

# Montello Elementary School

## Student Handbook



*Ensuring Student Academic and Civic Success*  
2016-2017

**Our handbook is available electronically by visiting our web page at:**

<http://montello.lewistonpublicschools.org/>

**Paper copies are available upon request.**

For information concerning Lewiston Public School policies please visit:

<http://www.lewistonpublicschools.org>

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# MONTELLO PARENT 2016-17 SCHOOL CALENDAR

Updated 8/22/16

School Hours: 7:50-2:50

School Hours on Early Release Day: 7:50-12:50

JUNE/JULY '16						
S	M	T	W	Th	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29-30 Teacher Workshop Days  
No School  
31 1<sup>st</sup> Day of School

SEPTEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER '16						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 Teacher Workshop Day No School  
10 Columbus Day No School  
19 Early Release Day  
25-26 Parent Conferences

5 Labor Day No School  
6 First Day PreK  
21 Early Release Day

NOVEMBER '16						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 Trimester Ends  
22-2 December Break

8 Teacher Workshop Day No School  
11 Veterans' Day Observed No School  
16 Early Release Day  
22-25 Thanksgiving Break

JANUARY '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

15 Early Release Day  
20-24 February Break

11 Early Release Day  
16 Martin L. King, Jr. Day No School  
23 Teacher Workshop Day No School

MARCH '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12 Early Release Day  
17-21 Spring Break

8 Early Release Day  
15-16 Parent Conferences  
16 2<sup>nd</sup> Trimester Ends  
17 Teacher Workshop Day No School

MAY '17						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE '17						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12 3<sup>rd</sup> Trimester Ends  
12 Last Student Day

17 Early Release Day  
29 Memorial Day No School

### ***Contacting Montello Elementary School***

The school phone number is 795-4150. The office is staffed from 7:30am until 3:30pm on regular school days. After 3:30pm, your call is answered by a voicemail system that will give number options including leaving a message or reporting an absence. An automated system will inform parents of school closing upcoming events.

### ***Administrative Staff***

Principal: Jim Cliffe  
Assistant Principal: Ronda Fournier  
Assistant Principal: Amber Eliason  
Special Education Supervisor: Kelli Rogers  
Extended School Day/Year Supervisor: Steve Maroon

### ***Student Supports***

Guidance Counselors: Andi Hobby, Kathy Demers  
School Nurse: Debbie Bernier  
School Social Worker: Stephanie Poulin, Sarah Beam, Samantha Leeman  
Spurwink Counselors: Heather Northup, Jessica Estabrook, Halley Alfano  
Spurwink Case Manager: Jane Poirier  
Spurwink Integrated Supports Project Coordinator: Heidi Sistaire

### ***Special Education***

Special Education may be reached by calling 795-4156. After hours a voicemail may be left.

### ***Contacting Teachers***

Teachers may be reached via phone or school e-mail. When calling during school hours, most times you will be direct to a teacher's voicemail to avoid interruptions to instruction.

### ***School Hours***

The school opens at 7:50am at which time students may enter and have breakfast if desired. Students are considered tardy if they arrive after 8:15. Dismissal for bus students begins at 2:35pm and walkers are dismissed at 2:50.

### ***School Nutrition Program***

Montello's School Nutrition Program provides students with breakfast and lunch daily. All students may participate in the School Nutrition Program. There is no charge for breakfast or lunch. The menus are posted on the Montello website.

### ***Bus Transportation***

Hudson Bus Lines provides bus transportation for students to and from Montello School. If you have concerns regarding bus transportation you may contact Hudson Bus Lines at 783-2033. The school department's transportation director is Butch Pratt. He can be reached at 795-4104. Students are to ride on their assigned buses only. If you move residences please contact the school office immediately at 795-4150 to update your information and to be re-assigned a bus.

### ***Bus Routes***

Bus routes and pick up/drop off locations are set up by the Superintendent's Office and Hudson Bus Lines. Bus routes are posted prior to the start of the school year at [www.lewistonpublicschools.org](http://www.lewistonpublicschools.org).

### ***Traffic Patterns***

For the safety of our students, we ask that you cooperate with our traffic patterns at Montello. Traffic is no longer allowed around the rear of the building from 7:00am to 4:00pm. Please note that the speed limit on school grounds is 10 mph. Crosswalks are marked. It is law in Maine to stop for pedestrians in the crosswalks. It is illegal to pass a stopped school bus with flashing red lights (even in the parking lot). Bus arrival and unloading occurs between 7:50 and 8:00 at which time the bus loops is closed to cars. Walkers and car riders may arrive anytime between 7:50-8:15, however during bus arrival and car riders students should be escorted through parking lot by an adult. After bus arrival cars may pull directly into the bus loop for student drop off. Bus dismissal and unloading occurs between 2:35 and 2:45. Car riders and walkers are dismissed from the cafeteria at 2:50. After buses have departed cars may pull into the bus loop.

