:30 a.m. Students arriving earlier are expected to remain outside until 8:00 a.m. During cold or inclement weather bus students arriving earlier than 7:45 a.m may go to the cafeteria. Any other exceptions to this rule must be arranged through the office.

ACADEMIC ACHIEVEMENT

Students must achieve a rank of at least 70 (D-) in order to be considered passing a subject.

6th, 7th & 8th graders

A+ 97-100	B 86-91	C- 76
A 94-96	B- 85	D+ 75
A- 93	C+ 84	D 71-74
B+ 92	C 77-83	D- 70

SAMS CALENDAR FOR REPORT CARDS

FIRST QUARTER

October 30	End of first quarter
November 6	Quarter 1 report cards issued

SECOND QUARTER

January 22	End of second quarter
January 29	Quarter 2 report cards issued

THIRD QUARTER

March 26	End of quarter 3
April 2	Quarter 3 report cards issued

FOURTH QUARTER

June 14	Projected end of quarter 4
June 21	Projected date for quarter 4 report cards (mailed home).

With the exception of the final report card, all reports are sent home with the students. The final report card is sent home by mail.

HONOR ROLL

Any student receiving all A's is placed on the High Honor Roll. Any student receiving all A's & B's is placed on the Honor Roll. Any student receiving 3's and 4's are placed on the effort and conduct honor roll. Grades in all subjects including: Art, Health, Music, and Physical Education as well as the academic subjects are considered when determining honor roll students.

EMERGENCY DRILL PROCEDURE

From time to time it is imperative for public buildings, such as schools, to be evacuated in a matter of seconds. There is always the possibility of the unexpected, the unplanned, and the very serious situation, which could occur calling for immediate evacuation of all personnel.

In case of emergency, the fire alarm will be sounded and all students, teachers, guests, and other personnel will proceed according to the information posted on the bulletin board in each room. On the first day of school your homeroom teacher will go over these procedures with you in detail.

Emergency evacuation is deadly serious and you will not know until afterwards whether or not an emergency existed. Consequently, there is positively no pushing, shouting, running, or other pattern of behavior that could be detrimental to the safety of anyone. Conversation once outdoors should be quiet and reserved.

PERSONAL PROPERTY

Lockers are the property of the school and are loaned to students during the school year. School officials reserve the right to inspect lockers and their contents at any time during the year.

We recommend that students leave large amounts of money, expensive electronic or musical items, and other valuable items at home. The school cannot be responsible for such items if they are lost, stolen or damaged. If such items must be brought to school, they should be left in the office for safe keeping.

All other personal property (clothing, school books, and supplies) should be locked in lockers when not in use. Backpacks are to be used only to transport books and supplies to and from school. While in school, backpacks are to be stored in the student's locker.

Inappropriate and dangerous items will be confiscated and returned to parents or students at the discretion of the office. The school board has adopted a strict weapons policy, which will be enforced.

Bikes may be left in the rack outside the front office. Bike locks are advised. Skateboards, scooters, etc. must be stored in the team area during the day.

LOST AND FOUND

Check with the main office and the gym office when you lose or find any item.

INTERSCHOLASTIC SPORTS AND AFTER SCHOOL ACTIVITIES

S.A.M.S. offers the following interscholastic sports for 7th and 8th graders:

Fall: Field Hockey, Cross Country, Football, and Soccer, Cheering Club
Winter: Basketball, Wrestling
Spring: Track, Baseball, and Softball

If you have any questions about participation, please see Mr. McEwen, our Athletic Director. In addition, S.A.M.S. offers various after school activities. We are always looking for new activities to consider. If you have any ideas, please see Mr. McEwen in the main office.

ELIGIBILITY FOR ATHLETICS AND OTHER AFTER SCHOOL ACTIVITIES

Our eligibility rule is quite clear-cut. Students who are not achieving passing grades in all subjects or have serious behavioral issues will, in most instances, be ineligible to participate. Students failing any subject will have two weeks to bring their grade to the passing level. They may participate during this two-week period. If the student has not brought the grade to a passing level during the two-week period, the student will be ineligible for the remainder of the season.
Students must be in school the day of a scheduled athletic contest. The office must clear exceptions.
All students must have a current physical prior to participating in any sport.

