

TABLE OF CONTENTS

Mission Statement	2
School Committee	3
Teachers	4
Parents	5
Bus Driver	6
Custodian	7
School Volunteers	9
Attendance	10
Homework	11
Field Trips	12
Student Placement and Assessment	13
Educational Program for Gifted and Talented	14
Student Records	15
Equivalent Instruction (home schooling)	17
Special Education Philosophy	18
Referral Process	19
Special Education Records	22
Disposal of Educational Records	26
Education of Homeless Students	27
Staff Development Opportunities	28
Child Abuse and Neglect	33
Process for Policy Development and Revision	35
Support Staff Evaluations	37
Smoking Policy	39
Selection of Educational Material	41
Challenges to Educational Material	42
Affirmative Action	43
Student Fund Raising Activities	44
Recess Policy	45
Computer Use Policy	46
Parent Involvement	50
Hazing	51
Harassment	52
Communicable Disease	54
Weapons in School	55
Building Use Policy	56
Guidelines for Media Coverage in School	57
Curriculum Development Policy	58
Secondary Home-schooling Tuition Policy	59
Teachers Year-end Curriculum Report	60
Animals in School	61
Promotion, Retention and Acceleration of Students	63

School Committee Operations	64
Student Discipline	66
Supervision and Evaluation of Professional Staff	67
Community Concerns and Complaints	68
Public Participation at School Board Meeting	69
Substitute Teacher	70
Exemption from Required Instruction	71
Transportation	73
High School Room and Board Costs	74
High School Transportation Costs	75
Bid Policy	76

POLICIES REQUIRED BY LAW/REGULATIONS

Maine and Federal laws require local school boards to adopt certain written policies. In addition, Maine Department of Education Rules and the Code of Federal Regulations (CFR) also require the adoption of policies. The following is a checklist of policies that school boards must adopt. The titles and policy codes are from the NEPN/NSBA coding system. The list of policies and cites is up-to-date to the best of our knowledge.

NEPN/NSBA CODE

NEPN/NSBA TITLE - LEGAL CITES

<input checked="" type="checkbox"/> AC	Nondiscrimination/Equal Opportunity and Affirmative Action - Titles VI/IX; SEC. 504; IDEA; ADA
<input checked="" type="checkbox"/> ACAA	Harassment and Sexual Harassment of Students - EEOC Guidelines, Titles VI, IX; 20-A MRSA § 6553
<input checked="" type="checkbox"/> ACAB	Harassment and Sexual Harassment of Employees - Titles VI, VII, IX; 20-A MRSA § 6553
<input type="checkbox"/> ACAB-R	Employee Discrimination and Harassment Complaint Procedure
<input checked="" type="checkbox"/> ACAD	Hazing - 20-A MRSA § 6553
<input checked="" type="checkbox"/> AD	Educational Philosophy/Mission - 20-A MRSA § 4511(3)(A)
<input type="checkbox"/> ADA	School System Goals and Objectives - 20-A MRSA § 4511(3)(A)
<input checked="" type="checkbox"/> ADC	Tobacco Use and Possession - 22 MRSA § 1580(A)(3); 22 MRSA § 1578-B; Goals 2000 Educate America Act, FED P.L. 103-227
<input type="checkbox"/> DN	School Properties Disposition - 20-A MRSA § 7
<input type="checkbox"/> EEAEAA	Drug and Alcohol Testing of School Bus Drivers - 49 CFR Part 382; 26 MRSA §§ 681(8)(B); 685(2); 689
<input type="checkbox"/> EEAEAA-R	Drug and Alcohol Testing of School Bus Drivers Procedures
<input type="checkbox"/> GBEC	Drug-Free Workplace - FED. P.L. 101-226
<input type="checkbox"/> GCFB	Recruiting and Hiring of Administrative Staff - 20-A MRSA § 1001(13)
<input type="checkbox"/> GCFB-R	Recruiting and Hiring of Administrative Staff Procedures
<input checked="" type="checkbox"/> GCI	Professional Staff Development - Maine DOE Rules, Chap. 125.23.B,5
<input checked="" type="checkbox"/> GCOA	Supervision and Evaluation of Professional Staff - Maine DOE Rules, Chap. 125.23.B,5,a
<input type="checkbox"/> GCOC	Evaluation of Administrative Staff - Maine DOE Rules, Chap. 125.23.B,5,n
<input checked="" type="checkbox"/> IHB	Special Education Series (MADSEB Samples, see page 6 of newsletter.)
<input checked="" type="checkbox"/> IHBG	Home Schooling - Maine DOE Rules, Chap. 130.2,A
<input checked="" type="checkbox"/> IHBGA	Home Schooling—Participation in School Programs - Maine DOE Rules, Chap. 130.2,A
<input type="checkbox"/> IHCDA	Post-Secondary Enrollment Options - 20-A MRSA § 4771 et. seq. (if high school)
<input checked="" type="checkbox"/> IJJ	Instructional and Library Materials Selection - Maine DOE Rules, Chap. 125.22
<input checked="" type="checkbox"/> IJJ-E	Citizen's Challenge of Educational Media (Form)
<input checked="" type="checkbox"/> IKB	Homework - Maine DOE Rules, Chap. 125.23.B,5,L
<input checked="" type="checkbox"/> IKE	Promotion, Retention and Acceleration of Students - Maine DOE Rules, Chap. 125.23.B,5,j
<input type="checkbox"/> IKF	Graduation Requirements - Maine DOE Rules, Chap. 127.11,C and 127.12; 20-A MRSA § 4722
<input checked="" type="checkbox"/> ILA	Tests/Assessment - Maine DOE Rules, Chap. 125.15,b
<input checked="" type="checkbox"/> IEA	Compulsory Student Attendance - Maine DOE Rules, Chap. 125.23.B,5,l
<input type="checkbox"/> JFC	Student Withdrawal From School (Dropout Prevention Committee) - 20-A MRSA § 5103
<input type="checkbox"/> JICH	Drug and Alcohol Use by Students - P.L. 101-226
<input checked="" type="checkbox"/> JICIA	Weapons, Violence and School Safety - 20 USCA § 8921; 5 MRSA § 4681 et seq.; 17-A MRSA §§ 2(9), 2(12-A); 20-A MRSA §§ 1001(9), 1001(9-A), 6552
<input checked="" type="checkbox"/> JK	Student Discipline - Maine DOE Rules, Chap. 125.23.B,5,l
<input checked="" type="checkbox"/> JLCC	Communicable/Infectious Diseases - 20-A MRSA § 1001.11-A
<input checked="" type="checkbox"/> JRA	Student Records - Maine DOE Rules, Chap. 125.19,B (includes special education requirements)
<input checked="" type="checkbox"/> KBF	Parent Involvement with Chapter 1 - 34 CFR Part 75, § 200.34

POLICY TOPICS RECOMMENDED BY MSBA DELEGATE ASSEMBLY RESOLUTIONS

MSMA annually publishes all Maine School Boards Association resolutions updated through the MSBA Delegate Assembly meeting at the Fall Conference. Resolutions which recommend that local boards have policies addressing specific topics are listed below for your information.

You are urged to read and review the resolutions and determine whether your school unit has policies on these topics. Please note that the titles and policy codes are from the NEPN/NSBA coding system.

NEPN/NSBA CODES

NEPN/NSBA TITLE - RESOLUTION NUMBER

<input type="checkbox"/> ACA	Gender Neutral Language 2.A.13
<input checked="" type="checkbox"/> AD	Educational Philosophy/Mission 2.A.15, 2.B.20
<input checked="" type="checkbox"/> ADC	Tobacco Use and Possession 2.A.12
<input type="checkbox"/> BCA	Board Member Code of Ethics 2.A.8
<input type="checkbox"/> BCB	Board Member Conflict of Interest 2.A.7, 3.A.2
<input type="checkbox"/> BCC	Nepotism 2.A.7, 3.A.2
<input checked="" type="checkbox"/> BG	School Board Policy Process 2.A.4
<input type="checkbox"/> BG-R	Policy Adoption Process 2.A.4
<input type="checkbox"/> BIA	New Board Member Orientation 2.A.9
<input type="checkbox"/> BIB	Board Member Development Opportunities 2.A.9
<input type="checkbox"/> CBI	Evaluation of Superintendent 2.A.10
<input type="checkbox"/> CHD	Administration in the Absence of Policy 2.A.4
<input type="checkbox"/> GBB	Staff Involvement in Decision Making 2.A.22
<input checked="" type="checkbox"/> GCOA	Supervision and Evaluation of Professional Staff 2.B.32
<input type="checkbox"/> ID	School Day 2.B.27
<input type="checkbox"/> IGA	Curriculum Development and Adoption 2.B.9, 10, 11, 12, 13, 14, 19, 22
<input type="checkbox"/> IHBAK	Life Sustaining Emergency Care 2.B.42 (in MADSEC packet)
<input type="checkbox"/> IL	Evaluation of Instructional Programs 2.B.15
<input type="checkbox"/> IMDA	Patriotic Exercises 2.B.18
<input type="checkbox"/> IMDB	Flag Displays 2.B.18
<input type="checkbox"/> JI	Student Rights and Responsibilities 2.B.3
<input checked="" type="checkbox"/> JICIA	Weapons, Violence and School Safety 2.A.17, 3.B.46
<input checked="" type="checkbox"/> JK	Student Discipline 2.B.5, 2.B.16
<input checked="" type="checkbox"/> JKD	Suspension of Students 2.B.3
<input type="checkbox"/> JKE	Expulsion of Students 2.B.3
<input type="checkbox"/> JKE-R	Expulsion of Students—Procedures
<input type="checkbox"/> JKF	Suspension/Expulsion of Students with Disabilities 2.B.3 (in MADSEC packet)
<input type="checkbox"/> JLF	Reporting Child Abuse and Neglect 2.A.11
<input type="checkbox"/> JO	Employment of Students 2.A.44
<input type="checkbox"/> KCB	Community Involvement in Decisionmaking 2.A.46
<input type="checkbox"/> KHB	Advertising in Schools 2.A.14

Please Note: The contents of MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are intended neither for verbatim replication nor to replace the advice of the local board's legal counsel.

MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the content's application and suitability to the individual school system. Rarely does one board's policy statement serve exactly to address the concerns and needs of all units. Sample policies are most appropriately used as a basis or beginning for a board's policy development on specific topics.