### ***Dismissal of Students***

Instruction takes place until 2:35pm daily. We ask that you not dismiss students prior to that time as any disruption to the class impacts the learning for the entire class.

When it is necessary to have a student dismissed during the school day, the following procedure is used:

- Students are to be dismissed through the office. It is necessary that the person dismissing the child come to the office and must provide picture ID.
- The student must be released to a parent/guardian or individual identified on the emergency form. We will not release students to people who are not listed on the emergency form.
- In an effort to meet National Standards we will be requiring a picture ID each time a student is dismissed. Thank you in advance for your cooperation. This is for the safety of your child.
- It is helpful if a note is sent to the classroom teacher if a dismissal is planned in advance.

### ***Attendance***

Regular and punctual attendance is essential to a child's successful academic achievement in school.

Maine Law on school attendance requires that persons between the ages of seven and seventeen shall attend school during the time that school is in session. The law identifies absence from school as being either excused or unexcused.

- Under the law, the following absences are considered excused:
  - Personal illness
  - Appointments with health professionals that cannot be made outside of the regular school day
  - Observance of recognized holidays when the observance is required during the regular school day
  - Emergency family situations
  - Planned absence for personal or educational purposes that has a prior administrative approval
  - Student tardies will be identified as excused or unexcused using the same criteria.

### ***Attendance Procedure***

- Students reporting to school after 8:10 are considered tardy. Each tardy is identified as excused or unexcused.
- Students who are absent from school must have a written note from the parent or guardian explaining why the student was absent. This note may be given to the classroom teacher. Student absences should be reported the day of the absence or the first day the student returns to school. Absences that remain unreported for seven days will remain unexcused. A phone call from the parent/guardian is also acceptable. You may report an absence by contacting the school at 795-4150.
- Students who need to be dismissed must be signed out in the office. It is helpful if parents call or send in a note in advance to notify the school that a child will need to be dismissed. Dismissals should follow the guidelines above.

- Students returning to school or reporting late to school must also be admitted through the office.
- Absences or tardies that are not reported by parents are identified as an unexcused absence. After seven days the unexcused absence will not be changed.

Questions pertaining to attendance may be directed to the Principal, Assistant Principal or School Social Worker at 795-4150.

***Visitors to our School***

Parents or other visitors are to enter the school through the front entrance and sign in at window. Again, a picture ID is required. A visitor’s pass will be issued to individuals who have been approved to be in the building.

***Open House and Parent Conferences***

Grades PK-6 will have Open House on Monday August 29 from 5:00-6:30. Parent/teacher conferences will be held twice during the school year. Conferences will be on October 25-26 and again on March 15-16 from 3:00pm - 7:00pm. More information will be sent home as the dates approach.

***PTFC: Parents, Teachers, Friends and Children***

Meetings are held the second Wednesday of each month in the school library at 6:00. The PTFC is responsible for fundraising and sponsoring many school events!

***Extended Day Program/ Summer Program:***

Throughout the regular school year, Montello Elementary School’s Extended School Day Program runs four days a week: Monday, Tuesday, Thursday, and Friday. The program begins directly after school and ends at 3:50pm. Transportation is provided for students. Students are all provided an afterschool snack. We offer a variety of interventions as well as additional enrichment activities.

Our Extended School Year Program at Montello Elementary School runs for five weeks in the summer. The program is Monday through Thursday. The hours are 8:00-1:00. Each week on the longer day students take a curriculum related field trip. Breakfast and Lunch are both included in the program. Our Extended School Year Program offers classroom instruction, interventions, and enrichment activities.

A variety of engaging experiences are available to address the academic and social emotional needs of our students. Academic interventions are available in both literacy and mathematics. Students are carefully matched to interventions to address their individual needs. Students’ progress is closely monitored to ensure that interventions are effectively addressing their needs.

Both of our Extended School Programs rely heavily on the support of our parents and community. We work hard to build relationships within our community so that we can bring many new and exciting experiences to our students. It is through these community partnerships that we will be able to offer our students a variety of enriching activities in addition to our high quality academic interventions.

If you have questions about our extended programming please contact Steve Maroon at 795-4150.

***Emergency Forms/ Student Information***

Please be sure to update student emergency forms and information if your family situation changes. Changes in custody should be reported immediately. The school is required to comply with custody as identified in our records. If there is a change which you wish us to honor, we must have a copy of any court orders, injunctions,

or other legal documents that change or specify custody. Also, please inform the school when you have a change in address or phone number.