SCHOOL FUNDRAISERS

Once a year our school participates in a major fundraising campaign. Student involvement is greatly appreciated and encouraged, but it is always voluntary.

LUNCH PROGRAM

RSU 54/MSAD 54 participates in a Universal Lunch and School Breakfast Program, which follows U.S. Department of Agriculture guidelines for healthy school meals. All students enrolled at SAMS may participate in the breakfast and lunch program at no charge to them. Our ability to offer both breakfast and lunch at no cost to all students is dependent on all parents/guardians completing and returning the **Household Income Data Collection Form**. A lack of returning the form will directly reduce the Federal funds the district receives and will not allow us to continue the free breakfast and lunch program, as well as benefit the Math and Reading services that benefit the students in our district. **All parents/guardians are urged, regardless of income, to return the Household Income Data Collection Form to the schools.**

CAFETERIA/LUNCHROOM

While in the cafeteria/lunchroom, students are asked to:

- Remain in one spot in the lunch line. Please do not cut in front of someone else.
- Remain seated in one place while in the cafeteria.
- Clean up after yourself.
- Talk quietly walking to and from the cafeteria and while waiting in the serving line.
- Display appropriate table manners.
- Never leave gum or sticky candy on the cafeteria trays!

GOOD PEOPLE TO TALK TO IF YOU HAVE A PROBLEM

From time to time we all need someone to talk to when we have a problem. Here is a list of people you can call upon:

- Your parents/guardians
- A classroom teacher you like and trust
- Ms. Martell, Social Worker
- Mr. Bigelow, Social Worker
- Mrs. Voter (School Nurse) or Mrs. Clukey (Nurse Tech.)
- Officer Daigneault, School Resource Officer
- Mr. McEwen, Assistant Principal/Athletic Director
- Mrs. Gordon or Mrs. Jellison, School Office Assistants
- Mr. Longyear, Principal

S.A.M.S. LAPTOP GUIDELINES

INFRACTION	FIRST OFFENSE	SECOND OFFENSE
Unattended laptop----------	Verbal Warning/Detention	Loss of use for 1 week
Did not sign laptop out----------	Verbal Warning/Detention	Loss of use for 1 week
Abuse of the laptop ----------	Verbal Warning/Detention	Loss of use for 1 week
Emailing at inappropriate time ----------	Verbal Warning/Detention	Loss of use for 1 week
Inappropriate use of the laptop ----------	Verbal Warning/Detention	Loss of use for 1 week
Left laptop at home----------	Verbal Warning/Detention	Loss of use for 1 week
Accessing inappropriate sites ----------	Referral to office	
Inappropriate site visit-accidently ----------	Referral to office	
Cyber bullying/harassment ----------	Referral to office	
Damage of laptop ----------	Referral to office	

Additional offenses will follow the Second offense actions or may be referred to the office.

Loss of laptop for 1 week is defined as:

Student will not take it home for that week

* Student will access the laptop for academics only with permission from the staff member(s) who ask for the laptop to be used for his/her class.

* Parent & office will be notified by staff member who takes the laptop away from a student.

Referrals to S.A.M.S. Office

* Parent will be notified

* Detention – suspension may be assigned

* Loss of laptop or laptop program(s) may be assigned

* Team will be notified as to the disciplinary action assigned by the office

Any parents may request teacher professional qualifications for any teacher in the school. Requests should be made in writing to the building principal.