REQUIRED/RECOMMENDED SPECIAL EDUCATION POLICIES

The following sample policies were developed by Maine Association of Directors of Services for Children with Exceptionalities (MADSEC) and Eric R. Herlan, Esq., Drummond Woodsum and MacMahon. MSMA has formatted these samples and coded them according to the NEPN/NSBA system. Samples may be obtained either from MADSEC or MSMA.

NEPN/NSBA

CODE	NEPN/NSBA TITLES (Last Review/Revision Date)
IHBA	Individual Education Plans [IEPs] (2000); Required
IHBAA ✓	Referral/Pre-Referral Procedures (2000); Required
IHBAC	Child Find (2000); Required
IHBAG	Programming in the Least Restrictive Environment (2000)
IHBAJ	Special Education Independent Evaluations (2000)
IHBAJ	Special Education Student Oversight Agreement (Monitoring Transfer of Tuition Students) (2000)
IHBAJ-E	Progress Report Form (1996)
IHBAK	Life-Sustaining Emergency Care (2000)
IHBAL	Grievance Procedure for Persons with Disabilities (2000); Required
IHBGB	Supplemental Statement of Rights for Private School/Home Schooling Students with Disabilities (2000)
JKF	Disciplinary Removal of Students with Disabilities (2000)

MSMA Policy and Resources Services

❖ We Make It *Our* Policy to Answer *Your* Policy Questions

MSMA offers a full range of policy services to assist local boards and superintendents. As part of your membership in MSMA, we welcome your policy questions and requests for sample policies. In addition to sample policies developed by MSMA, we have access to samples on hundreds of topics from school units in Maine and across the country. We also maintain a complete Resource Center on educational and policy topics. If you need information or answers on policy issues, we can help.

❖ Resource Materials Available

The following resources are available in limited numbers by calling MSMA at 800-660-8484.

	<u>Price</u>
	(not including postage and handling)
The School Board Member's Guide to Policy Development	\$ 6.00
Targeting Student Learning	12.00
Parliamentary Procedure	9.50
NEPN/NSBA Policy Manual Tab Sets with Code Finder Index	10.00

❖ Custom Policy Manual Revision Services

MSMA offers custom policy manual revision services on a fee basis, from a required policies audit to a complete manual revision. Please call MSMA's Policy & Resources Specialist at 1-800-660-8484 for more detailed information on our custom services, including fee ranges and project scheduling.

8/15/97 First Reading

8/29/97 approved

MISSION STATEMENT

The mission of the Isle au Haut School is to provide an individualized, nurturing, and challenging environment which will enable each student to become a lifelong learner and contributing citizen.

SCHOOL COMMITTEE

1. School Committee meetings are open to the public except when the meeting is in Executive Session. Meetings are held monthly. Special or Emergency meetings may be held as needed. Advance notice and an agenda will be posted.
2. The School Committee is responsible for directing the general course of instruction. The educational welfare of the children is the basis for all decisions.
3. The School Committee, in consultation with the Superintendent, is responsible for selection teachers and substitutes, setting salaries, and for teacher dismissals or nonrenewals of teacher contracts.
4. The School Committee is required by the State of Maine to provide health screenings for hearing, sight and scoliosis.
5. The school committee is responsible for overseeing the custodian in maintaining, repairing, heating, lighting, ventilation, and hygienic condition of the school building. The school building and certain school equipment may be used by the public with the approval of the School Committee and teacher. Those using the building and equipment shall be accountable for damages and for leaving the premises in proper order. The School Committee is responsible for providing warning devices and making provision for adequate escape from fire in the building.
6. The School Committee is responsible for providing a substitute teacher list at the beginning of the school year.
7. The School Committee is responsible for enforcing the policies of the State of Maine relating to Public Schools.
8. The School Committee is responsible for writing, reviewing, and enforcing the policies of the Isle au Haut School.
9. School Committee members, are expected to attend all meetings during their term. If they are unable to attend a meeting, it is requested that the member contact the Chair to inform them of their expected absence as soon as possible. The School Committee may declare a School Committee seat vacant if a member is absent for 3 consecutive meetings.

TEACHERS

1. The Teachers are responsible for the children from 7:45 a.m. until the last bus has left at the end of the school day and for arranging special field trip transportation with the bus driver.
2. The Teachers are responsible for providing realistic individual goals in accordance with the State of Maine curriculum requirements.
3. The Teachers are responsible for communicating with parents. Report cards are distributed quarterly. A parent/teacher conference is scheduled during the first quarter and third quarter. Subsequent conferences are scheduled as needed.
4. Teachers are responsible for the prompt and direct sharing of social and academic concerns and problems with individual parents. Unresolved social and academic concerns may be brought to the attention of the Superintendent and School Committee.
5. Teachers are responsible for posting the destination on the school door if the children are taken off the school grounds. Written parental permission should have been granted for children leaving the school grounds.
6. Teachers are responsible for making provisions for sending sick children home.
7. Teachers are responsible for informing the School Committee Chair/Board as necessary of any concerns including; school maintenance, repairs and cleaning.
8. Teachers are responsible for having monthly fire drills.
9. Teachers are responsible for attendance at School Committee meetings and presenting a monthly report providing an opportunity for sharing of reasonable requests and timely concerns.
10. Teachers are responsible for administration of records as directed by the Superintendent, ordering of books and supplies, the planning and overseeing of field trips and other enrichment activities.
11. Any teacher leaving is responsible for providing to the incoming teacher a written record of the year's activities and achievement of each student.

PARENTS

- 1. Parents are responsible for notifying the teacher in advance if their children will be absent. A written explanation, preferably in advance, should be sent to the teacher regarding excusable absences. Excusable absences include: personal illness, medical appointments, recognized religious holidays, emergency family situations, and planned absences for personal or educational purposes.**
- 2. Parents are responsible for advising the bus driver in advance regarding changes in transportation arrangements or absences.**
- 3. Parents are responsible for the health and well being of their children. This includes nutritious lunches and snacks, providing appropriate clothing for weather conditions and school activities, encouraging good personal hygiene, and providing the opportunity for ill children to stay home from school. Parents should provide a written statement advising the teacher about individual allergic reactions, dietary rules, or other special needs.**
- 4. Parents are responsible for filing with the school a signed permission slip for emergency medical treatment and for providing written instructions as to what procedures to follow and whom to contact if parents are unavailable.**
- 5. Parents are responsible for written instructions to excuse children from any activity that does not have the parents' approval.**
- 6. Parents are responsible for any damage to school property caused by their children.**
- 7. Parents are responsible for the prompt and direct sharing of social and academic concerns and problems with the teachers and, if necessary, with the Superintendent and the School Committee. Teachers, the Superintendent, and the School Committee are accessible to parents for cooperative solving of problems and concerns. Parents are responsible for making appointments to speak with the teacher at a mutually convenient time at the school, after school hours, and as a matter of professional courtesy. The school is the appropriate place for parent/teacher meetings.**

BUS DRIVER

1. The bus driver is responsible for making arrangements with the parents as to what time and where the children will be picked up.
2. The bus driver is responsible for the children until 7:45 a.m. and after 2:30 p.m. until they are dropped off.
3. On the days that driving is hazardous, the bus driver has the option of cancelling the run. The bus driver has the option of deciding to take the children home at 11:30 a.m. if the road conditions are becoming dangerous.
4. The school bus is not to be used for transportation of riders other than school children except in an emergency or at the discretion of the bus driver.
5. In the event of a field trip, the bus driver will transport the children as needed.

CUSTODIAN

1. The custodian is responsible for the daily procedures (including basement) as follows: sweeping and vacuuming floors; emptying trash barrels; cleaning tabletops, counters, stovetops, sink and the bathroom.
2. The custodian is responsible for the following procedures weekly: wiping shelves and dusting; cleaning woodwork; cleaning the oven, refrigerator and microwave; checking smoke alarm batteries; disposing of recyclables and nonrecyclables; washing floors and checking playground for loose bolts and yard for trash.
3. The custodian is responsible for the following procedures as needed: ordering supplies (such as toilet paper, paper towels, light bulbs, propane bottles, vacuum cleaner bags, trash bags and containers for garbage and recyclables); replacing light bulbs.
4. The custodian is responsible for the thorough cleaning of the school during every major vacation including rug vacuuming and shampooing.
5. The custodian is responsible for general building and building equipment maintenance and specific needs as directed by the School Committee. It is the responsibility of the custodian, after notification of the School Committee Chair, to contact and obtain appropriate repairpersons, if needed, in the event of building or building equipment failure beyond the repair skills of the custodian during the school year.
6. The custodian is responsible for the purchase of his/her own cleaning supplies. The custodian has use of the school owned vacuum cleaner and can rent a rug cleaner.
7. Any concerns including: school maintenance, repairs, and cleaning will be addressed by the Superintendent and/or School Committee Chair in a timely manner.

SCHOOL VOLUNTEERS

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools, instructional and other programs, are valuable assets. The School Committee encourages constructive participation of groups and individuals in local schools to perform appropriate tasks during and after school hours under the direction or supervision of the teacher.

Recruitment, use, coordination and training of volunteers is a responsibility of the teacher. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of pupils and to encourage individuals to continue volunteering.

In approving the use of school volunteers in school, the School Committee has the following goals in mind:

1. Volunteers will permit:

- a. The teacher more time to devote to actual instruction;
- b. More effective grouping for instructional purposes;
- c. Greater individualized attention for meeting pupil needs;
- d. More effective group instruction;
- e. Opportunities for enrichment in specialized areas;
- f. Exposure to sources of skills and knowledge in addition to the teacher.

2. Such use of volunteers should result in children:

- a. Making a better adjustment to school and to formal classroom instruction;
- b. Receiving more individual attention;
- c. Developing greater motivation for learning and learning activities;
- d. Increasing achievement in the school program;
- e. Participating with more interest in group instruction.

STUDENT ATTENDANCE

Revised
7/12/95

1. Every child of school age shall attend school during the time that it is in session. Any unexcused absence of half day or more shall be deemed a violation of this requirement.
2. A student may be excused from school by the Principal/Teacher for reasons of health, observance of a religious holiday, emergency family situation or a personal or educational purpose.

Approval must be requested in writing or by phone in advance of the planned absence except in the case of unexpected illness or emergency family situation.

3. In the event a child has unexcused absences, the Principal/Teacher shall communicate with the parents and if further steps are necessary, shall notify the School Committee which shall take appropriate action*.

* Maine Law defines a habitually truant student as one who is absent from school without excuse for the equivalent of ten full days or for seven consecutive school days during a school year.