### ***Annual Notice of Student Education Records & Information Rights LPS Policy JRA-1***

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

#### *Inspection of Records*

Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of ten cents (\$0.10) per page.

#### *Amendment of Records*

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

#### *Disclosure of Records*

Lewiston Public Schools must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. **Directory Information:** Lewiston Public Schools designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). Parents/eligible students who do not want Lewiston Public Schools to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.
2. **Military Recruiters/Institutions of Higher Education:** Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and Lewiston Public Schools must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want Lewiston Public Schools to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.
3. **School Officials with Legitimate Educational Interests:** Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by Lewiston Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom Lewiston Public Schools have contracted to provide specific services (such as attorneys, auditors, medical consultants,

evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. **Longitudinal Data Studies:** Lewiston Public Schools are required by the Commissioner of the Maine Department of Education to collect and report student social security numbers for longitudinal data purposes. Lewiston Public Schools will be asking parents to provide written consent to use their child's social security number for these purposes. Provision of a child's social security number is not required as a condition of enrollment in Lewiston Public Schools, and no child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student, and the rights previously accorded to the parent are accorded to the student.
5. **Health or Safety Emergencies:** In accordance with federal regulations, Lewiston Public Schools may disclose education records without prior written consent in a health and safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
6. **Other School Units:** As required by Maine law, Lewiston Public Schools send student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).
7. **Other Entities/Individuals:** Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

Complaints Regarding Lewiston Public School Compliance with FERPA Parents/eligible students who believe that Lewiston Public Schools have not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

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

### ***Student Code of Conduct***

The student Code of Conduct is designed to provide students, parents, teachers and visitors a set of general guidelines that outline behavioral and conduct expectations for at Montello Elementary School. The Code of Conduct is based on school department policy and applies to all students who attend Montello Elementary School.

The school department has adopted a PBIS (Positive Behavioral Interventions and Supports) Framework. **PBIS** is a positive, proactive approach to addressing social and emotional needs of students. Students are provided clear expectations for the classroom and common areas. These expectations are taught and practiced throughout the year just like an academic subject. Our 3 Expectations for all students, staff and visitors are: Be Safe, Be Respectful, Be Responsible.

### ***System-Wide Student Code of Conduct LPS Policy JIC***

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the School Committee has developed this System-Wide Code of Conduct with input from school staff,



students, parents, and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

#### *Article 1 – Standards for Ethical and Responsible Behavior*

The Code of Conduct is intended to support and encourage students to meet the following state-wide standards for ethical and responsible behavior: Respect, Honesty, Compassion, Fairness, Responsibility, Courage.

#### *Article 2 – Code of Conduct*

All students are expected to comply with the Code of Conduct and all related School Committee policies and school rules. The Code applies to students: on school property; while in attendance at school or at school-sponsored activity; or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

#### *Article 3 – General Behavior Expectations and Discipline Policies*

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should: be courteous to fellow students, staff and visitors; respect the rights and privileges of other students and school staff; obey all School Committee policies and school rules governing student conduct; follow directions from school staff; cooperate with staff in maintaining school safety, order and discipline; attend school regularly; meet school standards for grooming and dress; respect the property of others, including school property and facilities; refrain from cheating or plagiarizing the work of others; refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

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

#### *Article 4 – Expectations*

The following is a summary of the school unit's expectations for student behavior. In many cases, the School Committee has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, School Committee policies and/or school handbooks, School Committee policies will prevail.

##### **A. Violence and Threats**

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

##### **B. Weapons**

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

##### **C. Hazing**

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

#### D. Discrimination and Harassment/Sexual Harassment

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

#### E. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, look-alike substance, and other prohibited substances as described in School Committee policy. Violations may result in disciplinary action up to and including expulsion from school.

#### F. Tobacco Use

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

See Policy: ADC – Tobacco Use and Possession

#### G. Conduct on School Buses

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

#### H. Computer/Internet Use

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

#### I. Co-Curricular Code of Conduct

Students must follow all School Committee policies and school rules while participating in athletics and extracurricular activities. Students who violate School Committee policies and school rules may be subject to suspension from the team/activity as well as additional disciplinary action under applicable School

#### *Article 5 – Removal of Disruptive/Violent/Threatening Students*

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.

2. If a student does not comply with a staff member’s order to leave, the staff member will contact an administrator, or if not available, another suitable person, who shall respond promptly.

3. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.

4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's crisis response plan if appropriate.

#### *Article 6 – Special Services*

##### A. Referral

The school unit has adopted policies and procedures for determining when a student shall be referred for special services.