MCKINNEY-VENTO HOMELESS EDUCATIONAL RIGHTS

IF YOU AND YOUR FAMILY LIVE IN ANY OF THE FOLLOWING SITUATIONS:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled-up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment. • Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and is feasible.
    - If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.
If you need further assistance with your educational needs, contact:
Local Liaison(s) Dan Hylan –Skowhegan Area High School 474-5511, Ann Belanger or Erica Thompson – Special Services Department 474-7424

State Coordinator:
Jacinda Goodwin
Truancy, Dropout, Alternative Education and McKinney-Vento State Coordinator
Maine Department of Education
207-624-6637
jacinda.goodwin@maine.gov

The National Center for Homeless Education: 1-800-308-2145 * homeless@serve.org * www.serve.org/nche

School Rules Policy**: JFCK**

Student Use of Cellular Telephones and Other Electronic Devices

1. Students are prohibited from using privately owned electronic devices, including but not limited to cellular telephones, handheld computers, MP3 players and electronic games during classes and school activities, including study halls, field trips and extracurricular activities.

a. During the school day all such devices must be turned off.
b. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA).
c. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day, and

discipline may be imposed as provided below.

2. The use of cameras, including camera phones, is strictly prohibited in locker rooms, restrooms, and classrooms. In other school locations, students are required to obtain permission before photographing any individual at any time.

3. Any use of cellular telephones and other electronic devices that violates any Board policy, administrative procedure, or school rule is strictly prohibited. This includes, but is not limited to, violations of the student code of conduct, harassment, and cheating.

4. Students violating these rules will be subject to discipline, which may include:

a. Exclusion of the device from school for an extended period;
b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.

MSAD No. 54
Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older (eligible students) certain rights with respect to the student's education records. They are:

(78005888) The right to inspect and review the student's education records within 45 days of the day the school department receives a request for access.

Parents or eligible students should submit to the school principal or superintendent a written request that identifies the record(s) they wish to inspect. The principal or superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(78005889) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school department to amend a record that they believe is inaccurate or misleading. They should write the school principal or Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school department decides not to amend the record as requested by the parent or eligible student, the school department will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(78005890) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school department has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school department discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Education records must be sent to any school administrative unit to which a student applies for transfer.

(78005891) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school department to comply with the requirements of FERPA. The Office that administers FERPA is:

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

(4) The school department has designated the following information about students as directory information**:** name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, dates of attendance in the school unit, and honors and awards received.

(5) Parents of students or eligible students have the right to refuse to let the school department designate any or all of the types of information about the student as directory information by notifying the school department in writing by **October 1st** for the current school year or within 30 days after enrollment, whichever is later, with respect to information about the student for that and subsequent school years. Any such notice should be sent to:

Superintendent of Schools
MSAD No. 54
196 West Front Street
Skowhegan, Maine 04976

Absent such notice, the school department may disclose directory information about students.

(6) Under the "No Child Left Behind Act of 2001," military recruiters and/or institutions of higher education are entitled to receive the names, addresses, and telephone numbers of secondary students. Provided that MSAD No. 54 has notified parents that such information will be released, parents may request in writing, that the school not release such information. A form requesting that such information to be released to the military and/or institutions of higher education is available through the school's guidance office. The school unit has a duty to comply with any such request.

Parents should follow the procedure in paragraph (6) above to notify MSAD No. 54 if they do not wish such information to be released to military recruiters and/or institutions of higher education.

05–071 DEPARTMENT OF EDUCATION

Chapter 33: RULE GOVERNING PHYSICAL RESTRAINT AND SECLUSION

SUMMARY: This rule establishes standards and procedures for the use of physical restraint and seclusion. Physical restraint and seclusion 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 rule sets forth permitted and prohibited uses of restraint and seclusion, required notification and documentation of incidents of restraint or seclusion, aggregate reporting of incidents to administrators and the department of education, notification of parents, response to multiple incidents of restraint or seclusion of a student, local and state complaint processes and department approval of training programs.

SECTION 1. POLICY AND PURPOSE

This rule establishes standards for the use of physical restraint and seclusion to provide for the safety of all individuals. Physical restraint and seclusion 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.