7/12/95

HOMEWORK POLICY

The Isle au Haut School Committee recognizes the value of homework. Aside from the subject matter taught, the study skills learned are basic to a good educational program. Homework is an important study skill but like other skills taught, it must be learned in an appropriate developmental sequence and have purpose.

Purpose and appropriateness are the responsibility of the teacher based on classwork, subject matter, student, and parent.

Homework is not to be assigned simply as work for work's sake.

Homework assigned is to be corrected on a timely basis.

The type of homework assignment and the time needed to complete it should be appropriate to the age and ability of the student.

Isle au Haut School Committee

Adopted: _____

School Sponsored Field Trips

The Isle au Haut School Committee recognizes the educational value of student field trips. It is the School Committee intention to encourage personal achievement and individual inquiry that may take students out of the classroom. This policy addresses all trips that are organized to augment school programs and provide students with a broader experience than the classroom allows.

All school sponsored field trips are subject to the approval of the School Committee based on relevance to school goals, careful planning, budget limitations, and impact on instruction. Transportation, admission costs and other associated expenses shall be supported financially through donations and fund-raising activities.
parents + students may be asked to pay some expenses.

If a school related trip involves a single student or a few students, the School Committee will provide funds for that student(s) and one parent/guardian or teacher.

A teacher (or a parent/guardian in the case of individual school sponsored trips) must accompany all school sponsored field trips as the person responsible for students on the trip. The teacher must be accompanied by enough chaperones to provide adequate supervision for students during the trip. If the field trip is designed for the entire school, the school committee need not provide a substitute for students who do not participate in a trip. An excused absence may be granted to students that are unable to attend.

The teacher will need permission slips signed by a parent for each field trip. Students on overnight field trips must be accompanied by a parent or a guardian chosen by the parent(s) with written consent to act on the parent(s)'s behalf in case of an emergency.

STUDENT PLACEMENT

7/12/95

This policy addresses student retention and acceleration.

It is the policy of the Isle au Haut School Committee to provide a progressive and sequential instructional program for every student in Grades K-8 based on individual student's needs. The program available to students shall be as comprehensive and varied as resources allow and as appropriate to the child as her/his development level suggests.

STUDENT ASSESSMENT

It is the intent of the Isle au Haut School Committee that academic performance of students be assessed on a regular basis by classroom teachers. Assessment may take various forms including homework assignments, classroom participation, tests or other teacher-directed forms of assessment. The school shall also provide parents with a written copy of their child's quarterly achievement. Teachers shall contact parents more often if a student's performance warrants this because of problems or improvements. Parents are encouraged to contact the school with questions at any time. Teacher time will be allocated for parent-teacher conferences during the school year.

When additional evaluation such as a psycho-educational or substance abuse evaluation is deemed necessary by staff members, it shall be administered by qualified personnel and in accordance with State laws and rules, local policies, and test administration manuals. The Maine Educational Assessment will be administered in grades 4 and 8. Parents will be given prior notice of testing dates.

School personnel will use standardized test results whenever possible as one factor in determining class placements and instructional methods appropriate to individual students. This data will also be used by staff members in planning for improvement of instructional programs and in the identification of needs for curriculum revision.

1/8/91
~~1/8/91~~

EDUCATIONAL PROGRAM FOR THE GIFTED AND TALENTED

The School Committee is committed to an educational program which recognizes and responds to the unique abilities of each student. Providing for students with special academic, intellectual, or artistic aptitude is part of the program. While the regular program of instruction is supportive of gifted students, their exceptional needs may require additional and special services.

The School Union 76 Special Services Director shall be responsible for establishing procedures for the identification of Isle au Haut students for the gifted and talented program, for the appropriate placement of students in the program, and for the development of programs to meet the needs of identified students as specified in the five year gifted and talented plan and in Chapter 104 of Department of Education rules.

Approved 11/12/76

STUDENT RECORDS

The federally enacted Family Education Rights and Privacy Act of 1974 (PL-93-380) requires that each school system adopt a policy in conformity with the law, which provides specific assurances and appropriate restrictions with regard to student records. The Act provides a guarantee that parents may see their children's records, lets parents correct any errors through informal and formal hearings, and limits access to school records by outsiders. In this policy, "parent" refers to parent or legal guardian.

It is the intent of the Isle au Haut School Committee that only information as is required by law or regulation or is necessary for the operation of the school or the appropriate placement and counseling of the individual child will be maintained. All such information will be retained until it becomes obsolete or serves no legal or otherwise useful purpose; then it will be destroyed.

Section 1. MAINTENANCE OF SCHOOL RECORDS

A. Definition of Student Record

1. A student record is any record, file, document or other material that is related to a student and is maintained for others to see or hear. It is distinguishable from the notes of the teacher or counselor which are maintained for the sole use of the collector. When such notes are made available to a party other than the student, they automatically become student records and become subject to this policy.

2. The student records maintained by the Isle au Haut School are cumulative and include:

- a. Directory information, student name, address, telephone number, date and place of birth, dates of attendance, the most recent previous educational agency attended by the student, and post graduation placement.
- b. Academic records such as grades, honors, and awards;
- c. Evaluation records such as aptitude testing, achievement scores, and individual evaluations;
- d. Health and medical records;
- e. Discipline records;
- f. Special Education records
- g. Other reports relevant to a student's status.

B. Maintenance of Data

1. All entries to student records are necessary, accurate and factually verifiable. All anecdotal entries must be signed and dated by the teacher and the person entering the material.

2. Records for students in grades K-8 are under the immediate jurisdiction and control of the teacher. Records for students in grades 9-12 are stored in the office of the Union 76 Superintendent.

3. The teacher oversees the review and elimination of unnecessary, outdated, or inaccurate information in cumulative files and health records at the end of eighth grade. The Union 76 Special Services Director serves this role for special education records. Parents will be informed and given the opportunity to obtain records prior to destruction.

4. Duplicate copies of all records shall be stored in the Office of Union 76

Section 2. ACCESS TO STUDENT RECORDS

A. The teacher and superintendent are the only persons eligible to grant access to school records or to release information. Under no circumstances is a noncertified person eligible to grant access.

B. Parents have the right to inspect and review all records directly related to their children, intended for school use or available to parties outside the school.

C. Parents, and students who are eligible under the law, may obtain copies of the records within five working days upon receipt of a written request. The copies of materials provided will be made at the parent's expense.

D. When a student reaches the age of eighteen or is attending an institution of post secondary education, the permission or consent required of parents shall be transferred to the student, including the right to deny parental access to records.

E. Parents have the right to challenge the contents of their child's school record to insure that the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate information in the record.

F. If a parent challenges the record's contents, the appeal should be made to the teacher, the Superintendent, and the School Committee, in that order. If the Superintendent refuses to amend the records as requested, the parent or student has the right to an impartial hearing before the School Committee.

Section 3. DISSEMINATION OF STUDENT INFORMATION

A. The school may, without the consent of parents or students, release a student's records to:

1. School officials who have a legitimate educational interest;

2. The Maine Commissioner of Education and his/her officers or subordinates, so long as the intended use of the data is consistent with the Commissioner's statutory powers and responsibilities;

3. Officials of the primary or secondary school systems in which the student intends to enroll, under the condition that the student's parent be notified of the transfer and be allowed to review a copy of the record prior to the release if desired.

B. The school will release the following directory information on individual students without parent permission unless the parent requests in writing that they do not want the information released:

1. Name of student

2. Grade level completed

3. Awards or honors

C. School personnel shall not divulge, in any form, to any persons other than those listed in A. above any information contained in pupil records except:

1. With written consent from the pupil's parent specifying records to be released and to whom the records will be sent;

2. In compliance with judicial order or pursuant to any lawfully issued subpoena. The parent should be notified of all such orders prior to the school's compliance.

11/10/93

EQUIVALENT INSTRUCTION (HOME SCHOOLING)

This policy is intended to govern the implementation of equivalent instruction (Home Schooling) alternatives to attendance at public and approved private schools.

Any parent(s) may apply for approval of an equivalent instruction program for their children as an alternative to attendance at the regular public day school.

The State School Board is responsible for policy on equivalent instruction and that policy is articulated in 20-A M.R.S.A. 5001-A (3A).

The Isle au Haut School Committee will cooperate with home schooling parents by helping them secure a copy of the steps and procedures required by the State.

Further, a student enrolled in an equivalent instruction program is entitled to access to school facilities on the same basis as any resident student of similar age. This would include such items as classroom texts and materials, school-sponsored field trips, and other school activities of which they will be informed by the Principal/Teacher.

11/2/95

SPECIAL EDUCATION PHILOSOPHY

The Isle au Haut School Department believe that all children identified as educationally handicapped have a right to a free and appropriate public education. The fundamental goals of special education are to identify children with special needs and to provide quality services in the effective fulfillment of those needs. The purposes of special education are the same as those of regular education: the development of each student as a knowledgeable, skillful, and purposeful person, able to plan and manage his/her life and to reach his/her fullest potential as an individual and a member of society.

In fulfilling the goals of Special Education in the Isle au Haut School, the School Department promotes the following beliefs:

1. That all individuals have the ability to learn and, therefore, should have equitable access to and meaningful participation in quality educational opportunities.
2. That the education of individuals with handicaps is a collaborative effort among students, educators, families, school boards, and communities.
3. That full participation in school and community life by individuals with special needs enriches the entire community.
4. That special education is an integral part of the total school environment, not a separate entity. Both regular and special education staff play a role in meeting the individual needs of children with disabilities.
5. That special education programming strives to meet the individual and unique learning needs of each child with disabilities.

PREREFERRAL & REFERRAL PROCESSES

11/2/95

In determining the need for special education under Maine Regulations (Chapter 101 10.3), the Pupil Evaluation Team must document that alternative programs and techniques within regular education have been tried, but have not been successful. There are numerous students whose school performance for one reason or another does not measure up to expectation. In order to rule out other possible causes for the student's learning problems, the identification of potential special education students by regular classroom teachers will begin with an assessment of what services are currently in place, what instructional accommodations and interventions have been tried, and what further interventions should be attempted prior to the referral.

The prereferral process begins with the classroom teacher bringing concerns regarding a student to a prereferral team. The Child Assistance Team functions as an intermediate step between recognition of a problem by a classroom teacher and formal referral for a comprehensive evaluation. One reason for having a prereferral process is to create a forum in which the needs of students can be discussed by professionals who represent a variety of educational backgrounds, teaching experiences and diagnostic expertise. A second purpose is to recommend immediate educational interventions which could be tried in the classroom.