##### B. Review of Individual Education Plan

The school shall schedule a PET meeting to review the IEP of a student who has been removed from class when:

- 1) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others;
- 2) the class removals are sufficient to constitute a change in the student's special education program; or
- 3) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

##### C. Time Out Rooms and Therapeutic Restraint

The school unit also has established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute.

#### *Article 7 - Referrals to Law Enforcement Authorities*

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

#### *Article 8 – Dissemination of System-Wide Student Code of Conduct*

The System-Wide Student Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators.

#### ***Bullying & Cyberbullying LPS Policy JICK***

The School Committee believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

#### *Bullying Prohibited*

Bullying, including "cyberbullying," is not acceptable conduct in Lewiston Public Schools and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited. In adopting this policy, it is not the School Committee's intent to prohibit students from expressing their ideas, including religious, political and

philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the School Committee does not condone and will take action in response to conduct that directly interferes with students' rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

### *Definition of Bullying*

"Bullying" and "cyberbullying" have the same meaning in this policy as in Maine law:

#### **Bullying**

"Bullying" includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- A. Has, or a reasonable person would expect it to have, the effect of:
  - a. Physically harming a student or damaging a student's property; or
  - b. Placing a student in reasonable fear of physical harm or damage to
- B. Interferes with the rights of a student by:
  - a. Creating an intimidating or hostile educational environment for the student; or
  - b. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
- C. Is based on:
  - a. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
  - b. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. Above.

#### **Cyberbullying**

"Cyberbullying" means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

### *Application of Policy*

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
- B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of "bullying."

### *Consequences for Policy Violations*

#### **Students**

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions. The School Committee retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students. Any student violating this policy may also be subject to civil or criminal penalties.

### School Employees and Others

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements. Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy. Any person violating this policy may also be subject to civil or criminal penalties. Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of School Committee approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

### *Staff Training*

Lewiston Public Schools will provide professional development and staff training in bullying prevention and response. This professional development and staff training will be based on an evidence-based program.

### ***Hazing LPS Policy ACAD***

Maine statute defines injurious hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school." It is the policy of the School Committee that 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. No administrator, faculty member, or other employee of the school unit shall engage in, encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students' organizations, shall plan, encourage, or engage in injurious hazing activities. 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. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with this school unit which 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. These penalties shall be in addition to any civil or criminal penalties to which the violator organization may be subject. The Superintendent shall assume responsibility for administering this policy.

### ***Drug and Alcohol Use by Students LPS Policy JICH***

The School Committee and staff of Lewiston Public Schools support a safe and healthy learning environment for students which is free of the detrimental effects of drugs, alcohol and other mood-altering substances. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs, alcohol and other mood-altering substances by school-aged youth. In order to promote the safety, health and wellbeing of students, the School Committee endorses a three-pronged approach to address the issue of drugs and alcohol use, and use of other mood-altering substance; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricular and programs to implement this policy.

### *Prohibited Conduct*

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, inhalants, "club drugs," any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance, or any other substance mis-used for the purpose of altering mood. These prohibitions apply to any student who is

on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

### *Disciplinary Action*

Building administrators may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students about the legal, social, and health consequences of drug and alcohol use as well as how to resist peer pressure.

### *Intervention*

The school unit will establish a team approach [or other approach as determined by the school unit] to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

### ***Student Dress LPS Policy JICA***

We believe that the most important job of students is to learn as much as possible in school. The purpose of this district-wide policy is to foster a safe school environment that is conducive to learning, and in which students, teachers, staff and administrators understand their respective roles in optimizing and protecting the learning environment.

Tier 1: These infractions will result in the student being asked to change clothes immediately, and to not wear the article(s) to school again.

- A. Articles of clothing which promote or reference illegal behavior (e.g. the use of tobacco, alcohol, or other drugs, weapons, etc.), identify the wearer as a member of a particular gang, have discriminatory language or images (e.g., racial/ethnic slurs, anything violating the Civil Rights Act, etc.), or anything that promotes pornographic material may not be worn on school grounds (when school is in session) or at school functions.
- B. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch) or which may be considered weapons (e.g., chains, spiked collars and bracelets, and sharp objects that do not have practical use in school) are not permitted on school grounds or at school functions. Cleats or other items may be permitted when use is required by participation in a curricular, co-curricular or extra-curricular activity.
- C. Student dress must include a top, a bottom, and a form of footwear. Genitalia (penis, vagina, etc.), breasts, and buttocks are to be covered at all times.

Tier 2: If any of these principles are violated, the individual will be asked not to wear the article(s) to school again. If the article is worn a second time after the initial request, the student will be asked to alter their outfit accordingly. If needed, the school will provide clothing for the student to change.