SECTION 2. DEFINITIONS

1. **Aversive procedure** means 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, (e.g. hitting, pinching, slapping), water spray, noxious fumes, extreme physical exercise, costumes, or signs.
2. **Behavior Intervention Plan (BIP)** is a comprehensive plan for managing problem behavior by changing or removing contextual factors that trigger or maintain it, and by strengthening replacement skills.
3. **Chemical Restraint** is the use of medication, including those administered PRN (as needed), given involuntarily to control student behavior.
4. **Covered Entity** means an entity that owns, operates or controls a school or educational program that receives public funds from the Maine Department of Education including, but not limited to: public schools, public regional programs, public charter schools, private schools, publicly-supported private schools, special purpose private schools, Career and Technical Education schools, public pre-kindergarten, and Child Development Services (CDS).
5. **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 for injury or harm.
6. **Dangerous Behavior** is behavior that presents a risk of injury or harm to a student or others.
7. **Emergency** is a sudden, urgent occurrence, usually unexpected but sometimes anticipated, that requires immediate action.
8. **Functional Behavioral Assessment (FBA)** is a school-based process that includes the parent and, as appropriate, the child, to determine why a child engages in challenging behaviors and how the behavior relates to the child's environment. The term includes direct assessments, indirect assessments and data analysis designed to assist the team to identify and define the problem behavior in concrete terms, identify the contextual factors (including affective and cognitive factors) that contribute to the behavior, and formulate a hypothesis regarding the general conditions under which a behavior usually occurs and the probable consequences that maintain the behavior. Formal documentation of the assessment by appropriately qualified individuals becomes part of the child's educational record.
9. **Risk of injury or harm** describes a situation in which a student has the means to cause physical harm or injury to self or others and such injury or harm is likely to occur; such that a reasonable and prudent person would take steps to protect the student and others against the risk of such injury or harm.
10. **Individualized Education Plan (IEP)** is a term used under special education law to reference the written document that states goals, objectives and services for students receiving special education.
11. **Individual Health Plan (IHP)** is a plan of action for a student with special health care needs, actual and potential. It is an adaptation of the nursing care plans commonly used in health care institutions.
12. **Mechanical Restraint** is any item worn by or placed on the student to limit behavior or movement and which cannot be removed by the student.
13. **Parent** means a parent, as defined in Title 20-A MRSA, section 1, subsection 20, with legal custody of a minor child, except that the "parent" of a child with disabilities means a parent as defined in the federal Individual with Disabilities Education Act, 20 United States Code, Section 1401 (23).
14. **Physical escort** is temporary touching or holding for the purpose of inducing a student to walk to another location, including assisting the student to the student's feet in order to be escorted.
15. **Physical prompt** is 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.
16. **Physical Restraint** is 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:

    A. Physical escort;
    B. Physical prompt;
    C. Physical contact when the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact;
    D. Momentarily deflecting the movement of a student when the student's movement would be destructive, harmful or dangerous to the student or to others;
    E. The use of seat belts, safety belts or similar passenger restraint, when used as intended, during the transportation of a child in a motor vehicle; or
    F. The use of a medically prescribed harness, when used as intended; or
    G. A brief period of physical contact necessary to break up a fight.

17. **Positive alternatives** are a set of instructional and environmental supports to teach students pro-social alternatives to problem behaviors with high rates of positive feedback.

18 **School Day** is a day in which a school or program is in operation as an instructional day and/or a teacher in-service day.

19. **Seclusion** is the involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving. Seclusion is not timeout.

20. **Section 504 Plan** refers to a written plan of modifications and accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

21. **Serious bodily injury** is any bodily injury that involves—

    A. A substantial risk of death;
    B. Extreme physical pain;
    C. Protracted and obvious disfigurement; or
    D. Protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

22. **Student** is a child or adult aged 3 to 20 enrolled in a school or a program owned, operated or controlled by a covered entity as defined in this section

23. **Timeout** is an intervention where a student requests, or complies with an adult request for, a break, and is not covered by this rule. Timeout is not seclusion.