In many instances the Child Assistance Team will recommend educational interventions which will meet the student's needs to such a degree that a referral to the Pupil Evaluation Team would not be necessary. Although handicaps themselves cannot be cured through the use of prescriptive instructional interventions, the need for special education can sometimes be eliminated through the use of appropriate teaching methods.

A. Prereferral Process Steps

1. Request for Assistance

The classroom teacher completes the Request for Assistance Worksheet and submits it to the Special Services Director.

2. Parent Conference

Although parent/legal guardian permission is not required in order for a regular classroom teacher to proceed with the prereferral process, it is required that a parent/legal guardian conference be held to inform the parent(s)/legal guardian(s) that their child's school performance is a matter of concern.

Information Review

The Special Services Director analyzes the information presented by the referring teacher and determines the need for additional information which may include: attendance, behavior, grades, health, learning styles, social interactions, test data, and work samples.

4. Gather Additional Information

The Special Services Director might contact other appropriate personnel, parent(s)/legal guardian(s), or agencies in order to gain additional information not provided by the referring teacher. The building Principal or designee might conduct a classroom observation.

5. Select a Prereferral Team

The Special Services Director selects a prereferral team of at least two people who must be an administrator or designee and the referring teacher. Other members may be other professionals and parent(s)/legal guardian(s).

6. Schedules Meeting

Based on the working schedules of the team members, the Special Services Director notifies the team members of the date, time, and place of the meeting.

7. Document Meeting

The Child Assistance Team shall be responsible to document the content, recommendations, and interventions suggested at the meeting.

8. Follow-up Meeting

Interventions are to be tried for an agreed amount of time (usually four to six weeks). At the end of the trial period, the Child Assistance Team will reconvene to evaluate the effectiveness of the regular education intervention and will decide at that point if a formal referral should be made to the Pupil Evaluation Team.

If modifications have been successful, the classroom teacher will notify parent(s)/legal guardian(s). A copy of the Prereferral Assistance Form should be filed in the cumulative student file.

B. Referral Process

1. The Director of Special Services notifies parent(s)/legal guardian(s) of the referral and obtains consent for individual evaluation.

Referral Process (continued)

2. When the Director of Special Services receives parental/legal guardian consent, the Director will notify the Special Education Teacher to arrange the initial evaluation schedule. The 60-day time limit (mandated by state Special Education regulations) to complete the child's evaluation begins with the receipt of the signed parental/guardian consent form. The Special Education teacher notifies the Director when the evaluation has been completed.
3. The Special Education teacher meets with the parent(s)/legal guardian(s) to review evaluation results and discuss the P.E.T. process.
4. The initial P.E.T. meeting is held to report on test results, to determine eligibility, and to discuss further evaluations.
5. The P.E.T. meeting is held to determine services, placement, and to develop an I.E.P.
6. An annual review is held to conduct a yearly evaluation of the I.E.P.

11/2/95

**POLICY REGARDING SPECIAL EDUCATION RECORDS:
Family Educational Rights and Privacy Act**

General Principles: Confidentiality Requirements

The Isle au Haut School Committee has adopted the following policies and procedures to protect the confidentiality of student records in accordance with the Federal Family Educational Rights and Privacy Act of 1974 and the Education of All Handicapped Children Act of 1975.

Definitions

The following terms shall be defined for the purposes of this policy:

Destruction - Physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.

Parent - Includes any of the following unless otherwise specified: natural or adoptive parent, legal guardian, noncustodial parent, or surrogate parent.

Eligible Student - Students who are 18-years-old or who are attending post-secondary school.

Education Records - Those records which are maintained by the school which are directly related to a student and any information pertaining to an identifiable student. The type of records covered under this term are further defined in the regulations implementing the Family Right and Privacy Act of 1974.

Access Rights

The Isle au Haut School Department shall permit a parent, eligible student, or their authorized representative to inspect and review any education records relating to their child which are collected, maintained, or used by the school. In addition, the school shall comply with a request for access without unnecessary delay, and before any meeting regarding an Individualized Education Program or any due process hearing relating to the identification, evaluation, or placement of the student, and in no case more than 45 days after the request has been made.

Access Rights (continued)

The right to inspect and review education records under this section includes:

- A. the right to a timely response from the school to reasonable requests for explanations and interpretations of the records;
- B. the right to copies of the records containing the information, if failure to provide those copies would effectively prevent the parent or eligible student from exercising the right to inspect and review the records;
- C. the right to have a representative of the parent or eligible student inspect and review the records; and
- D. the right to a list of the types and locations of education records collected, maintained, or used by the school.

Consent

Consent of the parent or eligible student shall be obtained in writing before personally identifiable information is disclosed to anyone other than designated officials or employees of the school, except as noted below.

The written consent required by this section shall be signed and dated by the parent or eligible student giving consent and shall include:

- A. a specification of the record(s) which may be disclosed;
- B. the purpose(s) of the disclosure(s); and
- C. the party or parties to whom the disclosure(s) may be made.

The Isle au Haut School Department may disclose education records without parental or eligible student consent, in accordance with FERPA, and shall disclose personally identifiable information and education records to authorized staff of the Maine Department of Education and the Federal Department of Education upon written request.

Record of Access

The Isle au Haut School Department shall keep a record of parties who have obtained access to education records (except for access by parent(s) or eligible student and authorized employees of the school). The record shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records, and this record of access shall be maintained with the education records.

Records on More Than One Student

If any education records include information on more than one student, the parent(s) of a student or the eligible student shall have the right to inspect and review only the information relating to their child or themselves or to be informed of that specific information.

Fees

The Isle au Haut School Department may charge a ten cent per page fee for copies of records provided to parent(s) or eligible student or their representatives under this rule. The fee shall not prevent the parent(s) or eligible student from effectively exercising their right to inspect and review those records.

Amendment of Records at Parental Request

A. **Request to Amend Records** - A parent or eligible student may request that the Isle au Haut School Department amend education records that the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student.

The Isle au Haut School Department shall, within 15 days of receipt of the request, either amend the information in accordance with the parent's or eligible student's request or inform the parent(s) or eligible student of its refusal to amend the information and advise the parent(s) or eligible student of the opportunity for a hearing.

B. **Opportunity for a Hearing** - The Isle au Haut School Department shall, on request, provide a hearing in which the parent(s) or eligible student may challenge information in the education records.

The hearing shall be conducted according to the procedures specified in the regulations implementing the Family Educational Rights and Privacy Act of 1974.

C. **Results of Hearing** - If the hearing officer decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the hearing officer shall inform the parent(s) or eligible student of the right to place a statement in the student's records commenting on the information or setting forth any reasons for disagreeing with the decision of the school.

Amendment of Records at Parental Request (continued)

Any explanation placed in the education record of the student under this section:

1. shall be maintained by the Isle au Haut School Department as part of the records of the student as long as the record or contested portion is maintained by the school; and
2. shall be disclosed to any party to whom the education record is disclosed.

Safeguards

The Isle au Haut School Department shall protect the confidentiality of education records at collection, storage, disclosure, and destruction stages.

The Superintendent of Schools appoints the Director of Special Services to be responsible for ensuring the confidentiality of education records and for training other staff to do so.

All persons collecting or using personally identifiable information shall receive training or instruction regarding the federal law, as well as state and local policies and procedures for ensuring confidentiality.

The Isle au Haut School Department shall maintain, for public inspection, a current listing of the names and positions of those employees with the school who may have access to education records.

Destruction of Information

The Isle au Haut School Department shall inform parent(s) or eligible student when education records are no longer needed to provide educational services to the student. The records shall be destroyed at the request of the parent(s) or eligible student, and may be destroyed at any time by the Isle au Haut School Department. Records may be turned over to the parent(s) or eligible student upon their request. However, the following shall be maintained without time limitations: a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grades and years completed, and the Individualized Educational Program(s) and evaluation reports for the five years preceding the termination of services.

DISPOSAL OF MATERIALS AND EQUIPMENT

The Isle au Haut School Committee shall dispose of obsolete or surplus instructional materials that are still usable for educational purposes in a specified sequence. If the item has historical significance, it shall be offered first to the Isle au Haut Historical Collections. Items that remain shall be disposed of by donation or by sale to any interested party.

The School Committee may dispose of materials that are unusable or materials that remain after following the above, as appropriate. Items for which there are no interested parties shall be disposed of at the School Committee's discretion.

ISLE AU HAUT SCHOOL COMMITTEE
POLICY NUMBER: 3.17
ADOPTED: October 5, 1994

EDUCATION OF HOMELESS STUDENTS

The Isle au Haut School Committee recognizes its obligation to provide a free, public education to homeless children and youth. In co-operation with the school unit of origin, the local school system will provide homeless students with suitable programs which assure equal access to education.

Legal References: Title 20-A MRSA, sec. 261, 5205
Maine Department of Education Rules Chapter 014

ISLE AU HAUT SCHOOL COMMITTEE**Policy Number: 5.07**

Approved: 6-22-95 Adopted: 7-12-95

STAFF DEVELOPMENT OPPORTUNITIES

It is the intent of the Isle au Haut School Committee to provide opportunities in staff development including coursework, workshops, professional reading, visits to other classrooms in other schools, and inservice programs.

As far as it is able, the School Committee will provide adequate funds to support staff development opportunities on approval by the School Committee.

Participation in an activity should be approved by the School Committee. Tuition reimbursement will be provided on approval. Staff are encouraged to share what they have learned with the School Committee.

ISLE AU HAUT SCHOOL COMMITTEE
POLICY NUMBER: 3.07
ADOPTED: 7/12/95

CHILD ABUSE AND NEGLECT POLICY

Child abuse and neglect is a serious problem affecting children from all social and economic levels. The residual effect of maltreatment of children has profound implications for the child, his or her family, and the community-at-large.

The School Committee, recognizing the right of children to be protected from abuse and neglect, and recognizing its responsibility under 22 MRSA 4001 *et seq.* has adopted this policy for all school personnel.

The law mandates certain professionals to report to the Department of Human Services when they have reasonable cause to suspect that a child has been or is likely to be abused or neglected. These professionals include teachers, school officials, and personnel. Such persons are to make any report directly to the Department of Human Services and inform the Superintendent within forty eight hours.

7/12/95

PROCESS FOR POLICY DEVELOPMENT AND REVISION

It is the intent of the Isle au Haut School Committee to maintain a policy manual that is current and includes all policies deemed necessary for the most effective operation of the Isle au Haut Elementary School.