- D. Underwear is not to be exposed (bra straps are acceptable). Chests and midriffs are to be predominantly covered; navels must not show; shirts must meet the beltline and have straps.

- E. Any type of headwear – caps, hats, bandanas, hoods, helmet hats, or other type of headgear shall not be worn in the school building from the start of the first class to the end of the school day. The administration may make allowances for special days such as spirit week. Exceptions will also be made for medical or religious requirements.

As little class time as possible will be disrupted for the dress code. Administration has the final say in dress policy issues, and is able to make modifications when appropriate (for example, protective footwear for field trips or recess, acceptable occasions to wear hats, appropriate dress for after school activities/special occasions - prom, etc.).

### ***Items of Value***

Your child is encouraged not to bring personal belongings of value to school. The risk of these items becoming broken, misplaced or lost is too great.

#### *Toys*

Generally speaking, toys are not appropriate at school. Many toys end up being broken, lost or become a point of argument. Students are asked not to bring toys to school. This is also true of trading cards of any type. Scooters, bikes, skates or skateboards are not allowed on the playgrounds during the school day due to safety concerns. Hockey sticks, lacrosse sticks or hard balls are also not allowed.

#### *Electronic Devices*

Electronic devices, including cell phones, are not allowed in the classrooms. Students are directed to keep those items in their backpacks, turned off, and not use them in school.

### ***School Nurse***

A school nurse is available 5 days a week at all Lewiston Public Schools. Students who are ill or injured will be sent to her. If she determines that it is in the best interest of the student to go home, she will attempt to contact and inform the parent, guardian, or person designated on the emergency form. The nurse keeps and oversees the taking of medication by students, maintains the health record of each student and any new health condition should be reported to her. Lewiston School Department, Grades Pre-K to 12 school nurses will follow standing orders as recommended by our school health advisor and protocols as issued by the State of Maine School Health Policy Manual. Lewiston School Department school nurses will use the protocols and standing orders as stated in the school manual and cited below.

### ***Accident/Emergencies***

In case of a minor accident, first-aid will be administered in the nurse's office by the school nurse or authorized school personnel, and parents will not be called. Minor accidents are things such as scraped knees, bumps, bruises and headaches etc. In cases of serious accident or illness, every effort will be made to contact parents. Please be sure phone numbers are kept current on the school's emergency form. If we cannot reach you, we will call an emergency contact person. If we are unable to reach anyone we will summon emergency medical services and will notify you as soon as possible.

### ***Emergency Medications***

#### *Epi Pens*

- *Injection of 0.15mg Epinephrine 1:2000 [EpiPen Jr] for students weighing 33-66 pounds*
- *Injection of 0.3mg Epinephrine 1:1000 [EpiPen] for students weighing more than 66 pounds*

Directions: Give one (1) injection and call Emergency Rescue 911. Epi Pens must be available for immunization clinics. An Epi Pen will be kept in the school nurse's office at each school for use with acute allergic reactions

presenting with respiratory distress, loss of consciousness, or signs of anaphylaxis (difficulty breathing, wheezing, redness of skin, hives/rash, cough, pulse variations, convulsions, or cyanosis).

Benadryl may be given for mild attack such as hives. Dosing will be calculated based on the child's age and/or weight.

### ***Prescription and Over-the-Counter Medications***

Medications ordered by a healthcare provider must be given under the direct supervision by the school nurses. Over-the-Counter medication **MUST** be supplied by the parent and may be given for a period of 15 days without a written order or signature from a healthcare provider. If the medication is expected to be given longer than 15 days it will be necessary to obtain a written order as well a signature from health care provider.

### ***Montello Medication Policy***

To promote the safety of all children at Montello Elementary School all medication should be given at home unless it is necessary that it be given during school hours. In the event medication must be given during school, the following steps must be followed:

1. A Medication Authorization Form will be filled out and signed by the parent for each medication.
2. Parents must deliver medication to the school nurse personally. Children are not to be given this responsibility.
3. All medication must arrive in the original prescription bottle labeled with the students name, doctor's name, date, name of medication, dose, method of administration and quantity of pills.
4. All medication changes must be in writing directly from the doctor.
5. All over the counter medication, with the exception of cough drops, will only be administered by the school nurse and with a written doctor's note, and must be brought to school by the parent in the original packaging.
6. Students are never to have medication of any kind in their possession.
7. Inhalers and epi pens will require the same written doctor's order and delivery to school by the parent. Special permission can be given for students to carry inhalers and epi pens with them or for teachers to store them in the classroom.