SECTION 3. APPLICATION OF RULE

1. **Actions covered**
   This rule applies to actions of a covered entity and its employees, contractors and agents during the conduct of the covered entity's educational program.

2. **Contracts with non-covered entities**
   The Department of Education and any covered entity that places or funds the placement of a student in an educational program owned, operated or controlled by an entity other than a covered entity must include in the contract with that other entity a requirement that the entity and its employees, contractors and agents comply with the rule while the student is engaged in the educational program.

3. **Relationship to Statutory Protection**
   Nothing in this rule may be construed to restrict or limit the protections afforded under 20-A MRSA §4009. The application of those protections to a person does not in any way relieve that person from the requirements and restrictions of this rule.

SECTION 4. LOCAL POLICY; NOTICE TO PARENTS

1. **Local Policy Required**

   All covered entities shall have local policies, consistent with this rule, regarding the use of physical restraint and seclusion. Covered entities must also have a procedure available by which parents may submit a complaint regarding the use of physical restraint or seclusion on their child, based upon which the covered entity shall investigate the circumstances surrounding the incident complained of, make written findings and, where appropriate, determine to take corrective action.

   Covered entities shall revise existing policies or develop policies consistent with this rule within 90 calendar days of the effective date of this rule.

2. **Annual notification of rule and local policies**

   Annually, each covered entity shall provide overview and awareness information to all staff, including contracted providers, regarding the content of this rule and any local policies or procedures related to the use of physical restraint and seclusion.

   Each covered entity shall provide an annual notice informing parents of students enrolled at the covered entity of this rule and any local policies or procedures related to the use of physical restraint and seclusion, including the local complaint process.

SECTION 5. SECLUSION

1. Permitted uses of seclusion

A. Seclusion may be used only as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others, and only after other less intrusive interventions have failed or been deemed inappropriate.
B. Seclusion must be implemented by staff certified in a state-approved training program to the extent possible. If, due to the nature of the emergency, untrained staff have intervened and initiated a seclusion, trained personnel must be summoned to the scene and assume control of the situation as rapidly as possible.

2. Prohibited uses of seclusion

A. Seclusion may not be used for punitive purposes, staff convenience or to control challenging behavior.
B. Seclusion may not be used to prevent property destruction or disruption of the environment in the absence of a risk of injury or harm.
C. Seclusion may not be used as a therapeutic or educational intervention.
D. Seclusion may not take place in a locked room.

3. Monitoring of a student in seclusion

A. At least one adult must be physically present 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. Students must be continuously monitored until the student no longer presents a risk of injury or harm to self or others.
B. In the event of an injury to the student or staff, the local policy for emergency response must be initiated.

4. Termination of seclusion

A. The staff involved in the use of seclusion shall continually assess for signs that the student is no longer presenting a risk of injury or harm to self or others, and the seclusion must be discontinued as soon as possible.
B. Time must be recorded consistent with the requirements of the documentation section of this rule and local policy.
C. The covered entity may request assistance from parents at any time during the incident.
D. If attempts to release from seclusion have been unsuccessful and a student is still presenting behaviors that create a risk of injury or harm to self or others, then the covered entity may request assistance from outside sources such as caregivers, case managers, crisis intervention teams, local EMS, or other community resources.
E. If seclusion continues for more than 10 minutes, an administrator or designee shall determine whether continued seclusion is warranted, and shall continue to monitor the status of the seclusion every 10 minutes until the seclusion is terminated.

5. Location of seclusion

Seclusion can be achieved in any part of a school building with adequate light, heat, ventilation and of normal room height. If a specific room is designated as a seclusion room, it must be a minimum of 60 square feet with adequate light, heat, ventilation, be of normal room height, contain an unbreakable observation window in a wall or door and be free of hazardous material and objects with which a student could self-inflict bodily injury.