To keep the School community informed of policies, a copy of the policy book, and all new policies and revisions as they arise, shall be distributed to School Committee members, the Superintendent, the teacher, and parents of each student.

The following steps will be taken for the development and/or revision of School Committee policies:

1. Each year the Superintendent presents a list of policies recommended for development that year.
2. The School Committee develops a draft policy and approves it at a first reading.
3. The School Committee gives the proposed policy a second reading. If there are no changes to be made, it is adopted and becomes official School Committee policy. If there are substantial changes, it shall be considered at a third reading. If there are no substantial changes at the third reading, it is adopted.
4. Policies may be revised by the School Committee at any School Committee meeting with this item on the posted agenda. A revised policy can be adopted by a majority vote of the School Committee at the meeting at which the revisions are submitted.

SUPPORT STAFF EVALUATION

It is the responsibility of the Superintendent in cooperation with the teacher to evaluate the support staff in the school. There will be at least two meetings as part of the evaluation process. The first will be held by October 1 and will include a discussion of responsibilities and expectations of the support staff member for the year. The second will include a review of the written summative evaluation. A signed copy of the summative evaluations of support staff members will be in the Superintendent's office by May 1 of each year.

A signed copy of each support staff member's summative evaluation will be in the Superintendent's office by May 1st of each year.

ISLE AU HAUT SCHOOL COMMITTEE

Policy Number: 6.06

Approved: July 12, 1995

SMOKING POLICY

It is the policy of the Isle au Haut School Committee that smoking is not permitted in school buildings at any time or on the school grounds during the school day. Adults may smoke outside on school grounds after school hours. Students are not permitted to smoke when participating in school-sponsored activities away from school property.

ISLE AU HAUT SCHOOL COMMITTEE

Adopted: November 16, 1994

Amended: January 9, 1997

SELECTION OF EDUCATIONAL MATERIALS

It is the policy of the Isle au Haut School Committee to provide a wide range of educational materials on varied levels of difficulty, with diversity of appeal and the presentation of different points of view, and to allow review of challenged materials.

The term "educational materials" is used to refer to textbooks, supplemental books and other print and nonprint material used in school, as well as library books, audiovisual materials, and computer software available in the school for student use. The term "parent" shall refer to parent or legal guardian of a student enrolled in the Isle au Haut school.

Although the School Committee is legally responsible for all matters relating to the operation of the school, it recognizes the role of the teacher and relies on the exercise of the teacher's good judgment in making decisions regarding selection of materials which best serve the instructional goals of the school. Final responsibility for selection of educational materials is retained by the School Committee.

Parent(s) may challenge the assignment of specific materials for their child following procedures specified below. While a deeply felt objection may be sufficient grounds for a substitute assignment for that student, it is not in itself sufficient grounds for removing the material from the course of study or library or for revising the curriculum.

PROCEDURES FOR MATERIALS SELECTION

The school's instructional and library materials shall be selected by the teacher in consultation with the School Committee. Materials shall be selected using the following criteria:

1. To implement and enrich the curriculum, providing for each individual's varying interests, abilities, and skills;
2. To help today's youth develop an intellectual, cultural, and moral understanding of the community and world in which they live;
3. To provide materials that will stimulate growth of knowledge, literary appreciation, aesthetic values, and ethical standards;
4. To provide materials which are representative of the many religious, ethnic, and cultural groups and their contributions to America and the world;
5. To have appropriate materials available on opposing sides of controversial issues as they arise;
6. To provide materials which will promote and foster reading as a recreation and life-long pleasure;
7. To place principle above personal opinion and reason above prejudice in the selection of materials appropriate for students;
8. To support and be consistent with the general educational goals of the school and the objectives of specific courses;
9. To meet high standards of quality in factual content and presentation.

PROCEDURES FOR HANDLING CHALLENGES TO EDUCATIONAL MATERIALS

A decision by the School Committee to uphold a complaint shall not be interpreted as a judgment of irresponsibility or incompetence on the part of the teacher and the School Committee involved in the original selection.

1. The parent making the complaint will bring it to the attention of the teacher.
2. The teacher shall respond to the parent orally and inform the Superintendent no later than the end of the following school day.
3. The parent wishing to pursue this further must file with the teacher a written complaint for referral to the Superintendent within two school days. The complaint must cite the specific materials that are alleged to be inappropriate, unsuitable, irrelevant or improper, the specific pages and passages which are deemed to make them so, and why.
4. The Superintendent will refer the matter to the School Committee at the next scheduled meeting even if timing does not permit this to appear on the School Committee published agenda, at which time the matter will be discussed in open session. The Superintendent, teacher, and complainant shall all have the right to make presentations to the School Committee in support of the positions they have taken in the matter. The School Committee may consult with the Department of Education or other school systems. In making its judgment, the School Committee will refer to the selection criteria and the specific complaint and make a decision based on the material as a whole not on portions out of context. The decision of the School Committee shall be final.
5. The teacher shall maintain the written record of the complaint process.

ISLE AU HAUT SCHOOL COMMITTEE

Adopted: July 12, 1995

Amended: January 9, 1997

AFFIRMATIVE ACTION POLICY

It is the intent of the Isle au Haut School Committee that no discrimination shall exist in any of its educational programs, employment practices, or contractual agreements because of race, color, religion, handicap, sex, sexual preference, age, national origin or ancestry. The state and federal laws affecting this policy are: 5 M.R.S.A., s4551 and s65; Civil Rights Act of 1964, Title VI; Rehabilitation Act of 1973, Section 504; Educational Amendments, 1972, Title 9; Americans with Disabilities Act (ADA), 42 U.S.C. 12101 (7/26/90).

The Isle au Haut School Committee commits itself to this affirmative action employment policy. The intent of this policy is to insure that all recruitment, employment, training, promotion, and other School Committee personnel actions are administered so as to further equal opportunity principles.

Through assuring equality of employment opportunity, the School Committee seeks to insure equality of educational opportunity. Students will thereby be provided with a variety of models of persons carrying out their professional and job responsibilities. The School Committee recognizes this as sound educational practice.

Any student seeking admission or person seeking employment deeming him or herself to have been the object of discrimination on any of the grounds cited above may appeal for redress by contacting the Superintendent.

STUDENT FUND-RAISING ACTIVITIES

When fund-raising by students or organization take place, it will proceed under the following guidelines

1. Fund-raising projects, to be approved, must directly benefit students
2. The projects will not replace school budgeted items.
3. The projects will not conflict with the academic and/or the student activities master schedule
4. The School Committee recognizes organizations acting on behalf of school/students will make their request for fund raising on the Fund-Raising Request Form directly to the Superintendent/Principal for approval or disapproval at least one week in advance of the event or events

Reviewed 5/22/00
No changes

RECESS POLICY

All students will participate in outside recess unless a note or phone call from a parent requesting that, due to an illness, the student shall remain inside during recess. The teacher or the teacher aide will be on outside recess duty at all times when children are outside. In circumstances when two school employee's are not present, the outside duty person will periodically enter the building to check on any student which a parent has requested remain inside during recess due to health concerns.

ISLE AU HAUT SCHOOL COMMITTEE

3rd READING - 5/22/2000

Adopted as policy 5/22/00

COMPUTER USE POLICY

I. The computer facilities of the Isle au Haut School are provided for the use of students, faculty, staff, and authorized community members in support of the programs of the school. Students, faculty and staff are responsible for seeing that these facilities are used in an effective, courteous, ethical and lawful manner. Use of computer facilities, including access to Internet capabilities, will be denied to individuals who fail to abide by these policies. The school reserves the right to examine all computer files.

II. General Computer Use

All computer users will:

- a. have prior experience or instruction before gaining authorization to use computer facilities;
- b. respect all copyright issues regarding software, information and attributions of authorship;
- c. avoid intentional or inadvertent spread of computer viruses or other computer programming designed to disrupt computer use;
- d. observe commonly accepted courtesies in regard to computer use, obtain permission to use specific computers and not tamper with hardware or software;
- e. abide by any additional usage policies of any school, lab or classroom;

III. Student Internet Use

The Isle au Haut School provides computers, networks and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff.

- a. Student use of school computers and Internet services is a privilege not a right. Students are required to comply with this policy and the school's computer use rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.
- b. All Isle au Haut School computers remain under the control, custody and supervision of the school staff. The staff reserves the right to monitor all student use of school computers and the Internet. Students have no expectation of privacy in their use of school computers.

ISLE AU HAUT SCHOOL COMMITTEE
3rd READING - 5/22/2000

- c. While reasonable precautions will be taken to supervise student use of the Internet, the Isle au Haut School cannot reasonably prevent all inappropriate uses, for example : access to objectionable materials and communication with persons outside of the school, which are in violation of Board policies and school rules. The Isle au Haut School is not responsible for the accuracy or quality of information that students obtain through the internet. However students will be taught to analyze a variety of information types and sources so that they may learn the skills needed as consumers of information.

- e. Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgment. The school will retain the signed acknowledgment.

Please refer to attachments A & B.

COMPUTER / INTERNET ACCESS ACKNOWLEDGMENT

The Isle au Haut School recognizes the benefits of using the Internet to enhance and reinforce academic studies. The Isle au Haut School also recognizes the dangers associated with using the Internet. The Isle au Haut School staff will supervise student use of the Internet to the best of their ability.

As a parent of _____, I understand that my
(name of Child)
child may use the Internet at school, and I give my permission for that use.

(parent signature)

As a student at the Isle au Haut School, I have read and will follow the computer use rules.

(student signature)

Date: _____

Isle au Haut School Computer Use Rules

- 1.) Respect all copyright issues.
- 2.) Obtain permission from staff to use the computers.
- 3.) Do not tamper with hardware or software.
- 4.) If there is a problem, ask for help. DO NOT try to fix the problem yourself.
- 5.) Have clean hands while using the computers.
- 6.) NEVER give out personal information while using the computers.
- 7.) Use and put away discs and CD-Roms correctly.
- 8.) No food or beverages are allowed in the computer room.

Isle au Haut School Computer Use Consequences for Breaking the Rules

- 1.) You will be warned.
- 2.) You will lose the privilege of using the computer for a period of time, to be determined by the staff.
- 3.) Your parents will be notified.