### ***Topical Medications***

Calamine lotion, hydrocortisone cream, or "anti-itch gel" may be used for rashes/insect bites., Anbesol/Oragel may be used for dental pain or mouth ulcers. Topical antibiotic ointment (Bacitracin, triple antibiotic ointment, bactene) may be used for abrasions or minor cuts.

### ***Immunizations***

Immunizations need to be current upon registration at Montello Elementary School. Students entering Kindergarten must have 5 doses of DPT (Diphtheria, Pertussis & Tetanus), 4 doses of OPV/IPV (Polio), 2 doses of MMR (Measles, Mumps & Rubella) and 1 dose of Chickenpox vaccine. Parents are given 90 days from the first day of school to get all immunizations up to date.

### ***Other Health Related***

Ticks may be removed using proper technique by the school nurse after assessment Menthol containing cough suppressants may be given as directed by the package after assessment by the school nurse. These may be provided by the parent/guardian or at times, the school nurse In an emergency, if unable to reach parent/guardian/emergency contact, the Emergency Rescue Service will be called for transportation to the nearest emergency department.



Students will have their heads checked for pediculosis (head lice) on the first day of each school week by a staff member. Parents / guardians will be contacted by the school nurse if head lice are an issue.

Vision and hearing screenings are established by Maine Law. The school nurse will conduct screenings during the school year. Parents / guardians will be notified if the school nurse has any concerns.

Food Allergies can be harmful to students. Montello School has a handful of students who are allergic to various foods; the most serious ones are to peanuts. While the school has individual plans in place to address the needs of these students, below are some ways parents and students can keep all students safe:

- discuss with your child the seriousness of food allergies and the harmful consequences
- the importance of never sharing food
- ask friends about their allergies
- share how food labels presents information about allergies
- share what are some common symptoms, swelling of face and lips, difficulty breathing, skin that turns red, bumpy or itchy, etc.

### ***Special Education and Section 504 Childfind Notice***

The District has a duty to locate, evaluate and identify any child residing in the District who qualifies for Special Education services or any child attending the public schools who may require Section 504 accommodations or services.

Children eligible for special education include those children with disabilities who have autism, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, acquired brain injury, visual impairment, or developmental delay and who, because of such an impairment, need special education services.

Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity.

If you suspect your child has a disability and may need special education services or 504 accommodations, or if you would like additional information, please contact your child's teacher, or call the District's Special Education Director.

Special Education Director: Pam Emery 207-795-4100

District's 504 Coordinator: Pam Emery 207-795-4100

### ***Title I Parents' Right-to-Know***

The Every Student Succeeds Act (ESSA) was passed by the U.S. Congress late last year and signed into law on December 10, 2015. The ESSA replaces the No Child Left Behind Act (NCLB) and is the latest reauthorization of the Elementary and Secondary Education Act (ESEA).

Although NCLB was designed to make changes in teaching and learning in order to increase students' academic achievement, the Highly Qualified Teacher (HQT) provision under NCLB was eliminated from the ESSA. Despite this fact, all educators in Maine still are required to hold the appropriate state certificate/license for their given position.

Under the ESSA, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Our school receives Title I funding and we are happy to share this information with you upon your request.

We are extremely proud of the quality of the teaching staff in Lewiston Public Schools. All of our teachers have college degrees and many have advanced degrees or National Board Certification. In addition, every teacher continues learning through professional development activities, and our teachers are evaluated under Maine's Teacher Evaluation and Professional Growth (TEPG) Program, to make sure their teaching skills remain at the highest possible level.

We encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on ESSA, and the role of parents, please visit the United States Department of Education's (USDE) website at <http://www.ed.gov/essa>.

### ***Reporting Child Abuse and Neglect***

Child Abuse or Neglect is defined by Maine Law as "a threat to a child's health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these".

A "person responsible for the child" means a person with the responsibility for a child's health or welfare, whether in the child's home or another home or a facility which, as part of its function, provides for the care of the child. It includes the child's parents, guardian or other custodian.

School employees who have reason to suspect that a child has been or is likely to be abused or neglected shall report all cases of suspected abuse or neglect to the Department of Human Services (DHS) as required by law.

### ***Fire Drills***

Fire drills will occur at announced and unannounced times throughout the year. The drills should be taken seriously. The classroom teacher will teach the fire drill procedures and practice by doing a fire drill.

When outside the building students must remain in line with their teacher. No one should enter the building until instructed to do so by the Fire Department or an administrator or designee. Students must re-enter in the same way they exited the building.

### ***School Safety Plan***

Montello has a crisis action plan. The plan is reviewed annually and updated. Like other schools in our state and country, we were required to expand the school's crisis action plan to a comprehensive school safety plan, which focuses on preventative and responsive measures for dealing with violent and aggressive acts. We're grateful for the assistance we've received from the Lewiston Police Department.