SECTION 6. PHYSICAL RESTRAINT

1. Permitted uses of physical restraint

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

B. Physical restraint must be implemented by staff certified in a state-approved training program to the extent possible. If, due to the nature of the emergency, untrained staff have intervened and initiated a physical restraint and if the need for physical restraint continues, trained personnel must be summoned to the scene and must assume control of the situation as rapidly as possible.
C. Physical restraint may be used to move a student only if the need for movement outweighs the risks involved in such movement.
D. Protective equipment or devices that are part of a treatment plan as prescribed by a licensed health care provider are not prohibited by this rule.

2. Prohibited forms and uses of physical restraint

A. Physical restraint may not be used for punitive purposes, staff convenience or to control challenging behavior.
B. Physical restraint may not be used to prevent property destruction or disruption of the environment in the absence of a risk of injury or harm.
C. No physical restraint may be used that restricts the free movement of the diaphragm or chest or that restricts the airway so as to interrupt normal breathing or speech (restraint-related positional asphyxia) of a student.
D. No physical restraint may be used that relies on pain for control, including but not limited to joint hyperextension, excessive force, unsupported take-down (e.g. tackle), the use of any physical structure (e.g. wall, railing or post), punching and hitting.
E. Physical restraint may not be used as a therapeutic or educational intervention.
F. Aversive procedures and mechanical and chemical restraints may not be used under any circumstances.
G. Prescribed assistive devices are not considered mechanical restraints when used as prescribed. Their use must be supervised by qualified and trained individuals in accordance with professional standards.
H. Prescribed medications are not considered chemical restraints when administered by a health care provider consistent with a student's health care plan are permitted.

3. Monitoring of a student in physical restraint

A. 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 is precluded.
B. A student in physical restraint must be continuously monitored until the student no longer presents a risk of injury or harm to self or others.
C. In the event of an injury, local policy must be followed.

4. Termination of physical restraint

A. The staff involved in the use of physical restraint must continually assess for signs that the student in physical restraint is no longer presenting a risk of injury or harm to self or others, and the physical restraint must be discontinued as soon as possible.
B. Time must be recorded consistent with the requirements of the documentation section of this rule and local policy.
C. The covered entity may request assistance from parents at any time during the incident.
D. If attempts to release the student from physical restraint have been unsuccessful and the student is still presenting behaviors that create a risk of injury or harm to self or others, the covered entity may request assistance from outside sources such as caregivers, case managers, crisis intervention teams, local emergency medical services, or other community resources.
E. If physical restraint continues for more than 10 minutes, an administrator or designee shall determine whether continued physical restraint is warranted, and shall continue to monitor the status of the physical restraint every 10 minutes until the physical restraint is terminated.

5. Exclusions

Those restraints used by law enforcement officers or school resource officers employed by a police department in the course of their professional duties are not subject to this rule.

SECTION 7. NOTIFICATION OF INCIDENT

1. Reporting to an Administrator or Designee, others

After each incident of physical restraint or seclusion, a staff member involved shall:

A. Report to the administrator or designee by oral notification as soon as possible after each incident, but in no event later than the end of the school day of its occurrence, and

B. If the student is receiving his or her education in an out-of-district placement through a tuition agreement or other agreement, report the incident to the entity responsible for the student's education within 24 hours or by the end of the next business day.

2. Notification to parents

A. An administrator or designee shall notify the parent that physical restraint or seclusion and any related first aid have occurred as soon as practical but within the school day in which the incident occurred, utilizing all available phone numbers and other appropriate means. If the parent is unavailable, a phone message must be left for the parent to contact the school as soon as possible. If a parent does not have access to a phone, the entity must use whatever contact information is available for emergencies. The parent must be informed that written documentation will be provided to them within 7 calendar days.