ISLE AU HAUT SCHOOL COMMITTEE

Adopted 3/5/97

Reviewed 5/22/00

No changes made

PARENT INVOLVEMENT POLICY

The Isle au Haut School recognizes that when schools and parents form strong partnerships, our children's potential for educational success improves significantly. Teachers and school administrators become more aware of parent and community expectations and are more responsive to suggestions on program operations. Parents learn the scope of the school's instructional program and set high expectations for their children. As a result, schools increase their focus on student growth and success.

Schools have the responsibility to involve parents in this partnership. The Isle au Haut School therefore supports a variety of parent-involvement strategies that require schools to involve parents at all grade levels in a broad range of roles. These efforts will be coordinated by the teacher.

The responsibility and accountability for implementing the parent-involvement policy will be shared among board members, the teacher, the community, and parents.

In order to assure collaborative partnerships between parents and schools, four components will focus school efforts in carrying out this policy: (1) parent participation, (2) communication, (3) community resources, and (4) monitoring and evaluation. The Isle au Haut School will develop its own parent/school compact to specifically outline actions and expectations that parents, teachers, and students may follow in each of the four areas.

ISLE AU HAUT SCHOOL COMMITTEE

Policy Number:

ADOPTED. 5/30/97

HAZING

Maine statute defines injurious hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school." It is the policy of the Isle au Haut 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 the school, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school department shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with the Isle au Haut School department who fail to abide by this policy may be subject to ejection from school property. Students, administrators, or staff violators of 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 the Isle au Haut School Department which authorizes hazing, penalties may include revocation of permission for that organization to operate on school property or receive any other benefit of affiliation with the school.

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

The superintendent/teacher shall assume responsibility 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/teacher as he/she carries out the provisions of this policy, that individual or organization may appeal to the school committee. The ruling of the school committee, with respect to the provisions of this policy, shall be final.

Teacher
The Superintendent ~~shall~~ assume responsibility 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 ~~as he~~ carries out the provisions of this policy, that individual or organization may appeal to the School Committee. The ruling of the School Committee, with respect to the provisions of this policy, shall be final.

HARASSMENT

As Hand *1st reading 5/12/97*
2nd reading 5/20/97 - approved
The Islesboro School Committee recognizes the right of each employee and student to a working and learning atmosphere which is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, employees and students are not to engage in harassment of any other person. Acts of harassment based upon race, color, sex, religion, age, national origin, or disability are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment:

- A. Unwelcome sexual advances, gestures, comments, or contact;
- B. Threats;
- C. Offensive jokes;
- D. Ridicule, stunts, derogatory action or remarks; and
- E. Basing employment decisions or academic decisions affecting students on practices of submission harassment.

Employees and students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or inappropriate. Employees who believe that they are victims of harassment should report such occurrences to the Affirmative Action Coordinator, immediate supervisor, or superintendent of schools. Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor or administrator, or parent/guardian. The person who has allegedly been harassed shall be advised of the various options available to the person. Maine Human Rights Commission complaint, Title IX civil action, or formal request for discipline by the superintendent and/or committee.

A substantiated charge against a staff member will subject him/her to disciplinary action, which may include dismissal.

A substantiated charge against a student will subject him/her to disciplinary action, which may include suspension or expulsion.

Appropriate information regarding harassment and recourse shall be posted in a prominent and accessible location in each ~~workplace~~ *the school*. Education and training shall take place as required by law for each new employee.

ALLEGATION OF HARASSMENT, PHYSICAL AND/OR SEXUAL ABUSE

In the event that an allegation of harassment, physical and/or sexual abuse is made against an employee from any source, internal or external, the following steps will be taken:

- A. Any employee learning of the allegation is to immediately advise the superintendent.
- B. The superintendent is to immediately assess the situation and cause an investigation to be made.
- C. If there is reasonable cause to believe the allegation, and the allegation would severely impair the ~~state~~ *School's* reputation or endanger the health and welfare of students and/or fellow employees, the employee will be assigned immediately to another position not having contact with students, or be placed on administrative leave. The School Committee shall be notified as soon as practicable.
- D. The employee will not be returned to his/her primary position until the superintendent is satisfied that the allegation is false or the charges are dismissed. Every effort will be made to conclude the investigation.
- E. If the superintendent finds that the allegation is true, the appropriate disciplinary action will be initiated which may include but not necessarily be limited to dismissal.

COMMUNICABLE DISEASE

The school's chief responsibilities in the control of communicable diseases are

- a To encourage parents to make full use of all available preventative measures.
- b To see that sick children do not come to school.
- c To arrange to return sick children home who become ill while in school
- d To prevent pupils as far as possible from exposure to communicable diseases

WEAPONS IN THE SCHOOLS

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school vehicle, or at any school-sponsored activity:

A. Knowing possession or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to: firearms, ammunition, explosives, "brass" knuckles, switchblades, knives, chains, clubs, and Kung Fu "stars".

B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and realistic replicas of weapons (including some toys).

C. As required by Section 1302 of the EDUCATE AMERICA ACT, any student who is determined to have brought a firearm (as defined in 18 U.S.C. Sec. 921) to school may be expelled from the regular school program for at least one year.

Such regulations are also to include appropriate rules, sanctions, and procedures regarding violence and/or use of weapons by employees, visitors, or other persons in addition to students.

Role of School Staff

School personnel will take appropriate action to secure the health and safety of students during any altercation involving violence and/or use of a weapon. Incidents are to be reported immediately to an appropriate administrator.

2nd reading - 11/25/97

Building Use Policy

Although the primary function of the school building and premises is for the education of the island school children, the school committee welcomes the use of the building and premise by community members.

Building use by the community will not interfere with school operations or with the function of school employees.

Building use will not put undue wear and tear on the building or equipment.

Persons using the building or premises are responsible for cleaning after use.

Persons wanting use of the building should seek permission from the school teacher during the academic year or the school board during the summer months.

1st reading 10/11/97
2nd reading 11/25/97

Guidelines for Media Coverage in the School

The school committee recognizes that there are times that the media will have an interest in our school, students, teachers and community. We welcome any publicity that highlights the achievements of the school or students or features the uniqueness of our school and community in a positive light. In the same way, we discourage any media coverage that would reflect badly on the school community or in any way be injurious to individual students or teachers. Because the teacher is the best judge of his/her classroom environment, he/she will decide the appropriateness of any media coverage using all guidelines outlined within. Parents will be given prior notice of any media coverage that will occur during school hours and encouraged to express any concerns or comments. If there is any doubt, the teacher may seek the advisor approval of the school committee.

Parents must give permission for their child's name or picture to be used in print or photo. Any media coverage will not significantly disrupt the flow of daily activities. Any media use of the building outside school hours shall also be governed by the school building use policy.

Curriculum Development Process

The curriculum is the blueprint for our educational program, to guide instruction while allowing flexibility for teacher creativity and the needs of individual students. Given the limited amount of time in the school day and year, and the ever-increasing demands on that time, there is a need for a curriculum to ensure the efficiency and effectiveness of the educational program. It is the intent of the Isle au Haut School Committee that curriculum will be developed by a Curriculum Advisory Committee and adopted by the School Committee.

The curriculum is designed to actively engage the minds of children, to help them discover and uncover knowledge while acquiring the skills needed. It goes beyond the acquisition of knowledge and skills to include their application to personal and social situations through reasoning, reflection and critical analysis.

The curriculum is intended to be a well-conceived whole, avoiding unnecessary repetition, and sequential in nature. It is designed to be appropriate to the development level of students, and to challenge them to advance to the next level of development. Curricula are written and revised by subject area; however, instruction should integrate a variety of subject areas, showing students interrelationships and making connections between subjects.

All curricula foster the development of each student's language abilities, through reading, writing, listening, speaking, and the use of basic math skills. Process skills and technology are also a part of each curriculum.

Curriculum format involves the statement of outcomes, that is, what skills, knowledge, or outlooks students will have after completing a unit or grade level. This places the emphasis on the results for students, rather than on the day's lesson, and provides the teacher with the greatest flexibility in use of materials and instructional approaches. Thus each objective should be considered the completion of a sentence beginning "by the end of the school year all students will demonstrate the ability to..."

Isle au Haut School Committee
approved 2/18/98

Secondary Home-school Tuition Policy

To provide educational opportunities for home-schooled high school students, monies are available to compensate the cost of ITV classes up to the state mandated maximum tuition amounts per year for students in grades 9-12 whose parents are year-round, legal residents of Isle au Haut. A student requesting such funding must be in an approved home-schooling program.

Teacher's Year-end Curriculum Report

Due to the nature of a multi-grade school, the frequent use of integrated curriculum and the frequent turnover of teaching staff, the Isle au Haut School committee feels there is a need to ensure a smooth transition from one teacher to the next regarding material and subject areas covered in preceding years.

Therefore, the Isle au Haut School Committee will require all teachers regardless of their intent to teach the following year, to file a Year-end curriculum summary. This summary will include all integrated themes or topics covered during the year, including topics that might have only been covered by certain grades. It should include textbooks and other specific teaching materials used in the various subject areas, (ie Boston Museum of Science teaching kits - geology) and any related field trips. This summary will include a brief outline of the methods and daily routines used in the classroom.

The summary may be as detailed as the teacher wants but must at least be comprehensive enough to provide the incoming teacher with an outline of the previous year(s). This summary becomes the property of the Isle au Haut School Committee and will be updated annually to ensure there is useful sequential history of the topics and subject areas covered throughout the years.

We hope that this transfer of information will not only better prepare the new teacher but also avoid unnecessary repetition in certain subject areas and provide a means to discover gaps in the curricula over the years.

Animals in School

Animals have long been a part of schools' instructional programs and can be valuable teaching aids that capture students' attention. However, a recent problem with flea infestation, a concern for air quality in the school (possibly adversely affected by animal dander) and the increase in rabies cases in Maine has prompted the need for the following policy concerning animals in the school.

Permission must be obtained from the School Committee before animals are brought into the school building by anyone. If students need to bring domesticated animals to school for educational purposes, they must consult with their teacher who may use their own discretion or request permission from the School Committee.

If domesticated animals on school property during school hours become a nuisance, unwelcome distraction, or in any way endanger the health or well being of students or staff, the owner or animal controls officer will be notified and asked to remove the animal from school property.

No wild animals will be allowed in school unless under the control of an individual trained in the care and management of the animal.

All animals brought to school must be restrained by the owner/handler. The teacher is responsible for the proper supervision and control of students whenever there is an exhibit or activity involving animals in school.