While no school plan could ever prevent all violence, a comprehensive approach to security safeguards, early detection, communication with parents and community, and greater tolerance of individual differences are the steps that Montello School has implemented to provide a safe learning environment for students, teachers and staff.

Critical components of Montello's plan, which need to be stressed, are:

- All parents and visitors are required to report to the main office to present photo identification each time they arrive to school to dismiss a student or come into the school. There are to be no exceptions unless deemed necessary by administration.
- Anyone receiving permission to go into the school will be given a visitor's badge. This is an important procedure that allows our staff and students to know the visitor has been allowed into the school. We hope you can respect the intent of the safety plan and understand that it is designed to ensure that only authorized people are in our building.
- Should any staff member meet an individual without a visitor tag, he/she is expected to escort that person to the office for a visitor tag.
- Students should not return to their classrooms after they have been dismissed for the day. They are given time to gather their belongings before being dismissed.
- We will conduct regular faculty and student drills to familiarize all personnel with crisis response procedures.
- Any group using the building after school hours must ensure that all children are supervised and kept in their designated area(s). Failure to do so will result in the loss of the building use privilege.

### ***Bomb Threats LPS Policy EBCC***

The School Committee recognizes that bomb threats are a significant concern to Lewiston Public Schools. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The School Committee directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

#### ***A. Conduct Prohibited***

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy. It is also a violation of the School Committee policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

#### ***B. Definitions***

1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
2. A "Look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A "bomb threat" is the communication, by any means, whether verbal or nonverbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. "School premises" means any school property and any location where any school activities may take place.

### *C. Development of Bomb Threat Procedures*

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit's Comprehensive Emergency Management Plan. These procedures are intended to inform administrators and staff to appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

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

The initial bomb threat procedure will be subject to approval by the School Committee. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the School Committee's required annual approval of the school department's Comprehensive Emergency Management Plan, or following implementation of the procedure in response to a specific threat.

### *D. Reporting of Bomb Threats*

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

An employee of the school department 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 department's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures. The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

### *E. Student Disciplinary Consequences*

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. §1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA (Weapons, Violence and School Safety), except that the Superintendent may modify the requirement for expulsion based on individual circumstances. A student who has been identified through the PET process as having a disability and whose conduct in violation

of this policy is related to the disability shall be disciplined as provided in Policy JKF (Suspension/Expulsion of Special Education Students).

*F. Aiding Other Students in Making Bomb Threats*

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

*G. Failure to Report a Bomb Threat*

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

*H. Staff Disciplinary Consequences*

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

*I. Civil Liability*

Lewiston Public Schools reserve the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

*J. Lost Instructional Time*

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate (or practicable) opportunity, as determined by the Superintendent in consultation with the School Committee. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

***Discrimination and Harassment Policy***

According to the policy set forth by the Lewiston School Committee, Montello is committed to maintaining a positive climate for learning and working, one in which all individuals are free from harassment or discrimination. Discrimination against or harassment because of race, color, sexual orientation, religion, ancestry, national origin, or disability is prohibited. Anyone who feels they have been harassed or discriminated against in violation of this policy should report the concern to the building administrators.

***Procedures on Physical Restraint and Seclusion LPS Policy JKAA***

These procedures are established for the purpose of meeting the obligations of Lewiston Public Schools under state law/regulations and School Committee Policy JKAA governing the use of physical restraint and seclusion. These procedures shall be interpreted in a manner consistent with state law and regulations.

*I. Definitions*

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

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

## *II. Physical Restraint*

To the extent possible, physical restraint will be implemented by staff certified in a training program approved by the Maine Department of Education. If untrained staff have intervened and initiated a physical restraint in an emergency, trained staff must be summoned to the scene to assume control of the situation if the emergency continues. This procedure does not preclude law enforcement personnel from implementing physical restraints in carrying out their professional responsibilities.

### A. Permitted Uses of Physical Restraint

1. Physical restraint may be used only as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others, and only after other less intrusive interventions have failed or been deemed inappropriate.
2. Physical restraint may be used to move a student only if the need for movement outweighs the risks involved in such movement.
3. Prescribed medications, harnesses, and other assistive or protective devices may be used as permitted by Rule Chapter 33.
4. Parents may be requested to provide assistance at any time.

### B. Prohibited Forms and Uses of Physical Restraint

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

considered mechanical restraints when used as prescribed and their use is supervised by qualified and trained individuals in accordance with professional standards.