B. If a restraint or seclusion has occurred outside the school day, notification of the restraint or seclusion and any related first aid must occur as soon as possible in compliance with the entity's procedures for emergency situations

3. Reporting of Serious Bodily Injury or Death

If serious bodily injury or death of a student occurs during the implementation of restraint or seclusion:

A. Oral notification of the incident must follow local health and safety procedures as outlined by the covered entity's policies and procedures; and

B. The administrator or designee shall notify the Department of Education within 24 hours or the next business day.

SECTION 8. DOCUMENTATION; INCIDENT REPORT

1. Incident Report

Each use of physical restraint or seclusion must be documented in an incident report. The incident report must be completed and provided to an administrator or designee as soon as practical after the incident, and in all cases within two school days. At a minimum, the incident report must include:

A. Student name;
B. Age, gender, grade;
C. Location of the incident;
D. Date of incident;
E. Date of report;
F. Person completing the report;
G. Beginning and ending time of each physical restraint and seclusion;
H. Total time of incident;
I. Description of prior events and circumstances;
J. Less restrictive interventions tried prior to the use of physical restraint or seclusion. If none used, explain why;
K. The student behavior that justified the use of physical restraint or seclusion;
L. A detailed description of the physical restraint or seclusion used;
M. The staff person(s) involved, their role in the use of physical restraint or seclusion and their certification, if any, in an approved training program;
N. Description of the incident, including the resolution and process of return to program, if appropriate;
O. Whether the Student has an: a. IEP; b. 504 plan; c. behavior plan; d. IHP; or e. other plan;
P. If a student or staff sustained bodily injury, the date and time of nurse or response personnel notification and the treatment administered, if any;
Q. Date, time, and method of parent notification; and
R. Date, time of staff debriefing.

2. Incident Report Provided to Parents, others

A copy of the incident report must be provided, within 7 calendar days of the incident to:

A. The parent; and

B. If the student is receiving his or her education in an out-of-district placement through a tuition agreement or other agreement, the entity responsible for the student's education.

3. Duration of Incident

For purposes of this Section and Section 9, 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 or her regular programming.

SECTION 9. RESPONSE TO THE USE OF PHYSICAL RESTRAINT OR SECLUSION

1. Debriefing

A. Following each incident of physical restraint or seclusion, the covered entity shall ensure that, within two school days, an administrator or designee reviews the incident:

(1) With all staff persons who implemented the use of physical restraint or seclusion to discuss:

(a) Whether the use of restraint or seclusion was implemented in compliance with this rule and local policies, and

(b) How to prevent or reduce the future need for physical restraint and/or seclusion; and

(2) With the student who was restrained or secluded to discuss:

(a) What triggered the student's escalation; and

(b) What the student and staff can do to reduce the future need for restraint or seclusion.

B. When physical restraint or seclusion has resulted in serious bodily injury to a student or staff member requiring emergency medical treatment, the debriefing must take place as soon as possible but no later than the next school day.

C. Following the debriefing, staff must develop and implement a written plan for response and de-escalation for the student, or, if a plan already exists, staff must review and, if appropriate, revise it.

2. Multiple Incidents of Physical Restraint and Seclusion

A. **Special Education/504 Students after Third Incident**. After the third incident of physical restraint or seclusion in a school year of a student who has been found eligible for special education or has a Section 504 plan, the student's IEP or 504 team shall meet within 10 school days of the third incident to discuss the incident and consider the need to conduct an FBA and/or develop a BIP or amend an existing one.

B. **For all other students after Third Incident.** For students not described in Paragraph A, a team shall meet within ten school days of the third incident in a school year to discuss the incidents.

(1) The team shall consist of the parent, an administrator or designee, a teacher for the student, a staff member involved in the incident (if not the teacher or administrator already invited), and other appropriate staff members.

(2) The team shall consider the appropriateness of a referral to special education and, regardless of whether a referral to special education is to be made, the need to conduct an FBA, and/or develop a BIP.

C. Nothing in this section is meant to prevent the completion of an FBA or BIP for any student who might benefit from these measures but who has had fewer than three restraints or seclusions.

3. Parent Participation

The covered entity shall make reasonable, documented efforts to encourage parent participation in the meetings required in subsection 2 of this section and to schedule them at times convenient for parents to attend.

A covered entity may not seek written permission from a parent to provide restraint and seclusion to a student.

4. Duration of Incident

For purposes of this Section, the time period described in Section 8 (3) constitutes a single incident.

SECTION 10. CUMULATIVE REPORTING

1. Building-level reporting, analysis

A cumulative report by building must be made to the superintendent or chief administrator on a quarterly and annual basis to include:

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 restraint and seclusions; and
F. Aggregate number of serious bodily injuries to staff related to physical restraint and seclusion.

The superintendent or chief administrator shall review cumulative reports received as set forth in this section and identify those areas that can be addressed to reduce the future use of physical restraint and seclusion. These cumulative reports may be requested by the Department of Education at any time.

2. Reporting Data to the Department of Education

Each covered entity shall submit to the Department of Education an annual report of the incidence of physical restraint and seclusion that must include:

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 in placed in seclusion;
E. Aggregate number of serious bodily injuries to students related to physical restraint and seclusion; and
F. Aggregate number of serious bodily injuries to staff related to physical restraint and seclusion.

SECTION 11. COMPLAINT PROCESS

1. Local Complaint Process

Parent complaints related to restraint and seclusion must be submitted to the covered entity in accordance with local policy and procedure.

2. Department of Education Complaint Process

Any parent who is dissatisfied with the result of the local complaint process may file a complaint with the Department of Education, which complaint is not considered an appeal of that local process. The Department shall review the results of the local complaint process and may initiate its own investigation of the complaint, and shall issue to the complaining parent and the covered entity a written report with specific findings within 60 days of receiving the complaint. If a violation is found, the Department shall develop a corrective action plan by which the entity will achieve compliance.

SECTION 12. STAFF TRAINING; APPROVED PROGRAMS

The Department of Education shall maintain a directory of approved training programs on its website at http://maine.gov/education/. The list of approved training programs may include regional training programs and regional "train the trainer" model programs. These training programs must require participants to demonstrate competency to achieve certification, and must include instruction in at least the following core components:

1. The use of non-physical interventions for responding to potentially dangerous behaviors, including de-escalation and the use of positive alternatives;
2. Identification of dangerous behaviors that may indicate the need for physical restraint or seclusion and methods for evaluating the risk of harm to determine whether such interventions are warranted;
3. Instruction and simulated experience in administering safe physical restraint techniques across a range of increasingly restrictive interventions, including the safe movement of a student, and in recognizing and avoiding positions involving a high risk of restraint-related positional asphyxia (restricting a student's ability to breathe);
4. The effects of physical restraint and seclusion on a student, including monitoring physical and psychological signs of distress and when to obtain medical assistance in compliance with the covered entity's procedures for emergency interventions;
5. The risks and realities of physical restraint and seclusion; and

6. A review of the process of student and staff debriefing.

Each covered entity shall ensure that a sufficient number of administrators or designees, general and special education staff, maintain certification in an approved training program. A list of staff with the required approved training must be made available in each building office, as well as any central office, along with other school-wide emergency procedures and must be updated at least annually.

SECTION 13: DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

The Department shall annually ensure that teachers and administrators throughout the State are provided with consistent and accurate information regarding the requirements of this rule.

STATUTORY AUTHORITY: 20-A MRSA §4502(5)(M); Resolves 2013 ch. 8

EFFECTIVE DATE:
July 29, 2001 - added as sub-section 17(D) to Chapter 125, "Basic Approval Standards: Public Schools and School Units".

EFFECTIVE DATE:
April 27, 2002 - filing 2002-104 accepted March 28, 2002: sub-section 125.17(D) removed from Chapter 125 and established as new Chapter 33, "Regulations Governing Timeout Rooms, Therapeutic Restraints and Aversives in Public Schools and Approved Private Schools"

REPEALED AND REPLACED:
July 1, 2012 - filing 2012-164 (final adoption, major substantive), retitled as “Rule Governing Physical Restraint and Seclusion”

AMENDED:
April 29, 2013 - filing 2013-106 in accordance with Resolves 2013 ch. 8, routine technical