Animals kept in the classroom must be housed in appropriate containers and cared for in a safe and humane manner. Only the teacher or individuals designated by the teacher are to handle these animals. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their adequate care at all times.

No animal may be used as part of a scientific experiment or any other purpose where the normal health of the animal is interfered with or where pain or distress is caused.

ISLE AU HAUT COMMITTEE

ADOPTED: 9/28/98

PROMOTION, RETENTION AND ACCELERATION OF STUDENTS

1. It is the intent of the School Committee that appropriate instruction be offered to all students in a progressive and sequential way. Therefore, the grade placement of each student will be made on an individual basis, understanding that the level of instruction at each grade is not a single level of instruction but rather a series of levels intended to meet the various needs of students assigned to that grade level.

2. As far as possible, retention will be decided through conferences involving the teacher and parents or guardians. Parents will be notified as early as possible that retention is being considered and, except in very unusual circumstances no later than March 15. The teacher shall be responsible for making the final decision as to retention and assignment. Parents dissatisfied with this decision may appeal to the Superintendent and, if not satisfied at that level, to the School Committee. Decisions on special education students will be made through the Pupil Evaluation Team process.

3. The following criteria shall be utilized in making decisions concerning promotion and retention:

- A. Student achievement
- B. Academic potential
- C. Attendance
- D. Health
- E. Maturity
- F. Physical size
- G. Age in relation to grade placement
- H. Student attitude
- I. Parent concerns
- K. Program options

Any necessary retention should take place as early in a student's educational career as possible. Only in unusual circumstances should a child be retained more than once.

Legal reference: Chapter 125-23, B,5,1 (Maine Department of Education Regulations)

SCHOOL COMMITTEE OPERATIONS

The Sedgwick School Committee operates as a five member municipal school committee as authorized at Sedgwick's annual Town Meeting of March 5, 1988. The Committee shall conduct business according to procedures as follows:

1. Committee Organizations and Elections

The Sedgwick School Committee shall annually elect a chair, vice-chair, and a ^{Secretary} representative to the George Stevens Academy Joint Board, who shall serve at the pleasure of the Committee. The Chair shall be held by the same member for no more than three consecutive terms unless the Committee votes to waive this restriction for a particular year. Election of officers shall be held at the Committee's organizational meeting following town elections at the annual town meeting or during the year whenever vacancies occur. The Superintendent shall be ~~ex officio~~ secretary of the Committee and shall ensure that minutes of meetings are recorded accurately, disseminated and placed on file in accordance with Maine law.

2. Officers

- a. The Chair shall preside at all meetings of the Committee, may participate in discussions without leaving the chair, may make motions and seconds, and may vote. The Chair shall ensure that warrants and other vouched bills are properly certified for payment by the Superintendent, approved by a majority of the Committee members and given to the Selectmen for payment in a timely manner. The Chair shall designate a School Committee member to serve on interview committees for full-time teaching positions. The Chair shall also perform other duties which may be assigned to the position of Chair.
- b. The Vice-Chair shall, in the absence or incapacity of the Chair, perform the duties of Chair and all other duties which may be assigned to the position of Vice-Chair.
- c. In the absence or incapacity of both Chair and Vice-Chair, the Committee shall elect one of its members as temporary Chair.

3. Regular and Special Meetings

- a. The Committee shall hold a regular monthly meeting on a day of the month and time specified at the August Committee meeting, unless a change is made for a specific Committee meeting. The Chair or Superintendent is authorized to call special meetings. On request of a majority of the Committee, the Superintendent is required to call a special meeting. Robert's Rules shall be used as a reference for Committee operations as local conditions warrant.
- b. A quorum of three (3) Committee members is required for a meeting to be held. For a motion to pass, a majority of those present and voting must support it.
- c. Meetings shall not exceed three (3) hours in length unless extended by majority vote of Committee members present.
- d. It is the intent of the Committee that all matters for which it is responsible, by law or by virtue of its established policies, shall come before it for action at a regular or special meeting as prescribed in this section.

4. Meeting Agendas

- a. The Superintendent shall develop the agenda following consultation with the Chair and Principal. People wishing to add items to the agenda shall make the request known to the Chair or Superintendent at least seven working days prior to the meeting. Copies of the agenda shall be mailed to the Committee, Principal and Town Office five days prior to the meeting. Copies of the agenda shall be posted at the school and mailed to the newspapers at the same time. Whenever possible, information pertaining to agenda items will be mailed to the Committee with the agenda.
- b. Agenda items shall include, but not be restricted to, reports of the Superintendent, Principal, George Stevens Academy and CSD 13 representatives and reports of standing and temporary committees. Although it is not a legal requirement, time will be provided on the agenda for citizens to comment. However, the time available may be limited based on the number of people wishing to comment and the length of the meeting agenda. The Committee encourages the inclusion on the agenda of

presentations on school programs by staff members and students. Items not addressed at one meeting will be carried forward to the next agenda.

- c. The meeting agenda and sequence of items shall be established by the Superintendent and followed as published except for priority items requiring immediate attention and which were not known at the time of agenda publication. In such cases, every effort shall be made by the Chair or Superintendent to apprise Committee members of the agenda addition prior to the meeting. The Chair or designee shall read each agenda item prior to Committee discussion for the benefit of the public attending the meeting.

5. Executive Session

The meetings of the Committee shall be public except when the Committee shall vote to hold an executive session in accordance with Maine statute. However, the motion to go into executive session, stating the precise nature of the business to be discussed, must be made at a legally held public meeting and must be approved by at least three-fifths of the Committee members present and voting. Matters shall be voted on only in public session.

6. Committees

The Committee shall vote to establish each standing committee once and each temporary committee as needed. Members of standing committees and temporary committees shall be appointed by the Chair as needed with standing committee membership ratified by the School Committee. ~~Teachers serving on committees intending to receive a stipend as provided in the Negotiated Agreement must be approved by the Committee.~~ The Chair has the right, but not the obligation, to participate in the proceedings of the committees. However, the Chair is not counted in the quorum of any committee unless officially serving on the committee.

7. Other Operational Procedures

- a. Committee members shall not give orders to any employee, either publicly or privately.
- b. When visiting school, Committee members shall report to the Office and announce their presence, ~~as a committee member.~~
- c. Committee members shall not make public statements on behalf of the Committee unless specifically authorized by the Chair or by vote of the Committee.
- d. Committee members shall familiarize themselves with laws, policies and rules pertaining to their Committee responsibilities and shall prepare themselves on agenda topics prior to the meeting.
- e. Committee members shall vote at Committee meetings impartially for the general good of the system and not for any personal reasons. Abstention from voting, though legal, should be kept to a minimum as it deprives the public of the Committee member's voting representation.
- f. ~~Committee members shall notify the Superintendent or Principal of all suggestions and complaints regarding the school system.~~
- g. If discussing school matters with one another outside of meetings, Committee members shall refrain from reaching conclusions outside of meetings.
- h. Committee members shall support and comply with the action of the majority of the Committee.
- i. Committee members shall address each other with courtesy and respect during meetings.
- j. Committee members shall be reimbursed for expenses incurred in carrying out official business ~~provided the Chair has given prior approval to incur such expenses.~~
- k. Committee members shall coordinate requests for information regarding the Sedgwick school system from public officials other than Sedgwick School Committee members through the Chair or Superintendent. However, Maine School Management Association (MSMA) is a resource directly available to all Committee members.

8. Committee Legal Services

The Committee shall designate a legal firm to provide legal counsel to the Committee. This legal firm represents the interests of the Committee as a whole and not necessarily those of individual Committee members or any employee including the Superintendent. The legal firm so designated by the Committee shall serve at the pleasure of the Committee. All communications with the Committee's legal counsel shall be in consultation with the Superintendent, except in cases which involve the Superintendent. In this case the Chair shall communicate directly with the Committee's legal counsel.

ISLE AU HAUT COMMITTEE

ADOPTED: 9/28/98

STUDENT DISCIPLINE

1. Good discipline in the schools is essential for the school program so that students can realize their greatest opportunities for growth. Discipline should be administered so the school can discharge its primary responsibilities of education and the development of good citizenship. Discipline should not be used to deprive students of any academic opportunities, including library services.

2. In maintaining discipline, teachers must be able to proceed with assurance of support from the Superintendent and School Committee. The following are guidelines for development of good discipline.

- A. Good discipline is usually positive rather than negative. It consists of keeping students interested and involved in doing something constructive rather than punishing them for doing things that are unacceptable.
- B. Good discipline is fair, dignified and in good temper.
- C. Conferences between the teacher and parents or guardians should be effectively employed to bring about acceptable school behavior.

3. The teacher shall have the authority to make and enforce with suitable penalties all rules necessary for the proper management of classes and appropriate behavior of all pupils. Physical force or corporal punishment shall not be used as a punishment. A teacher or other person entrusted with the care or supervision of a person for special or limited purposes may use reasonable force to restrain a student who creates a disturbance if the teacher or other person reasonably believes it is necessary to control the disturbing behavior or to remove the student from the scene of the disturbance.

4. The teacher shall provide for the suspension for up to ten days or other serious punishment of students in accordance with the policies of the Isle au Haut School and Maine state law.

ISLE AU HAUT COMMITTEE

ADOPTED: 10/13/98

SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF

1. A well-planned and systematic program of supervision and evaluation of performance tied to educational outcomes is vital to the ongoing improvement of the instructional program. It is incumbent upon this School Committee to ensure that sufficient administrative time and energy are expended to supervise (observe and assist) and evaluate (measure and assess) teachers. The evaluation program shall address all aspects of teaching performance and recognize that the fulfillment of student needs is of primary importance.

2. The Superintendent shall be responsible for development, implementation and periodic review of a comprehensive program of supervision and evaluation. The program shall provide for minimum standards for the number and frequency of formal performance reviews, with the understanding that probationary teachers require closer support and more frequent performance reviews.

- A. Evaluative criteria shall be written form and made permanently available to the teacher;
- B. Evaluations shall be made by an immediate supervisor/administrator;
- C. Results of the evaluations shall be put in writing and shall be discussed with the teacher;
- D. The teacher being evaluated shall have the right to attach a memorandum to the written evaluation form;
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

3. In keeping with the School Committee's goal of employing the best qualified staff to provide quality education for all students, the teacher is expected to participate fully in the evaluation process, self-appraisal and continuous improvement of professional skills.

4. The Superintendent is to seek appropriate involvement of the teacher in the development and periodic review of the supervision and evaluation program.

6/29/98

COMMUNITY CONCERNS

1. It is the policy of the Isle au Haut School Committee that all parents, students, and other citizens who express concerns regarding the school department or an employee thereof shall seek resolution as close as possible to the origin of the concern.

2. When a member of the School Committee or the Committee as a whole is informed of a concern, the concern will be referred back through the proper administrative channel for solution before any investigation or consideration by the School Committee. Exceptions are complaints that concern Committee actions or operations which should be addressed to the Superintendent Of Schools or School Committee Chair.

3. The proper channel for concerns involving instruction, discipline or learning materials shall proceed from the teacher to the superintendent. If the concern cannot be resolved at either of these levels, it may be appealed to the School Committee.

4. When appropriate, the concern will be placed on the agenda of the next regular School Committee meeting for consideration. Time is provided at all regular School Committee meetings for citizen comments. The Committee welcomes citizen participation in its meetings.

5. Concerns involving a school employee or student will be heard and considered only in executive session. The Superintendent will be responsible for notifying all participants of the Executive Session. Any action voted by the Committee must take place in regular session. The School Committee may decline to consider concerns that are repetitive or inappropriate for Committee action.

6. At all levels, school employees will inform the person raising the concern of their right to appeal the decision to the next level. This policy shall not be utilized by employees for matters or grievances relating to any term or condition of employment.

7. To ensure open communication, the superintendent shall write the parents of each Isle au Haut student with an invitation to meet with him/her in November and May. Each parent who wishes to schedule a conference must contact the superintendent for an appointment prior to the day when the superintendent visits Isle au Haut for the monthly meeting with the school committee.



Adopted 5/22/00

PUBLIC PARTICIPATION AT ISLE AU HAUT SCHOOL BOARD MEETINGS

It is the intention of the Isle au Haut School Board to encourage the public to attend its' meetings. Public participation in meetings gives board members perspective as to the concerns and interests the community might have regarding agenda items to be discussed by the board. It is the intent of this policy to allow public participation while at the same time enable the Board to conduct its business in a timely fashion

Board meetings are held to conduct the business of the Isle au Haut School. The meetings are not public forum meetings (as are town meetings), but are meetings that are held so that the board can conduct its business in public. Orderly conduct of a meeting does not permit spontaneous discussion from the public. Citizens wishing to comment on an agenda item will wait until recognized by the Chair. The Chair ultimately decides how much time will be allotted to each item to be discussed.

When the need for Executive Session arises, the Board will conduct the session as stated in the Policy Handbook. Complaints or allegations concerning staff members, students, or anyone connected with the school will not be allowed in public sessions.

Isle au Haut School Committee

Third Draft : 02/8/2000

Adopted 4/12/00

SUBSTITUTE TEACHERS

It is the intent of the Isle au Haut School Committee to provide the best quality substitute teachers to assure continuity of education in the absence of the regular teacher. To this end, the School Committee will provide the teacher with a list of qualified substitute teachers. Efforts to recruit substitutes will be made throughout the year as needed.

Substitute teachers will be hired, as needed, at the discretion of the teacher.

It is understood that in the absence of the teacher, the aide is to assume control of the classroom as teacher. If this absence is to last longer than 2 days, the aide, as acting teacher, should hire a substitute teacher to help in the classroom.

It is also understood that in the event that neither the teacher nor the aide are present, the School Committee will hire someone from the list.

Substitute teachers shall be compensated \$50.00 per day.

It shall be the responsibility of the teacher to review the performance of substitute teachers using information such as comments from staff members, parents, and students. Substitutes whose performance is not satisfactory, based on this review, will not be hired for future assignments.

Isle au Haut School Committee

Approved: 3/5/00

EXEMPTION FROM REQUIRED INSTRUCTION

1. The curriculum of the Isle au Haut School is designed to include statutory requirements and other areas of study deemed appropriate by the professional staff and the School Committee. The curriculum includes topics and materials that are age and ability appropriate to the students.
2. The School Committee acknowledges that from time to time individual students may be presented with some ideas and materials with which they or their parent(s)/legal guardian(s) disagree. Students and their parent(s)/legal guardian(s) cannot be required to adopt ideas with which they disagree, but such disagreement alone is not a sufficient basis to exempt a student from the prescribed curriculum. Exemptions from the required curriculum should be minimized because they can detract from the overall instruction provided to the class as a whole and the educational objectives of the curriculum.
3. The School Committee recognizes that there could be topics in the curriculum that may be objectionable to individual students and/or parent(s)/legal guardian(s) based on their particular, sincerely held religious, moral or philosophical beliefs. Exemptions from instruction that infringe on such beliefs may be requested by the parent(s)/legal guardian(s).
4. Requests for exemption from instruction must be made in writing to the Teacher and are subject to the approval of the principal. The principal shall notify the Superintendent as soon as practicable of any request for exemption from instruction and his/her decision on that request. If the Teacher denies an exemption request, the parent(s)/legal guardian(s) may appeal to the Superintendent. Parents or legal guardians who are not satisfied by the decision of the Superintendent may appeal the decision to the School Committee, whose decision shall be final.
5. In considering requests for exemption, factors the Teacher, Superintendent or School Committee shall consider include:
 - A. Whether the course of instruction is required by state law or school policy;
 - B. Whether an exemption will adversely affect the instruction provided to other students;
 - C. The educational importance of the material or instruction from which exemption is requested;
 - D. Evidence of the sincerity of the belief on which the request is based;
 - E. Whether the school has a legal obligation to accommodate the exemption request; and
 - F. Other factors that bear upon the merits of the request.
6. When a student is exempted from a portion of the regular curriculum, the staff shall make reasonable efforts, within the scope of existing resources, to accommodate alternative instruction

for the student. Any alternative instruction shall meet the standards and objectives of the part of the curriculum being replaced.

Legal Reference: 20-A MRSA § 6209
LD 1536, Chapter 51 Resolves
Chapter 127 and 131 Maine Department of Education Rules

ISLE AU HAUT SCHOOL COMMITTEE

ADOPTED:

TRANSPORTATION

1. It is the policy of the Isle au Haut School Committee to provide transportation for students residing on Isle au Haut as follows:
 - Grades K-8 daily to the Isle au Haut School;
 - Grades K-8 on field trips and co-curricular activities as approved by the Teacher and School Committee;
 - Grades 9-12 by mailboat and contracted transportation to Deer Isle-Stonington High School, as long as Isle au Haut students attend that school;
 - Grades 9-12 day students attending other schools by mailboat and on regularly scheduled contracted transportation as far as Deer Isle-Stonington High School;
 - Special education students K-12 to their educational programs in public or private schools as specified in their I.E.P.'s.

2. The School Committee authorizes the Teacher or Superintendent to suspend bus riding privileges when behavior warrants for any and all students K-12. It is the intent of the School Committee that disciplinary measures taken are appropriate to the transgression, and that the severity of the disciplinary measure shall increase for continuous inappropriate behavior. In cases of very serious behavior transgressions, the student may be immediately denied riding privileges. In these cases the parent or guardian shall be notified as soon as possible.

3. Bus routes will be subject to approval by the School Committee. Students will be dropped off at their scheduled stop unless they have permission from a parent or guardian.

4. The transportation system shall operate in a way that places the safety of the students above all other considerations. The driver is responsible for the safe operation of the bus and has the authority to govern the conduct of riders, consistent with the administrative regulations.

HIGH SCHOOL ROOM AND BOARD COSTS

It is the intent of the Isle au Haut School Committee to pay a daily rate for the costs of room and board for a student attending a mainland high school when the student must live ashore for the school year.

The daily rate is based on 175 school days, as Maine State mandate requires, and will be paid at the rate of \$20.00 per day.

This will be paid directly to the institution providing the room and board, or to the individual(s) with whom the student is residing. Payment will be made upon presentation of a billing statement.

Room and board costs are not covered if a student is residing with a legal guardian.

When a student receives scholarships covering all or part of room and board costs, only that portion not covered will be paid, not to exceed the daily rate per day.

2nd Reading
August 1, 2001

HIGH SCHOOL TRANSPORTATION COSTS

It is the intent of the Isle au Haut School Committee to pay the costs of regular contracted transportation for 9th-12th grade students commuting daily to mainland high schools.

These costs will be paid directly to the mailboat company, bus service, or other contracted transportation.

A duplication of a contracted service will not be covered.

Compensation may be considered when private boat transportation enables a student to attend part of a regular school day that the mailboat schedule would not allow. Compensation would be at the same rate as the student mailboat fare per number of trips.

In the event the mailboat trip is cancelled, the Committee may approve reasonable overnights costs, based upon the submission of receipts.

Isle au Haut School Committee
Adopted: _____

Bid Policy

1. Recognizing the community's interest in securing high quality services at competitive prices, contracts involving summer cleaning, custodial, repairs, maintenance, transportation, and any other necessary services will be subject to the bid process.
2. At the regular school committee meeting one month prior to the award of contracts, the school committee will review the service provided by the most recent contractor. If there are concerns about the quality of services rendered during a previous contract, these concerns shall be brought to the attention of the superintendent at this meeting, for investigation prior to the award of bids at the next regular or special meeting.
3. Each bid will be posted a minimum of 14 days. Prior to the posting of the bid, job specifications will be reviewed to determine if any task or requirement should be adjusted. The posting shall include the following: pertinent specifications; date bid is due and to where the bid should be sent; the date bids will be reviewed; and the statement, "The Isle au Haut School Committee reserves the right to accept any bid and to reject any or all bids if it deems such action is in the best interest of the school".
4. Bids will be opened and reviewed in public at a regular or special meeting of the School Committee. Incomplete bids or bids that fail to conform to the bid specifications, fail to provide the required bid documents, or fail to provide required information may be rejected. Late bids will not be accepted.
5. The school committee may award a contract when a member of the school committee has a direct or indirect monetary interest in the contract if the member with monetary interest makes full disclosure of his/her interest before any action is taken and if the member abstains from voting, from the negotiation or award of the contract and from otherwise attempting to influence a decision in which that member has an interest.* The school committee should check for conflict of interest among its members. One example is if a member is related to a bidder by blood or marriage, this should be disclosed and the member should abstain from the award process. Other circumstances may warrant an abstention.
6. The Isle au Haut School Committee may take a bidder's prior service and performance into consideration when a decision is made to award a contract. References may be checked. Any contract awarded is contingent on documentation by the contractor that the insurance requirements for the contract have been met.

* Legal Reference: Title 30-A, Chapter 123, ss2605.