- c. Chemical restraints are defined as the use of medication, including those administered PRN (as needed), given involuntarily to control student behavior. Prescribed medications are not considered chemical restraints when administered by a health care provider in accordance with a student's health care plan.

#### C. Monitoring Students in Physical Restraint

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

#### D. Termination of Physical Restraint

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

### *III. Seclusion*

To the extent possible, seclusion will be implemented by staff certified in a training program approved by the Maine Department of Education. If untrained staff have intervened and initiated seclusion in an emergency, trained staff must be summoned to the scene as soon as possible. A "timeout" where a student requests, or complies with an adult request for, a break is not considered seclusion under this procedure. Seclusion also does not include any situation where others are present in the room or defined area with the student (including but not limited to classrooms, offices and other school locations).

#### A. Permitted Uses and Location of Seclusion

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

## B. Prohibited Uses of Seclusion

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

## C. Monitoring Students in Seclusion

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

## D. Termination of Seclusion

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

## *IV. Notification and Reports of Physical Restraint and Seclusion Incidents*

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

### A. Notice Requirements

After each incident of physical restraint or seclusion:

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



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

## B. Incident Reports

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

The incident report must include the following elements:

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

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

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

A. Following each incident of physical restraint or seclusion, an administrator/designee shall take these steps within two (2) school days (unless serious bodily injury requiring emergency medical treatment occurred, in which case these steps must take place as soon as possible, but no later than the next school day):

1. Review the incident with all staff persons involved to discuss: (a) whether the use of physical restraint or seclusion complied with state and school board requirements and (b) how to prevent or reduce the need for physical restraint and/or seclusion in the future.
2. Meet with the student who was physically restrained or secluded to discuss: (a) what triggered the student's escalation and (b) what the student and staff can do to reduce the need for physical restraint and/or seclusion in the future.

B. Following the meetings, staff must develop and implement a written plan for response and de-escalation for the student. If a plan already exists, staff must review it and make revisions, if appropriate. For the purposes of this procedure, “de-escalation” is the use of behavior management techniques intended to cause a situation involving problem behavior of a student to become more controlled, calm and less dangerous, thus reducing the risk of injury or harm.

#### *VI. Procedure for Students with Three Incidents in a School Year*

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

##### **A. Special Education/504 Students**

After the third incident of physical restraint and/or seclusion in one school year, the student’s IEP or 504 Team shall meet within ten (10) school days of the third incident to discuss the incident and consider the need to conduct an FBA (functional behavioral assessment) and/or develop a BIP (behavior intervention plan), or amend an existing one.

##### **B. All Other Students**

1. A team consisting of the parent/legal guardian, administrator/designee, a teacher for the student, a staff member involved in the incident (if not the administrator/designee or teacher already invited), and other appropriate staff shall meet within ten (10) school days to discuss the incidents.
2. The team shall consider the appropriateness of a referral to special education and, regardless of whether a referral to special education is made, the need to conduct an FBA(functional behavioral assessment) and/or develop a BIP (behavior intervention plan).

#### ***U.S. Department of Education Office of Civil Rights***

The Office for Civil Rights enforces several Federal civil rights laws that prohibit discrimination in the programs or activities that receive federal financial assistance from the Department of Education. Discrimination on the basis of race, color and national origin is prohibited by Title VI. Sex discrimination is prohibited by Title IX, age discrimination is prohibited by the Age Discrimination Act of 1975, and discrimination on the basis of disability is prohibited by Section 504. To contact OCR the address is:

U.S. Department of Education  
Office of Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
Phone (617) 289-0111

#### ***Asbestos Management Plan***

In accordance with the EPA’s Asbestos Hazard Emergency Response Act (AHERA) of 1987 (40 CFR Part 763), the Lewiston School Department is required to give annual notification stating that the Asbestos Management Plan for each building is available and kept in the main office of each building and in the office of the Director of Facilities. These records are available for review during normal school business hours and can be copied for \$0.15 per page.

In addition, in accordance with this act, a six-month periodic surveillance is conducted in each building that contains asbestos. Other asbestos projects and activities currently underway or planned for this coming school year include the following: Asbestos awareness training for new staff; Asbestos removal for heating system

improvements at Montello School; and Asbestos removal for addition renovation at Montello School. For more information, contact Mr. Joe Perryman, Director of Facilities at (207) 795-4107.

***Pest Management in School Facilities & on School Grounds LPS Policy ECBA-E1***

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

*Pesticide Use*

At times, pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted in advance at application sites, as parents, guardians, and staff, have the right to know.

*Right to Know*

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM Coordinator, Steve Tuttle, Facilities Supervisor, at 795-4104 ext. #244. If you have any questions, please contact, Steve Tuttle. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm)